

PP-22 Conference Proposals Interface (CPI) User Guide

Version: January 2022

Table of Contents

1. Overview	2
2. Logging on	3
3. Languages	3
4. Searching the provisions of the Basic texts via CPI	3
5. Preparing a baseline document (“skeleton”)	5
5.1 Proposal types	5
5.2 Creating a skeleton and stacking your proposals	6
5.3 Re-ordering proposals	7
5.4 Removing a proposal	7
5.5 Action ADD	8
6. Saving your skeleton and producing a baseline MS Word file	9
6.1 Selecting the source(s) and finalizing the contribution	10
6.2 Example of email notification received after the saving of a skeleton created in CPI	12
7. Loading a previously saved skeleton	12
8. Finalizing the MS Word document containing your proposals	13
9. Submitting proposals to ITU	14

1. Overview

The work of the **2022 Plenipotentiary Conference (PP-22)** is driven by proposals from ITU Member States, either as common proposals from the main six (6) [regional organizations](#) (APT, ATU, CEPT, CTEL, LAS, RCC administrations), multi-countries proposals or individual country proposal, to amend the [2019 edition of Collection of the basic texts](#) adopted by the Plenipotentiary Conference (PP-18). Proposals can include changes to in-force Decisions, Resolutions, etc., or the addition of draft new provisions.

The [Conference Proposals Interface \(CPI\) for PP-22](#) contains the texts of the Constitution, Convention, General Rules, Decisions, Resolutions, and Recommendations of the 2019 edition of Collection of the basic texts, in the Word format, consistent with the ITU templates. It is a web-based tool that assists in the preparation of proposals by creating a clean baseline document (referred to as a “skeleton” in this guide and in the web-tool) upon which proposed modifications can be indicated. CPI will be familiar to those who have submitted proposals to other recent major ITU events, such as the ITU Plenipotentiary Conference 2018 (PP-18), the World Radiocommunication Conference 2019 (WRC-19), or WTSA-20.

Key terms:

- **Basic texts:** collection of the basic texts adopted by the Plenipotentiary Conference (Edition 2019)*.
- **Skeleton:** those provisions from the authoritative 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:** An input document (contribution) to PP-22 suggesting changes to the Basic texts via an action (e.g. NOC, ADD, MOD, SUP, etc. (see Section 5.1 below). Proposals should be based on the Word file created by CPI, which will be updated to indicate the desired modifications (using “track changes” where needed – see Section 5.1 below).

**Outputs of the 2022 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 links and contacts:

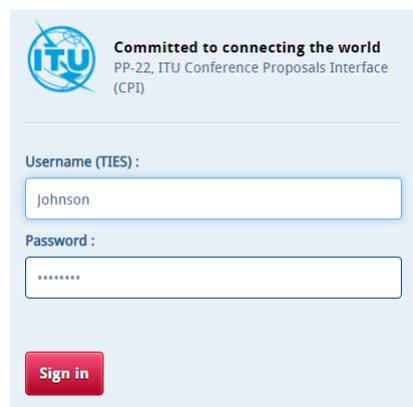
- PP-22 website: <https://www.itu.int/pp22/>
- PP-22 Documents: <https://www.itu.int/pp22/documents/official-documents/>
- Conference Proposals Interface (CPI): <https://www.itu.int/net4/proposals/CPI/PP22>
- PP-22 Docs Control Secretariat: contribution@itu.int
- Proposal Management System (PMS): <https://www.itu.int/net4/proposals/PP22#>

Below is a description of how to prepare and submit proposals to PP-22 using CPI.

2. Logging on

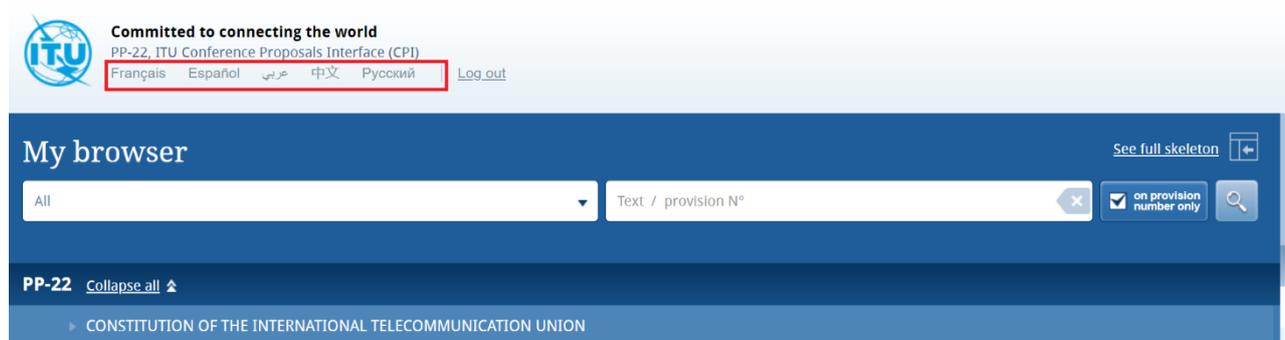
To log on, navigate to <https://www.itu.int/net4/proposals/CPI/PP22>, and enter your **TIES** username and password, then click “Sign in”.

