

Conference Proposals Interface (CPI) PP-18 User guide

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1. CPI overview

The Conference Proposals Interface (CPI) is a web-based tool that assists in the preparation of proposals by creating a clean baseline document (a “skeleton”) upon which proposed modifications can be indicated. CPI will be familiar to those who have submitted proposals to other major ITU events like the ITU Plenipotentiary Conference 2014 (PP-14), the World Radiocommunication Conference 2015 (WRC-15), the World Telecommunication Standardization Assembly 2016 (WTSA-16) or the World Telecommunication Development Conference (WTDC-17).

Key terms:

- **Basic texts:** Collection of the basic texts adopted by the Plenipotentiary Conference (Edition 2015)*
- **Skeleton:** Those provisions from the Basic texts that have been selected by a submitter as a baseline for proposed modifications. Once a skeleton has been created using CPI, the system generates a corresponding Word file in the correct format.
- **Proposal:** A contribution to PP-18 suggesting changes to the Basic texts. Proposals should be based on the Word file (skeleton) created via CPI, updated to indicate the desired modifications (using “track changes” where needed – see clause 5 below).

**Outputs of the 2018 Session of Council, such as Draft Strategic and Financial Plans, Draft new Resolutions, etc., will be made available in due course in CPI. Member States will also be able to use these outputs as basis for their proposals.*

Useful addresses and contact details:

- CPI: <https://www.itu.int/net4/proposals/CPI/PP18/> (in case of difficulty to access the link from this file, **copy/paste** it to your browser).
- PP-18 Secretariat: contributions@itu.int

2. Access to CPI

2.1 Check your user account

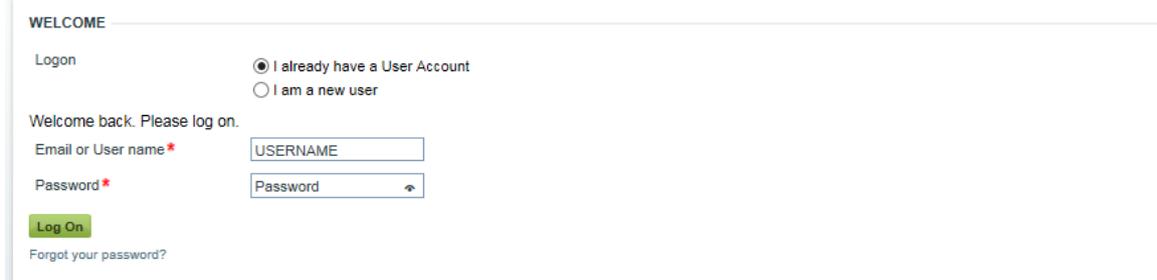
IMPORTANT: to make sure you receive all e-mail correspondence in relation with your contribution, kindly check that e-mail address linked to your user account is updated:

- a) At <http://www.itu.int/en/membership/Pages/default.aspx> click on login

User Account (incl. TIES) :

Login >

b) Enter your TIES username and password:



WELCOME

Logon

I already have a User Account
 I am a new user

Welcome back. Please log on.

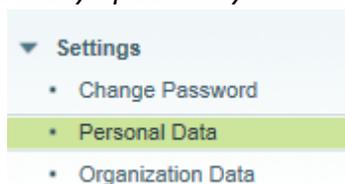
Email or User name*

Password*

Log On

[Forgot your password?](#)

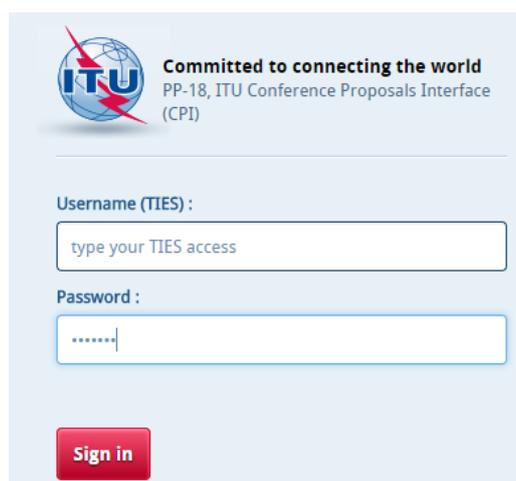
c) Click on Personal Data to make any update to your account (E-mail, title, etc.):



- ▼ Settings
 - Change Password
 - **Personal Data**
 - Organization Data

2.2 CPI - Logging on

To log on, navigate to <https://www.itu.int/net4/proposals/CPI/PP18/> (in case of difficulty to access this link from this file, **copy/paste** it to your browser), and enter your TIES access and password, then click “Sign in”.



 **Committed to connecting the world**
PP-18, ITU Conference Proposals Interface (CPI)

Username (TIES) :

Password :

Sign in

3. Languages

Your default TIES language will be used unless you select a different one from the options at the top of the screen.