To create/update an ITU TIES account or to recover your password, go to www.itu.int/ties.



3. Languages

Your default TIES language is used. To change it, select your preferred language from the list at the top of the screen.

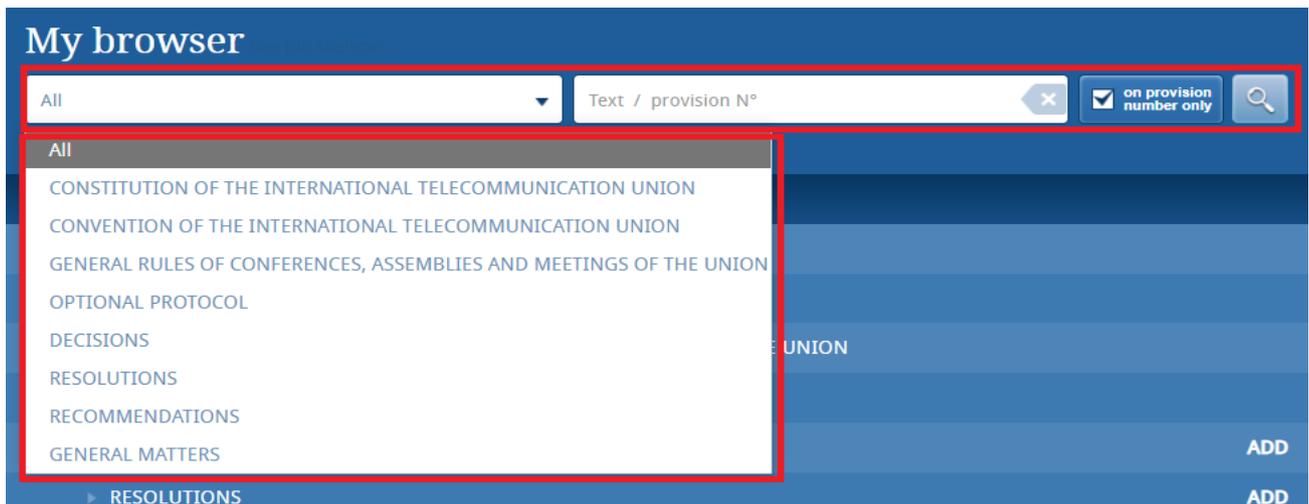


4. Searching the provisions of the Basic texts via CPI

You may search for key words/terms using “My browser”. Searches can be performed on the entire collection of texts or on a selected volume (i.e., Decisions, Resolutions, Constitution, etc.).

Additionally, you may search within the document content or only within the titles of provisions (in which case, click "On provision number only")

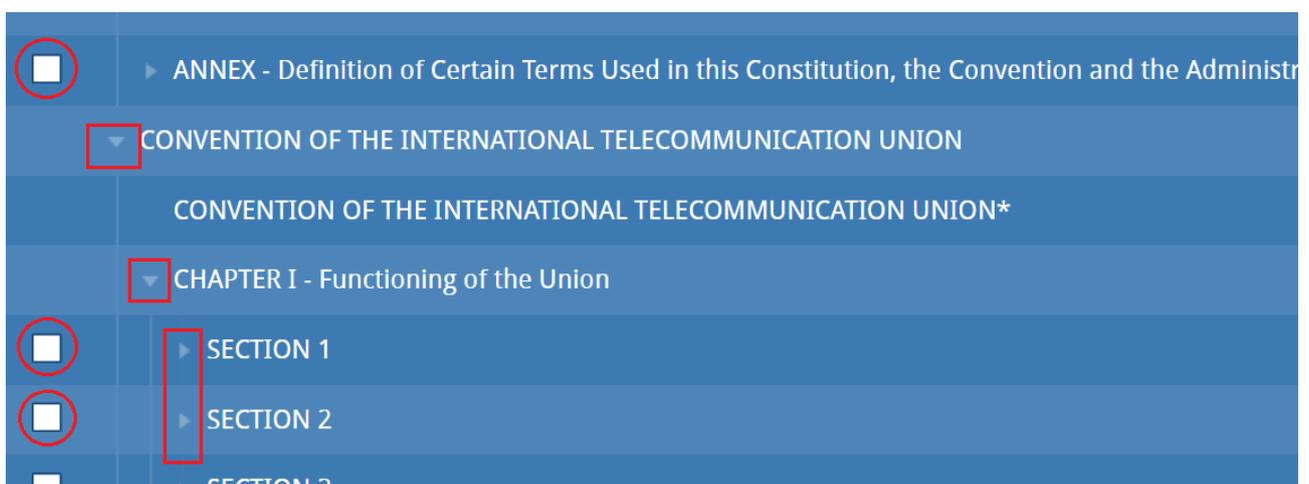
- to search only within the titles of the provisions, tick **“on provision number only”**. If this box is unticked, the search will be applied to the full content of the basic texts.
- use the wild card **“*”** for your search, either at the start of the search sentence, in the middle or at the end.
- click on the magnifier  to search in the basic texts.
- click  to reset the search.



You may inspect the content of provisions by clicking on the “eye” icon. Note that you may create a Word file from any provisions that you inspect:



By clicking on the small arrows before the titles, you can expand the sub-sections and further browse the list. When square icons are available, it allows a multi-selection of provisions on which to apply the same Action (MOD, NOC...):



5. Preparing a baseline document (“skeleton”)

5.1 Proposal types

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

ADD **Proposal to add new text**

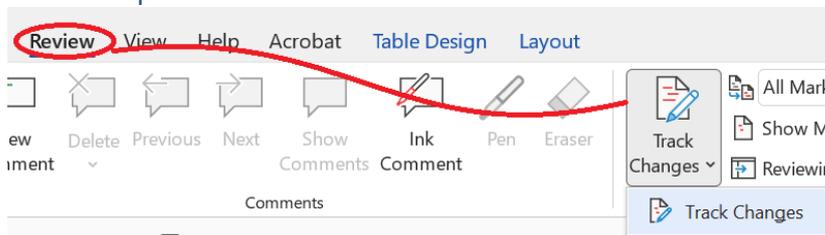
Note: where new text is to be added within an existing paragraph or sub-paragraph, the symbol MOD should be used.

ADD* **Proposal to add existing text from elsewhere in the Collection of basic texts of the ITU**

Note: it is necessary to reproduce the texts carrying the symbol (ADD).

MOD **Proposal to amend a text by addition, deletion or replacement of words or figures**

Note: new words added should be underlined (underlined); words to be deleted should be crossed out (~~crossed out~~). In MS Word, track changes can be found under the “Review” part:



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

SUP **Proposal to delete text**

Note 1: it is not necessary to reproduce texts carrying the symbol SUP.

Note 2: where text is to be deleted from within a paragraph or sub-paragraph, the symbol MOD should be used.

SUP* **Proposal to transfer text elsewhere in the Constitution/Convention**

Note: it is not necessary to reproduce texts carrying the symbol SUP*.

NOC **Text for which no change is proposed**

Note: this symbol may be used to clarify that no proposals are made with respect to texts carrying this symbol. It is not necessary to reproduce texts carrying this symbol.

NOC **Proposal for a text to be maintained without change**

Note: this symbol may be used when Member States wish to emphasize that a particular provision or provisions of an article should remain unchanged, e.g. Article XX may be shown as NOC but provisions AA and BB of Article XX may be shown as NOC. The reasons as to why these provisions need to be maintained without change should be given.

OTHER Proposal on **general matters** not included above. “General matters” may be, for example, a general comment on the basic text, or some word/sentence that may be changed throughout the edition, etc.

5.2 Creating a skeleton and stacking your proposals

Click on the Action button in the top right-hand corner to see a description of each Action type (also described under section 5.1):