The screenshot shows the ITU PP-18 interface. At the top, there is a header with the ITU logo and the text "Committed to connecting the world". Below this, it says "PP-18, ITU Conference Proposals Interface (CPI)" and lists languages: العربية, 中文, Français, Русский, Español, and a "Log out" link. On the right, there are buttons for "User guide" and "Actions".

The main content area is divided into two sections: "My browser" and "My skeleton".

My browser: This section has a search bar with a dropdown menu set to "All" and a search input field containing "Text / provision N°". There is a checkbox labeled "on provision number only" which is checked. Below the search bar is a list of categories under "PP-18":

- CONSTITUTION OF THE INTERNATIONAL TELECOMMUNICATION UNION
- CONVENTION OF THE INTERNATIONAL TELECOMMUNICATION UNION
- GENERAL RULES OF CONFERENCES, ASSEMBLIES AND MEETINGS OF THE UNION
- OPTIONAL PROTOCOL
- DECISIONS ADD
- RESOLUTIONS ADD
- RECOMMENDATIONS ADD
- GENERAL MATTERS OTHER

My skeleton: This section shows "0 item" and a table with columns: #, Action, Provision, Mapping, and a close button (X). The table is currently empty.

At the bottom right, there is a small text: "Contact Us - © ITU 2017 All Rights Reserved".

4. Searching the Basic texts

You may search for key words/strings of words using “My browser”. Searches can be performed on the entire collection of texts or on a selected volume: simply select Constitution, Convention, General Rules, etc.

Additionally, you may search only within the titles of the provisions/individual items, when “On provision number only” is ticked, or within the content of the entire document when it is unticked.

You can managed advanced Search using operators like AND or OR

This screenshot shows the same ITU PP-18 interface as the previous one, but with a search result. The search bar in the "My browser" section now contains "DEC AND 11". The "on provision number only" checkbox is still checked.

In the "My browser" section, the "DECISIONS" category is expanded, and a single result is shown: "DECISION 11 - Creation and management of Council working groups". This result is highlighted with a blue background and includes an eye icon and a plus-minus icon.

The "My skeleton" section remains empty, showing "0 item".

At the bottom right, there is a small text: "Contact Us - © ITU 2017 All Rights Reserved".

Or you may decide to use the “wild card” (“*”) for your search, either at the start of the search sentence or at the end.

The screenshot shows the ITU Conference Proposals Interface (CPI) for PP-18. The header includes the ITU logo and the slogan "Committed to connecting the world". Navigation options for Arabic, Chinese, French, Russian, and Spanish are provided, along with a "Log out" link. On the right, there are buttons for "User guide" and "Actions".

The main content area is divided into two panels. The left panel, titled "My browser", features a search filter set to "All" and a search box containing "DECISION 1*", which is highlighted with a red box. Below the search box, there is a "See full skeleton" link and a checkbox for "on provision number only". The list of results under "PP-18" shows a "Collapse all" link and a list of decisions:

- DECISION 11 - Creation and management of Council working groups
- DECISION 12 - Free online access to ITU publications
- DECISION 13 - Monitoring mechanism on ITU programmes and projects
- DECISION 14 - Use of hyperlinks in ITU documents

The right panel, titled "My skeleton", shows "0 item" and a "Load previous skeleton" link. Below this is a table header with columns: #, Action, Provision, Mapping, and a close button (X).

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By clicking on the small arrows before the titles, you can expand the sub-sections and further browse the list.

This screenshot shows the same ITU CPI interface, but with the search filter set to "Text / provision N°". The "My browser" section is expanded, showing a hierarchical list of sections. A red box highlights the top-level section "CONSTITUTION OF THE INTERNATIONAL TELECOMMUNICATION UNION". The list includes:

- CONSTITUTION OF THE INTERNATIONAL TELECOMMUNICATION UNION*
- Preamble
- CHAPTER I - Basic Provisions
- CHAPTER II - Radiocommunication Sector
- CHAPTER III - Telecommunication Standardization Sector
- CHAPTER IV - Telecommunication Development Sector
- CHAPTER IVA - Working Methods of the Sectors
- CHAPTER V - Other Provisions Concerning the Functioning of the Union
- CHAPTER VI - General Provisions Relating to Telecommunications
- CHAPTER VII - Special Provisions for Radio
- CHAPTER VIII - Relations With the United Nations, Other International Organization
- CHAPTER IX - Final Provisions
- ANNEX - Definition of Certain Terms Used in this Constitution, the Convention and
- CONVENTION OF THE INTERNATIONAL TELECOMMUNICATION UNION

The "My skeleton" panel on the right remains the same, showing "0 item" and the table header.

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You may check the content of a provision by clicking on the “eye” icon. You may also create a Word file from any provision you check.

The screenshot displays the ITU PP-18 Conference Proposals Interface (CPI). The top navigation bar includes the ITU logo, the text "Committed to connecting the world", and the title "PP-18, ITU Conference Proposals Interface (CPI)". It also features language options (عربي, 中文, Français, Русский, Español) and a "Log out" link. On the right, there are buttons for "User guide" and "Actions".