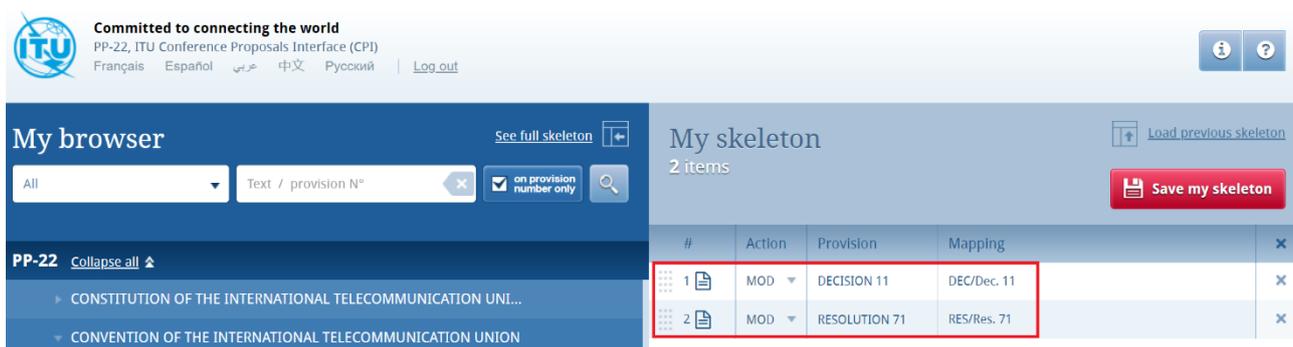


To create a skeleton, identify the first provision that you wish to modify, then click on the icon  to select it and apply the associated Action to make a proposal (ex. NOC, MOD, SUP...).

The CPI system will indicate the type of Action you can do on a specific part. For example, at the level of the lines/names DECISIONS, RESOLUTIONS, RECOMMENDATIONS it is only possible to opt for “ADD” (ex. add a new draft Resolution). But under the existing Decision 3, as shown below, there is a multiple choice of Action. At the level of GENERAL MATTERS, you can only choose “OTHER”.



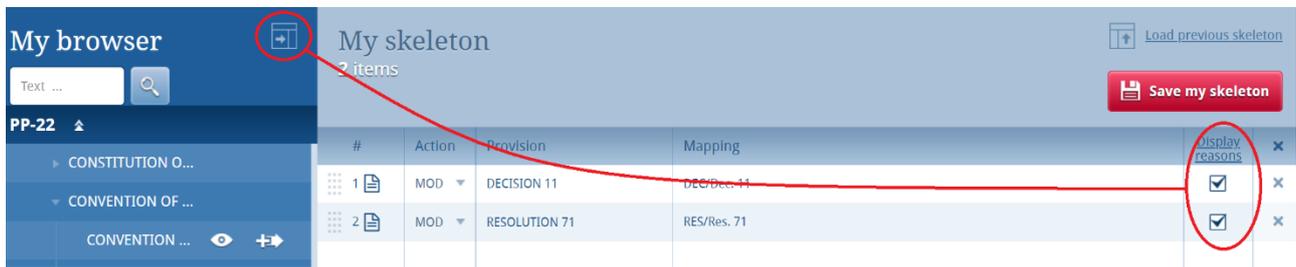
The selected provision and the associated Action will then appear under “My skeleton”. Repeat this process until all provisions have been added to your skeleton.



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



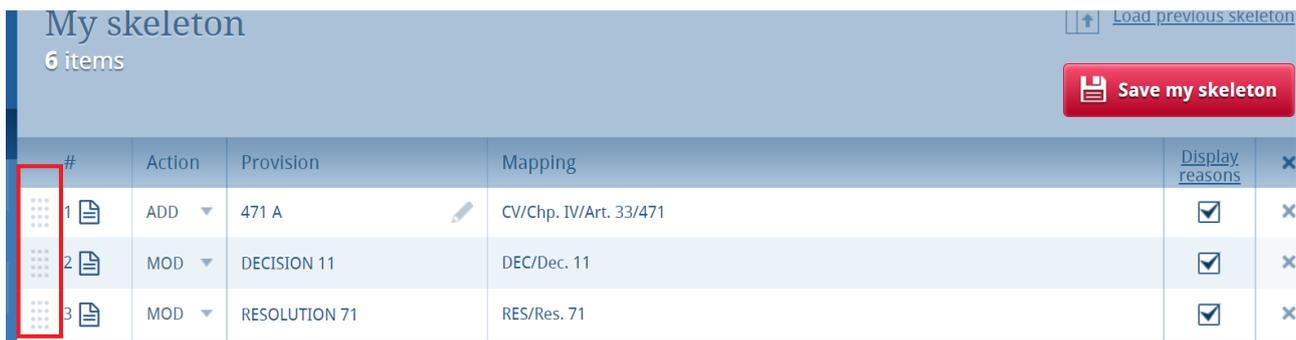
By default, in the full skeleton, a “Reasons” clause will be added automatically immediately after each proposal by default. To remove the “Reasons” clause, unclick “Display reasons” from the full skeleton mode. The “Reasons” can be removed one by one per provision, or as a whole by clicking on “Display reasons”:



Your skeleton can be downloaded in any of the six languages.

5.3 Re-ordering proposals

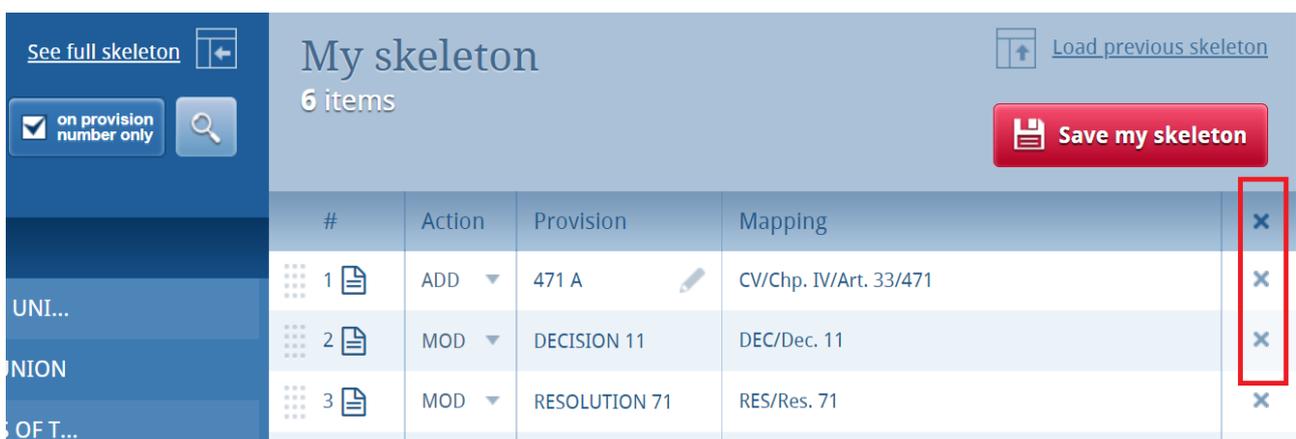
By default, existing provisions appear in the order of the Edition of the Basic texts. Should you wish to re-order selected provision(s), click on the grey squares on the left and drag-and-drop the selected provisions.



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.

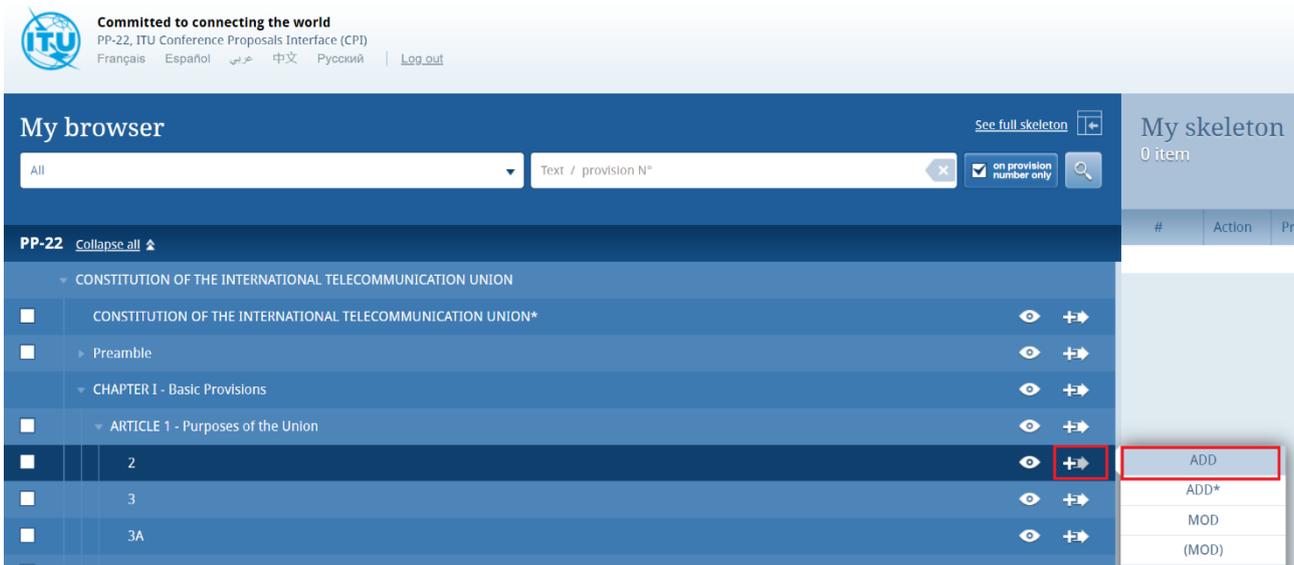
To remove all proposals from your skeleton, click on the icon  in the header of the table.