The main interface is divided into two panels. The left panel, titled "My browser", shows a search bar with "All" selected and "5" items found. Below the search bar is a tree view of provisions under "PP-18". The tree view includes sections like "CONSTITUTION OF THE INTERNATIONAL TELECOMMUNICATION UNION", "CHAPTER I - Basic Provisions", "ARTICLE 1 - Purposes of the Union", "CONVENTION OF THE INTERNATIONAL TELECOMMUNICATION UNION", "CHAPTER I - Functioning of the Union", "SECTION 1", "ARTICLE 1 - Plenipotentiary Conference", "GENERAL RULES OF CONFERENCES, ASSEMBLIES AND MEETINGS OF THE UNION", and "CHAPTER I - General Provisions Regarding Conferences and Assemblies". Each item has an "eye" icon and a "plus/minus" icon.

The right panel, titled "My skeleton", shows "0 item". A red arrow points from the "eye" icon of the provision "5" in the tree view to a detailed view of that provision. The detailed view shows the provision number "5" and the text: "c) to promote the development of technical facilities and their most efficient operation with a view to improving the efficiency of telecommunication services, increasing their usefulness and making them, so far as possible, generally available to the public;". A Word document icon is visible in the top right corner of the detailed view.

5. Preparing a baseline document (“skeleton”)

5.1 Proposal types

Each individual proposal will use one of the following “Actions”:

ADD (add) – Proposal to add a new provision, a new Decision, a new Resolution or a new Recommendation

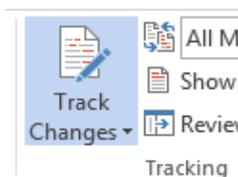
Note: No “track changes” should be used.

ADD* - Proposal to add existing text from elsewhere.

Note: It is necessary to reproduce the texts carrying the symbol ADD*.

MOD (modify) – Proposal to modify an existing provision, an existing Decision, an existing Resolution or an existing Recommendation, i.e. adding, deleting or replacing words or figures.

Note: To modify the text, “track changes” from the Word file should be turned on (Deleted text should appear as ~~struck through~~ and added text should appear as underlined).



(MOD) – Proposal to amend a text, from an editorial point of view only

Note: To modify the text, “track changes” should be turned on (Deleted text should appear as ~~struck through~~ and added text should appear as underlined).

SUP (suppress) – Propose to delete a provision, a Decision, a Resolution or a Recommendation.

Note 1: It is not necessary to reproduce text carrying the symbol SUP.

Note 2: Where only part of text is to be deleted from within a provision, the symbol MOD should be used (and delete this part with track changes).

SUP* - Proposal to transfer text elsewhere

Note: It is not necessary to reproduce text carrying the symbol SUP*.

NOC – Text for which no change is proposed. This symbol may be used to clarify that no proposals are made with respect to a particular text.

Note: It is not necessary to reproduce text carrying this symbol.

NOC – Proposal for text to be maintained without change. This symbol may be used together with a proposal number to emphasize that a particular provision or provisions should remain unchanged. Normally the reasons should be provided.

OTHER – Proposal on general matters not included above.

5.2 Selecting and stacking your proposals

To create a skeleton, identify the first provision (or Decision, Resolution, Recommendation) that you wish to modify or delete, then click on the icon  to select it and apply the associated Action to make a proposal.

By clicking on the “Actions” button in the top right-hand corner (if you have a small screen it may appear only as a question mark), you will be able to see a description of each Action type.



The selected provision and the associated Action will then appear under “My skeleton”. Repeat this process until all provisions have been added to your skeleton.

By default, a “reduced” skeleton is displayed. Click on “See full skeleton” to see all the information available.

In the full skeleton, a “Reasons” clause will be added automatically immediately after each proposal by default. To remove the “Reasons” clause, unclick “Display reasons” from the full skeleton mode:

The screenshot shows the ITU Conference Proposals Interface (CPI) for PP-18. The 'My skeleton' section contains a table with 7 items. A red box highlights the 'Display reasons' column, and a red arrow points from the 'See full skeleton' button to it.

#	Action	Provision	Mapping	Display reasons	
1	MOD	52	CV/Chp. 1/Sec. 2/Art. 4/52	<input checked="" type="checkbox"/>	×
2	ADD	52A	CV/Chp. 1/Sec. 2/Art. 4/52	<input checked="" type="checkbox"/>	×
3	MOD	DECISION 11	DEC/DECISION 11	<input checked="" type="checkbox"/>	×
4	ADD	1	Draft New Dec	<input checked="" type="checkbox"/>	×
5	SUP	RESOLUTION 2	RES/RESOLUTION 2	<input checked="" type="checkbox"/>	×
6	ADD	1	Draft New Res	<input checked="" type="checkbox"/>	×
7	ADD	2	Draft New Res	<input checked="" type="checkbox"/>	×

Your skeleton is now ready to be downloaded in any of the six languages.