5.5 Action ADD

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

At provision level:



Committed to connecting the world
PP-22, ITU Conference Proposals Interface (CPI)
Français Español عربي 中文 Русский | [Log out](#)

My browser

All Text / provision N° on provision number only

PP-22 Collapse all

- CONSTITUTION OF THE INTERNATIONAL TELECOMMUNICATION UNION
 - CONSTITUTION OF THE INTERNATIONAL TELECOMMUNICATION UNION*
 - Preamble
 - CHAPTER I - Basic Provisions
 - ARTICLE 1 - Purposes of the Union
 - 2
 - 3
 - 3A

My skeleton
0 item

Action Pr

ADD
ADD*
MOD
(MOD)

Replace “New text” with a **letter (A** in the example below to propose a new provision 2A under *Article 1 – Purposes of the Union*, as per the above selection):



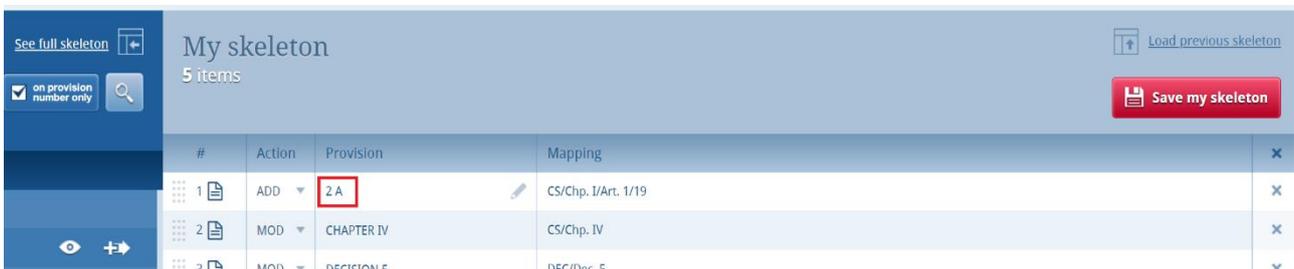
ADD

2 New text 1

ADD

2 A

It will appear as below in the skeleton:



See full skeleton on provision number only

My skeleton
5 items

Load previous skeleton Save my skeleton

#	Action	Provision	Mapping
1	ADD	2A	CS/Chp. I/Art. 1/19
2	MOD	CHAPTER IV	CS/Chp. IV
3	MOD	DECISION 5	DEC/Dec. 5

At Decision, Resolution or Recommendation level:

Same action, but instead of a letter, it will propose a **number** (1 in the example below):



My skeleton
6 items

Load previous skeleton

Save my skeleton

#	Action	Provision	Mapping	
1	ADD	2 A	CS/Chp. I/Art. 1/19	X
2	MOD	CHAPTER IV	CS/Chp. IV	X
3	MOD	DECISION 5	DEC/Dec. 5	X
4	MOD	DECISION 11	DEC/Dec. 11	X
5	ADD	1	Draft New Dec	X
6	MOD	RESOLUTION 2	RES/Res. 2	X

6 Saving your skeleton and producing a baseline MS Word file

Important: Since CPI is a web interface, **make sure to save your skeleton before leaving the application if you wish to retrieve your skeleton later.**

By saving your skeleton, CPI will generate a baseline MS Word file in any one of the six official ITU languages. CPI will also email a copy of this file to the email address associated to your [ITU TIES account](#). Make sure to check the email address linked to your TIES account:

My skeleton
7 items

Load previous skeleton

Save my skeleton

#	Action	Provision	Mapping	
1	ADD	1 A	CV/Chp. I/Sec. 1/Art. 1/1	X
2	MOD	CHAPTER IV	CV/Chp. IV	X
3	MOD	DECISION 5	DEC/Dec. 5	X
4	MOD	DECISION 11	DEC/Dec. 11	X
5	ADD	1	Draft New Dec	X
6	MOD	RESOLUTION 2	RES/Res. 2	X
7	OTHER	GENERAL MATTERS	GENERAL MATTERS	X

6.1 Selecting the source(s) and finalizing the contribution

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

- 1) The **Member State** associated to your TIES account;
- 2) The **Regional Group** to which your Member State is associated (this option is used for the preparation of common proposal(s) by the focal points of the regional organizations and would require the separate submission of the list of co-signatories and to which provisions they agree to);
- 3) A list of Member States to be selected as **Co-signatories** of the proposal(s):

Save my skeleton

Sources

Switzerland

European Common Proposals

ABC (country name)

Suffix (e.g. A13-C1)

Save my skeleton

By default, it will show the name of your Member State

Click again on the “**Save my skeleton**” button at the bottom of the dialogue box to save this information and **create a Word file**, which will open on your computer as well as being **emailed to you**.

CPI will assign a provisional number for your proposal(s). It will also assign a unique ticket number that can be found in the email notification. **The output MS Word file should be used as the basis of your proposal(s), without changing the ITU Template associated with this file.** Below is some information on what will be shown in the Word file:

Plenipotentiary Conference (PP-22)
Bucharest, 26 September – 14 October 2022

ITU

PLENARY MEETING

Provisional document number (once submitted, the ITU secretariat will give the document its final official number), date of creation of the document, language of submission.

Document 4050-E
13 January 2022
Original: English

Name of Member(s) submitting proposals

ABC (Country(ies) name(s))

PROPOSALS FOR THE WORK OF THE CONFERENCE

If proposals are submitted on the CV, CS, General rules or Optional protocol, the system will provide the titles of the sections and chapters as a reference; these lines should not be deleted from the Word file. The new or modified proposal will be added below these references, starting from the Action (e.g. "ADD").

CONVENTION OF THE INTERNATIONAL TELECOMMUNICATION UNION

CHAPTER I

Functioning of the Union

SECTION 1

ARTICLE 1

Plenipotentiary Conference

Indication of the Action chosen

1

1 1) The Plenipotentiary Conference shall be convened in accordance with the relevant provisions of Article 8 of the Constitution of the International Telecommunication Union (hereinafter referred to as "the Constitution").

ADD

ABC/4050/1

Identification code: in this example **ADD** ABC/4050/1 or **MOD** ABC/4050/2

1

A

[TEXT MISSING]

[TEXT MISSING]: insert content/text of the new provision

Reasons: (e.g.) we think that this new part is necessary because xxx...

Reasons: You may add a sentence to indicate the reasons for this new provision

MOD

ABC/4050/2

NOTE – CPI introduces each proposed change with an identification code. These codes contain hidden text that is used by ITU's internal system to track a document's history. Please take care not to modify these codes in any way.

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 the above case, **ADD** ABC/4050/1, or **MOD** ABC/4050/2:

"ADD" (proposed addition of a new provision) and "MOD" (proposed modification to an existing provision) are the Actions; "ABC/" is the country code of the submitting Member State; "4050/" 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; "/1", and "/2": these are the first, and second proposals, respectively, within this document. "A" is the reference letter for your **new provision** (should there be another new provision, it would be referred as "B", etc.). For **new draft Decisions, Resolutions or Recommendations**, the reference would be a **number** (1, 2..) rather than a letter.

6.2 Example of email notification received after the saving of a skeleton created in CPI

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

Document skeleton created - S22-PP-C-4050

IS Conference Proposals Interface, ITU
To: [redacted]

ven. 14.01.2022 15:40

Reply Reply All Forward [calendar icon] [more icon]

S22-PP-C-4050!!!MSW-E.docx
135 KB

Dear Sir/Madam,

The PP-22 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-22 contribution.

Provisional Document Number:	S22-PP-C-4050
Meeting:	Plenipotentiary Conference (PP-22)
Document Source(s):	ABC
Document Title:	Proposals for the work of the conference
TIES Account:	[redacted] TIES username of the submitter
Registration Timestamp:	1/14/2022 3:39:55 PM
Ticket name:	4A193A42-AA92-4FDB-B52F-F9B6388AD91A
Original Language:	English

In the ITU Conference Proposals Interface (CPI) interface.

- You omitted to select some provisions/proposals ? [Click here to retrieve/modify your PP-22 skeleton](#) in the ITU Conference Proposals Interface (CPI) interface.
- The attached word file contains all provisions/proposals you need: make all necessary amendments, using revision marks when action is MOD or (MOD). Once your word document is finalized, [click here to submit your proposals for PP-22](#)
- You wish to create a new different document (Addendum or new contribution) ? [Click here](#) to access the ITU Conference Proposals Interface (CPI) interface.

If you have questions, please do not hesitate to contact contributions@itu.int

With kind regards and best wishes,
ITU PP-22 Secretariat

7 Loading a previously saved skeleton

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

To load a previously created/saved skeleton, either click the hyperlink contained in the email “Click here to retrieve/modify your PP-22 skeleton” (see above), or click the “Load previous skeleton” button in the CPI interface (see below).