5.3 Re-ordering proposals

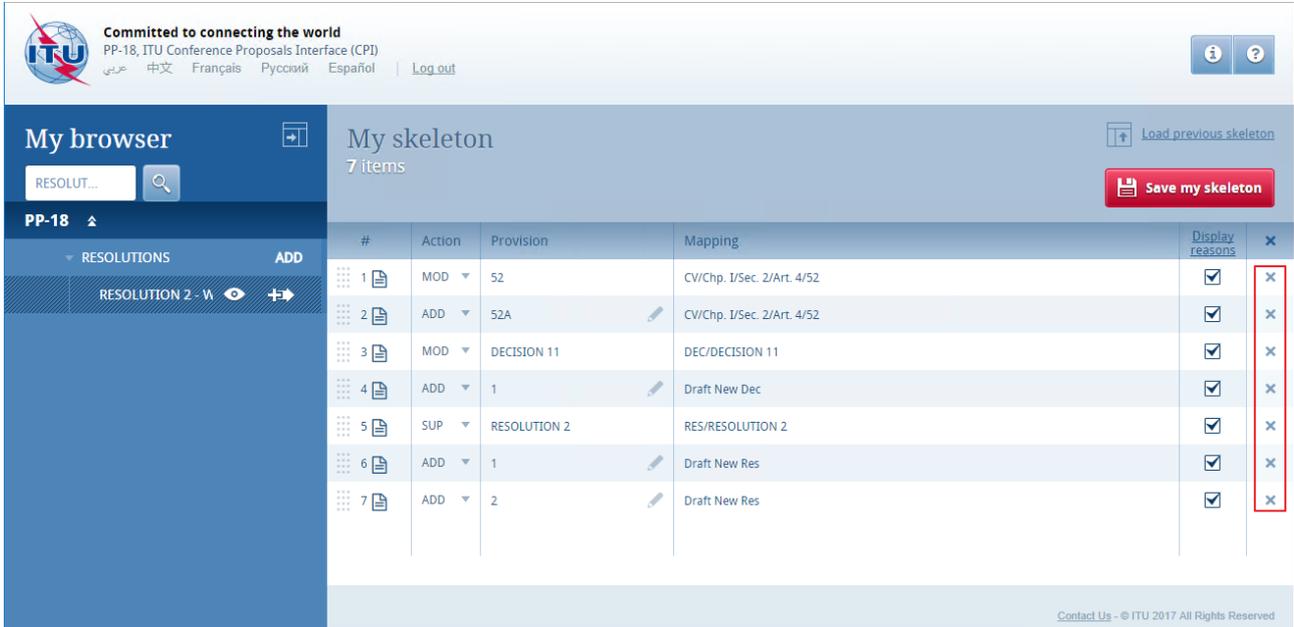
Should you wish to re-order selected provisions, click on the grey squares and drag-and-drop the selected provisions.

The screenshot shows the ITU Conference Proposals Interface (CPI) for PP-18. The 'My skeleton' section contains a table with 7 items. A red box highlights the grey squares in the first column of the table, indicating they are used for re-ordering.

#	Action	Provision	Mapping	Display reasons	
1	MOD	52	CV/Chp. 1/Sec. 2/Art. 4/52	<input checked="" type="checkbox"/>	×
2	ADD	52A	CV/Chp. 1/Sec. 2/Art. 4/52	<input checked="" type="checkbox"/>	×
3	MOD	DECISION 11	DEC/DECISION 11	<input checked="" type="checkbox"/>	×
4	ADD	1	Draft New Dec	<input checked="" type="checkbox"/>	×
5	SUP	RESOLUTION 2	RES/RESOLUTION 2	<input checked="" type="checkbox"/>	×
6	ADD	1	Draft New Res	<input checked="" type="checkbox"/>	×
7	ADD	2	Draft New Res	<input checked="" type="checkbox"/>	×

5.4 Removing a proposal

To remove a proposal from your skeleton, click on the icon  located on the same row as the proposal to be removed; to remove all proposals from your skeleton, click on the icon  in the header of the table.



The screenshot shows the ITU Conference Proposals Interface (CPI) for PP-18. The user is viewing their 'My skeleton' with 7 items. The table below shows the details of these items, with a red box highlighting the delete icons (X) in the rightmost column for each row.

#	Action	Provision	Mapping	Display reasons	X
1	MOD	52	CV/Chp. 1/Sec. 2/Art. 4/52	<input checked="" type="checkbox"/>	X
2	ADD	52A	CV/Chp. 1/Sec. 2/Art. 4/52	<input checked="" type="checkbox"/>	X
3	MOD	DECISION 11	DEC/DECISION 11	<input checked="" type="checkbox"/>	X
4	ADD	1	Draft New Dec	<input checked="" type="checkbox"/>	X
5	SUP	RESOLUTION 2	RES/RESOLUTION 2	<input checked="" type="checkbox"/>	X
6	ADD	1	Draft New Res	<input checked="" type="checkbox"/>	X
7	ADD	2	Draft New Res	<input checked="" type="checkbox"/>	X

5.5 Action ADD

When you choose to create a new provision or new Decision, Resolution, Recommendation, the system automatically proposes a temporary numbering of this new provision, Dec, Res, Rec. You may modify the title at this stage or later, once the proposal has been stacked by clicking on the  icon.

At provision level:

The screenshot shows the ITU Conference Proposals Interface (CPI) for PP-18. The top navigation bar includes the ITU logo, the slogan "Committed to connecting the world", and the text "PP-18, ITU Conference Proposals Interface (CPI)". Below this, there are language options (عربي, 中文, Français, Русский, Español) and a "Log out" link. The main interface is divided into two main sections: "My browser" and "My skeleton".

My browser section shows a search bar with "All" selected and "148" entered. Below the search bar, there is a "See full skeleton" link and a "on provision number only" checkbox. The left sidebar shows a tree view of the conference structure, including "CONSTITUTION OF THE INTERNATIONAL TELECOMMUNICATION UNION", "CHAPTER V - Other Provisions Concerning the Functioning of the Union", "ARTICLE 26 - Coordination Committee", "CONVENTION OF THE INTERNATIONAL TELECOMMUNICATION UNION", "CHAPTER I - Functioning of the Union", "SECTION 5 - Radiocommunication Sector", and "ARTICLE 11 - Radiocommunication Study Groups". The "148" provision is highlighted in the tree view.

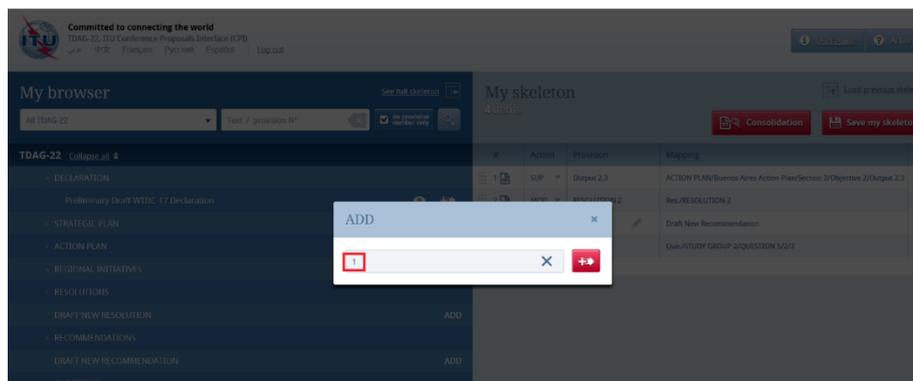
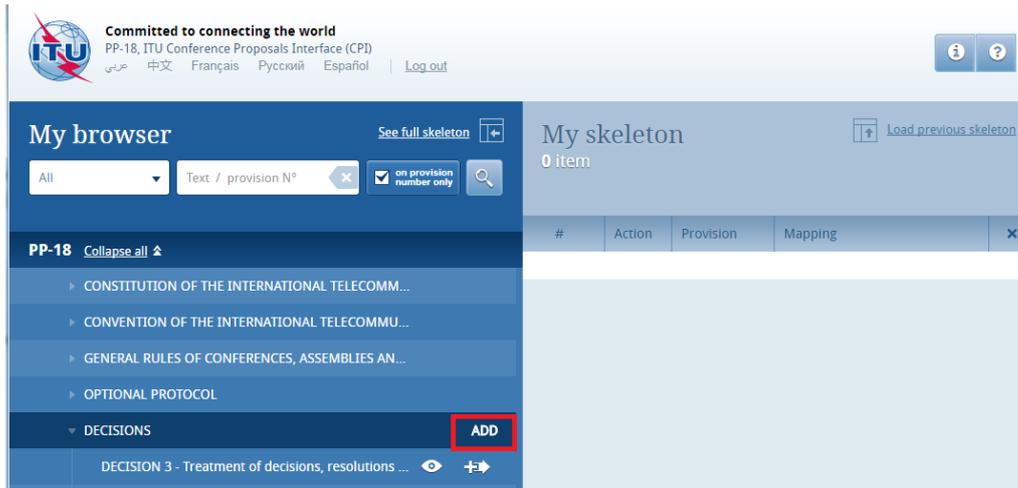
My skeleton section shows a table with 7 items. The table has columns for "#", "Action", "Provision", "Mapping", and a delete icon. The items are:

#	Action	Provision	Mapping	
1	MOD	52	CV/Chp. 1/Sec. 2/Art. 4/52	×
2	ADD	52A	CV/Chp. 1/Sec. 2/Art. 4/52	×
3	MOD	DECISION 11	DEC/DECISION 11	×
	ADD		Draft New Dec	×
	RESOLUTION 2	RES/RESOLUTION 2		×
	MOD		Draft New Res	×
	(MOD)		Draft New Res	×

A dropdown menu is open over the "ADD" action for the second item, showing the following options: ADD, ADD*, MOD, (MOD), SUP, SUP*, NOC, and NOC. The "ADD" option is highlighted.