User guide Actions

Load previous skeleton

Click  to retrieve any skeleton you previously created:

Load previous skeleton x			
Skeleton	Language	Date	
4052	English	2022/01/14 01:08:34	 
4051	English	2022/01/14 01:07:57	 
4050	English	2022/01/13 08:04:18	 
4009	English	2021/12/03 11:25:59	 
4008	English	2021/12/03 11:40:00	 

You may also delete  skeleton previously created.

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

8 Finalizing the MS Word document containing your proposals

Once your Word document has been created, you may modify it as you wish before submitting it to the PP-22 secretariat for processing.

Reminder – “MOD/(MOD)” proposals should be made with **track changes** switched on, on the MS Word file, as in the example below:

MOD ABC/4050/3

DECISION 5 (REV. ~~DUBAI, 2018~~BUCHAREST, 2022)

Revenue ~~and expenses~~ for the Union for the period ~~2020-2023~~2024-2027

The Plenipotentiary Conference of the International Telecommunication Union
(~~Dubai~~Bucharest, ~~2018~~2022),

considering

a) the strategic plan of the Union for ~~2020-2023~~2024-27, including goals, objectives and outputs of the Union, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, in compliance with Resolution 71 (Rev. Dubai, 2018) of this conference, and the priorities identified therein;

b) Resolution 91 (Rev. Guadalajara, 2010) of the Plenipotentiary Conference, on general principles for cost recovery

“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) or on the link provided in the email you received when you saved your skeleton (see section 6.2).

Important: Since CPI is a web interface, **your proposed changes to the Basic texts are not saved in CPI**. You must save on your computer the MS Word document containing your proposal(s).

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” feature (see section 7) or by clicking on the link included in the “Document Skeleton Created” email (see section 6.2).

9 Submitting proposals to ITU

Members may submit their proposals to the PP-22 secretariat:

- via email to contributions@itu.int, or
- **preferably via CPI** by going back to the corresponding "Document Skeleton Created" CPI generated email (see section 6.2) and clicking on the document submission hyperlink. It will ask for your TIES credentials and then open a window as shown below:

The screenshot shows the 'Official submission to ITU' form. At the top left is the ITU logo and the text 'Committed to connecting the world'. Below this is 'PP-22, ITU Conference Proposals Interface (CPI)' and a list of languages: Français, Español, العربية, 中文, Русский, followed by a 'Log out' link. The main form area has a blue background and contains the following fields and options:

- My document:** A text input field with 'Select file' and a file upload icon button.
- Ticket name:** A text input field containing the alphanumeric string 'fd4984fb-9967-4127-b3fb-76dcbeec839a'.
- 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 it are two radio buttons: 'made available to the public' (selected) and 'TIES restricted'.
- Remarks:** A large empty text area.
- Additional contact emails (Separate by ";"):** An empty text input field.
- Submission Button:** A red button at the bottom with a document icon and the text 'Official Submission to ITU'.

- Attached your MS Word file containing your proposals.
- Select the desired document access policy (made available to the public or TIES restricted)
- The other fields are optional:
 - If it is a multi-country contribution, you may add additional contact emails of focal points of the co-signatory countries.
 - If it is an addendum or corrigendum to an existing document, you may indicate it
 - Only if you have any specific remarks

Click on “Official Submission to ITU”.

Your proposal submission to ITU will be confirmed via email (see example below).

Document officially submitted - 4050 - Acknowledgement receipt



IS Conference Proposals Interface, ITU

To [redacted]
Cc Contributions, ITU

Reply Reply All Forward [Share] [More]

mer. 05.01.2022 11:44

S22-PP-C-4050!!MSW-E_2022126114412.docx
55 KB

Dear Sir/Madam,

We are pleased to hereby acknowledge receipt of your PP-22 contribution. Please find below its **provisional** document number which should be quoted in any correspondence.

If you wish to withdraw your submission or replace the submitted file (active for 12 hours), [click here](#).

Provisional Document Number:	4050
Meeting:	Plenipotentiary Conference (PP-22)
Document Source(s):	ABC
Document Title:	Proposals for the work of the conference
TIES Account:	[redacted]
Registration Timestamp:	1/05/2022 11:44:12 AM
Ticket name:	5591B052-03F9-487E-A1D3-B2FEA7415F3E
Original Language:	English
Document Policy:	Made available to the public

As soon as the Secretariat has reviewed it, you will receive by e-mail its final official PP-22 contribution number

If you have questions, please do not hesitate to contact [the Secretariat of the Conference](#)

Looking forward to receiving your contribution

With kind regards and best wishes,
ITU PP-22 Secretariat

Any question? Please do not hesitate to contact the PP-22 secretariat via contributions@itu.int