Replace *new text* with a letter (A in example below to propose a new provision 148A):

The screenshot shows a modal dialog box titled "ADD" with a close button (X). The dialog has a text input field containing "148" and a dropdown menu with "A" selected. To the right of the input field is a red button with a white plus sign and a right-pointing arrow. Below the dialog, a tooltip says "Add to skeleton".

At Decision, Resolution or Recommendation level:

6 Saving your skeleton and producing a baseline Word file

Important: Since CPI is a web interface, do not forget to save your skeleton before leaving the application if you wish to retrieve it later.

The act of saving will generate a baseline Word file in any one of the six official ITU languages. The system will also email a copy of this file to the email linked to your TIES user account (**IMPORTANT:** see paragraph 2.1 regarding update of user account).

6.1 Selecting sources

Upon saving your skeleton, select the source(s) of the proposal(s). Either of the following may be selected:

- 1) The **Member State** associated to your TIES account;
- 2) The **Regional Group** to which your Member State is associated, to create common proposals
- 3) **Co-signatories**

Now click on “Save my skeleton” to create the MS Word file which will open on your computer as well as being e-mailed to you (see below). CPI will assign a provisional number for your proposal(s). It will also assign a unique ticket number that can be found in the e-mail notification. The output Word file should be used as the basis of your proposal(s).

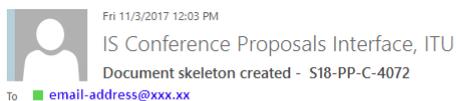
6.2 Example of the resulting Word document for a skeleton created in CPI

The image displays two pages of a Word document template. The left page is the cover page for a Plenary Meeting, featuring the ITU logo and fields for the conference name, dates, and document details. It includes a table for 'PROPOSALS FOR THE WORK OF THE CONFERENCE' with a 'Name(s) of the Member State' field. The right page shows the main body of the document, starting with the title 'CONVENTION OF THE INTERNATIONAL TELECOMMUNICATION UNION' and a table of contents for 'CHAPTER 1: Functioning of the Union', 'SECTION 2', and 'ARTICLE 4: The Council'. Below this, three proposals are listed: 'MOD -> ABC/4072/1', 'ADD -> ABC/4072/2', and 'MOD -> ABC/4072/3', each with a description and 'Reasons' field. The bottom section is titled 'DECISION-11 (REV. BUSAN, 2014)' and 'Creation and management of Council working groups', containing a list of considerations and actions.

1. The system has given your document a provisional number. This number will be replaced by a final contribution number under which it will be published, once officially submitted to ITU.
2. You may wish to add introductory remarks to your proposals on the cover page of the document.
3. Each of your proposals will carry an identification code. In this case, **MOD** ABC/4072/1 or **ADD** ABC/4072/2 or **MOD** ABC/4072/3.
 - a) The first proposal is a **MOD**, a proposed modification to an existing provision; the second is an **ADD**, proposed addition of a new provision and the third one is a **MOD**, a proposed modification to an existing Decision;
 - b) ABC is the country code of the submitting Member State;
 - c) 4072: is the provisional number of your document. As is the case with the document number in the header, this number will be replaced before publication by the final contribution number by ITU Secretariat;
 - d) 1, 2 and 3: These are the first, second and third proposals, respectively, within this document.

6.3 Email notification received after the saving of a skeleton created in CPI

The email notification includes a copy of the skeleton Word file and hyperlinks to CPI in order to allow for easier modification of the skeleton or submission of the proposal.



Dear Sir/Madam,

The PP-18 document skeleton you created is saved in the ITU Conference Proposals Interface (CPI) application.

This skeleton is saved but has not yet been submitted to ITU for its publication as an official PP-18 contribution.

Provisional Document Number:	S18-PP-C-4072
Meeting:	Plenipotentiary Conference (PP-18)
Document Source(s):	Switzerland (Confederation of)
Document Title:	Proposals for the work of the conference
TIES Account:	TIES username of the submitter
Registration Timestamp:	11/3/2017 12:02:55 PM
Ticket name:	1278A40D-3C7E-4274-B34F-57E3839B99B3
Original Language:	English

→ In case you omitted to select some provisions/proposals in the attached skeleton? [Click here to retrieve/modify your PP-18 skeleton](#) in the ITU Conference Proposals Interface (CPI).

→ If the attached skeleton contains all provisions/proposals you need to prepare for your PP-18 document: following the [Guidelines on the preparation of proposals for PP-18](#), amend the in-force text as appropriate. Once your word document is finalized, [click here to submit your proposals for PP-18](#)

→ If you wish to create another PP-18 document (e.g., addendum or new proposal): [Click here to access the CPI Application](#).

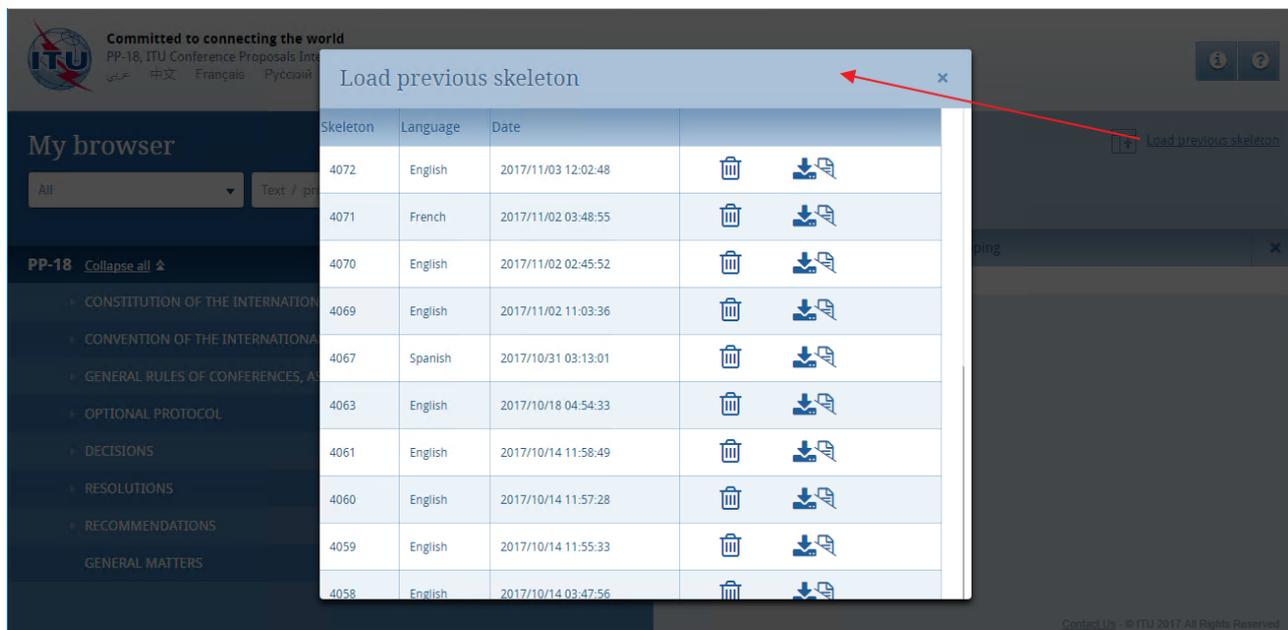
Important deadlines:

7 Loading a previously saved skeleton

If you wish to change the baseline text for your proposal(s), you may load and then modify skeletons previously saved in CPI before creating a new Word file.

To load a previously saved skeleton, either click the link in the email (see above), or click the “Load previous skeleton” button in the CPI interface. 

You may then select or delete any of the skeletons that you previously created.



Once a skeleton has been created, a Word file can be produced in any of the six official ITU languages. Click on the desired language at the top of the page (please refer to section 3), then click “Save my skeleton”, and follow the process described above.

8 Finalizing your MS Word document

Once your Word document has been created, you may modify it as you wish before submitting it to the PP-18 Secretariat for processing.

Note – “MOD/(MOD)” proposals should be made with track changes switched on: new text added should then appear as underlined (underlined); existing text deleted should appear as crossed out (~~crossed out~~).

“ADD”, “SUP” and “NOC” proposals should not contain track changes.

Should you wish to add, remove or reorder some proposals included in your document, you can retrieve your skeleton in CPI using the “Load previous skeleton” link (see section 7 above) or on the link provided in the email you received when you saved your skeleton (see sub-section 6.3).

9 Submitting proposals to ITU

In accordance with the ITU information/document access policy, you will be invited to indicate if your document should be made available to the public or TIES restricted.

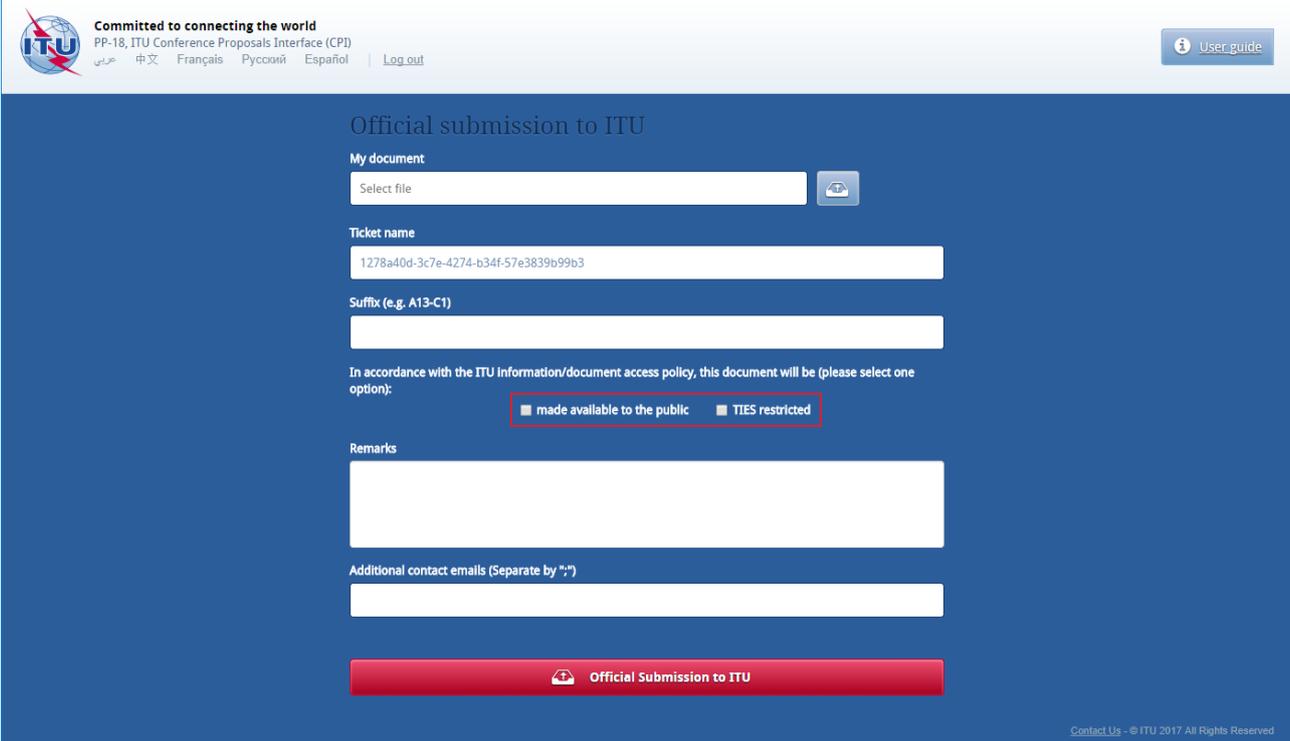
Any TIES user can prepare and submit proposals for PP-18 to the Secretariat. The Document Control Secretariat will then ensure that the submitter is indeed authorized to do so on behalf of his/her Member States. For any clarifications, please contact the Document Control Secretariat at contributions@itu.int.

9.1 Submitting proposals using CPI

To submit your proposal(s) to the Document Control Secretariat, return to the email you received when successfully creating your skeleton and click on the link “click here to submit your proposals for PP-18”. You will be redirected to the CPI on-line application and the associated ticket name will automatically be displayed.

Select the MS Word file containing your proposal(s) by clicking on the icon to upload your document. If required, you can add a suffix (addendum number) or additional contact emails (a copy of the confirmation of submission email will be sent to these additional contact emails).

In accordance with the ITU information/document access policy, you will be invited to indicate if your document should be made available to the public or TIES restricted.



The screenshot shows the 'Official submission to ITU' web form. At the top left is the ITU logo with the slogan 'Committed to connecting the world' and the text 'PP-18, ITU Conference Proposals Interface (CPI)'. Below this are language options: عربي, 中文, Français, Русский, Español, and a 'Log out' link. At the top right is a 'User guide' button. The main form area has a blue background and contains the following fields and options:

- My document:** A text input field labeled 'Select file' with an upload icon button to its right.
- Ticket name:** A text input field containing the alphanumeric string '1278a40d-3c7e-4274-b34f-57e3839b99b3'.
- Suffix (e.g. A13-C1):** An empty text input field.
- Access Policy:** A section with the text 'In accordance with the ITU Information/document access policy, this document will be (please select one option):'. Below this are two radio buttons: 'made available to the public' (which is selected and highlighted with a red box) and 'TIES restricted'.
- Remarks:** A large empty text area for providing additional information.
- Additional contact emails (Separate by “”):** An empty text input field for providing contact information.
- Submission Button:** A prominent red button at the bottom with a white upload icon and the text 'Official Submission to ITU'.

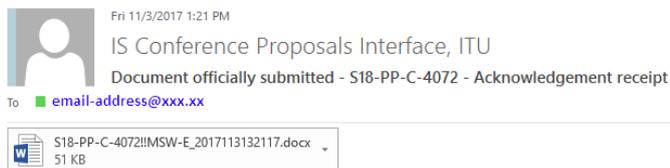
At the bottom right corner of the page, there is a small footer: 'Contact Us - © ITU 2017 All Rights Reserved'.

Finally, click on “Official Submission to ITU”.

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Document Source(s):	Switzerland (Confederation of)
Document Title:	Proposals for the work of the conference
TIES Account:	TIES username of the submitter
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With kind regards and best wishes,
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