



**International Telecommunication Union**  
Telecommunication Standardization Sector (ITU-T)

## **Meetings of ITU-T Study Groups**

### **Study Period 2022-2024**

### **ITU-T SG Sync Tool - User Guide**

The ITU Sync Application\* allows you to synchronize ITU-T Study Group meeting documents\*\* from the ITU server to your local drive. It has been configured to access the ITU server in Geneva and synchronize on demand to the latest published documents.

\*The ITU Sync Application works in Windows® XP/Vista/7/8/10/11. A separate tool for Mac is also available.

\*\*SG meeting documents include: Collective Letters, Contributions, Reports and Temporary Documents.

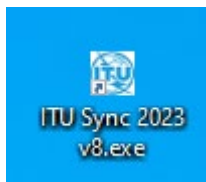
## **I. SYNC APPLICATION FOR WINDOWS**

### **Step 1: Downloading and Starting the ITU-T SG Sync Application**

1. Download the setup program for ITU-T SG Sync Application from the ITU-T Study Group homepage, to your Windows Desktop:


<https://www.itu.int/en/ITU-T/studygroups/2022-2024/Pages/syncdocs.aspx>

2. Extract and run the setup program. The program icon "ITU Sync 2023v8" will be created.



3. Run it and on the first screen, it will show ITU License Agreement, click "I agree" button to continue.

ITU Synchronize Tool

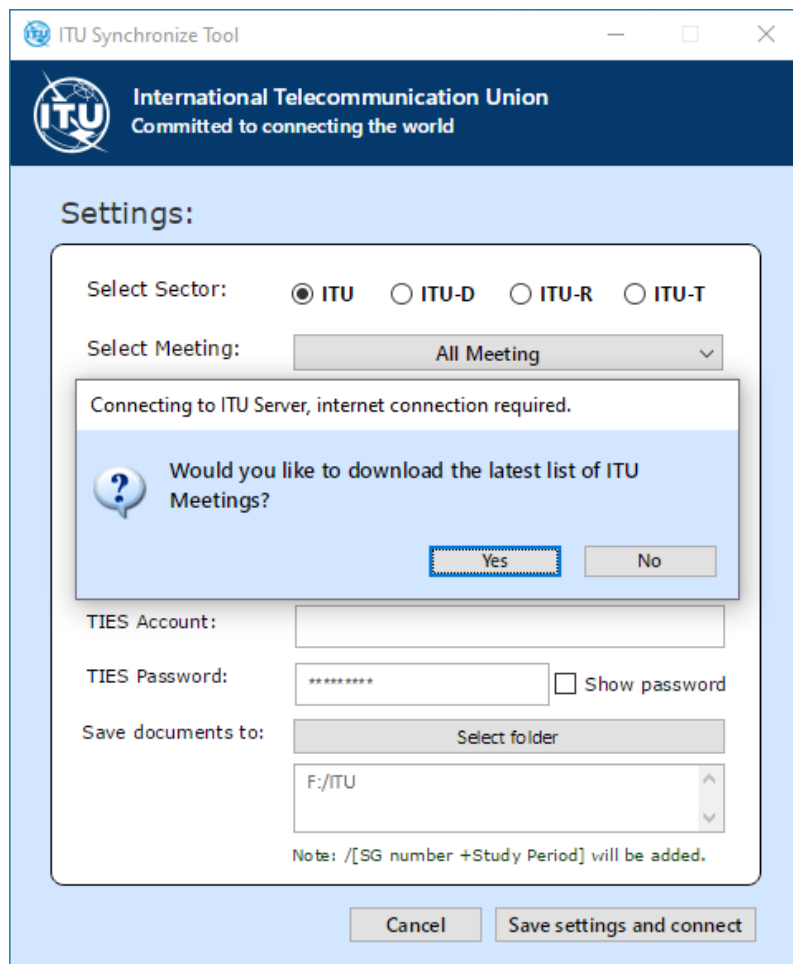
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4. Then on the Settings page, click Yes to download the latest list of ITU Meetings.



**Notes:**

*Each time there is a new ITU-T SG Meeting, you need to download the latest list.*

5. The new ITU Sync App can now be used for all ITU meetings. Kindly select the "Sector" and then the particular meeting.

ITU Synchronize Tool

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Settings:

Select Sector:  ITU  ITU-D  ITU-R  ITU-T

Select Meeting: All Meeting

Date	Meeting
2023-11-20	ITU-T SG 15, Geneva, 20 Nov - 1 Dec 2023
2023-11-14	ITU-T SG 9, Bogota, Colombia, 14-23 Nov 2023
2023-11-13	ITU-T SG 5, Geneva, 13-22 November 2023
2023-11-08	ITU-T SG 2, Geneva, 8-17 November 2023

TIES Account:

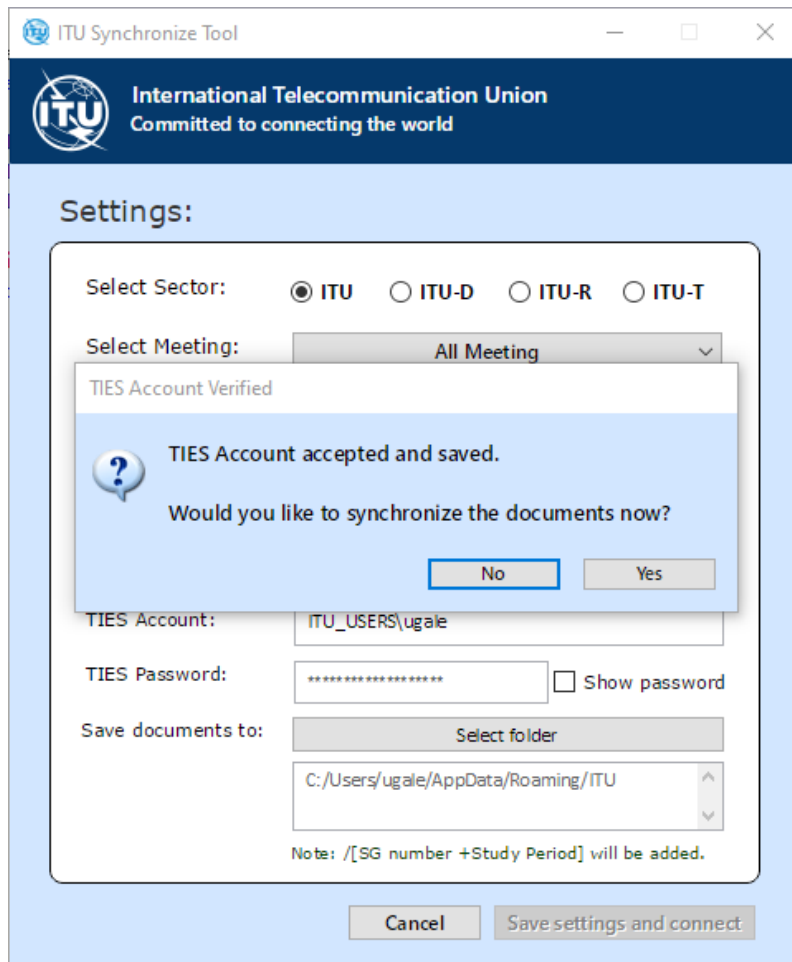
TIES Password:   Show password

Save documents to:

C:/Users/ugale/AppData/Roaming/ITU

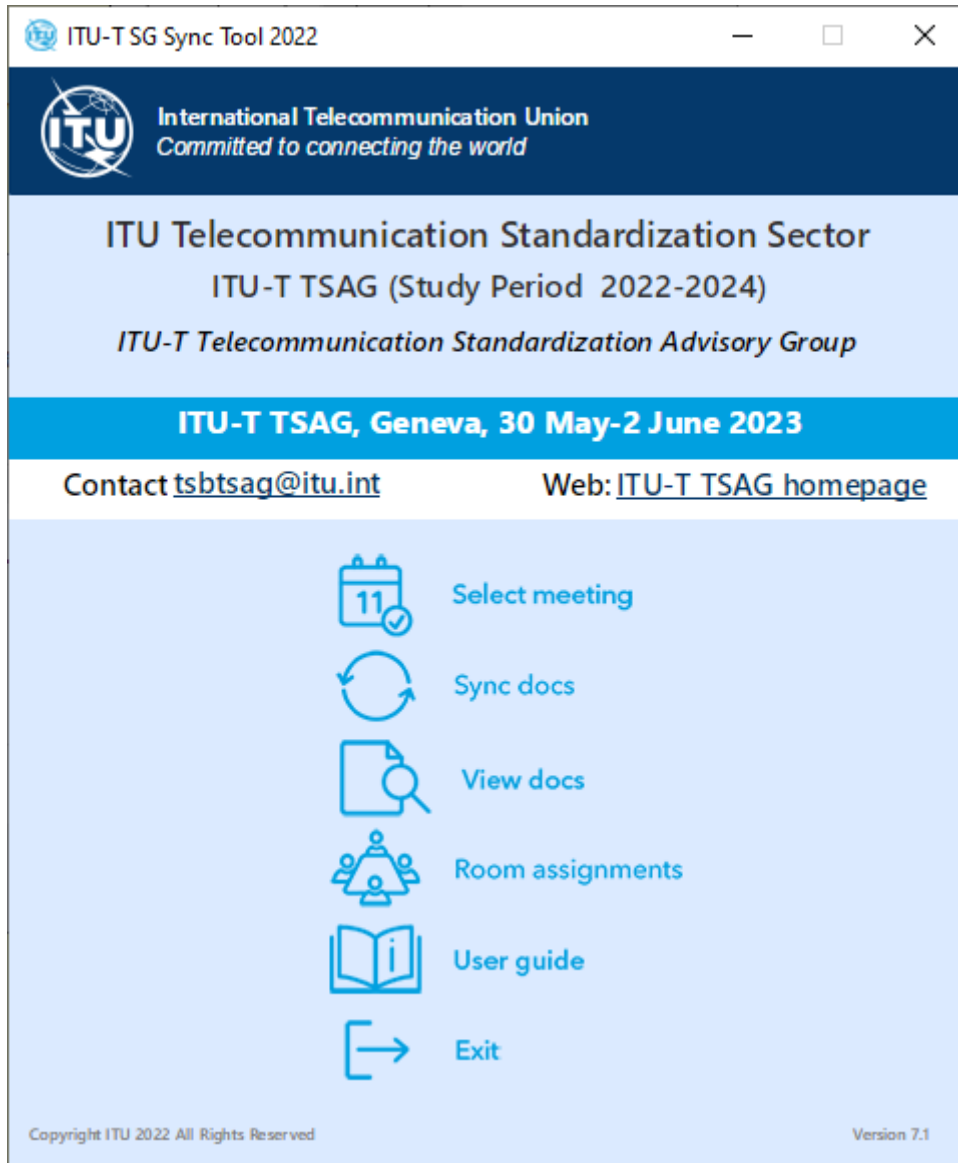
Note: /[SG number +Study Period] will be added.

6. With the correct username and password, the application saves the credentials and asks if the synchronization should begin.

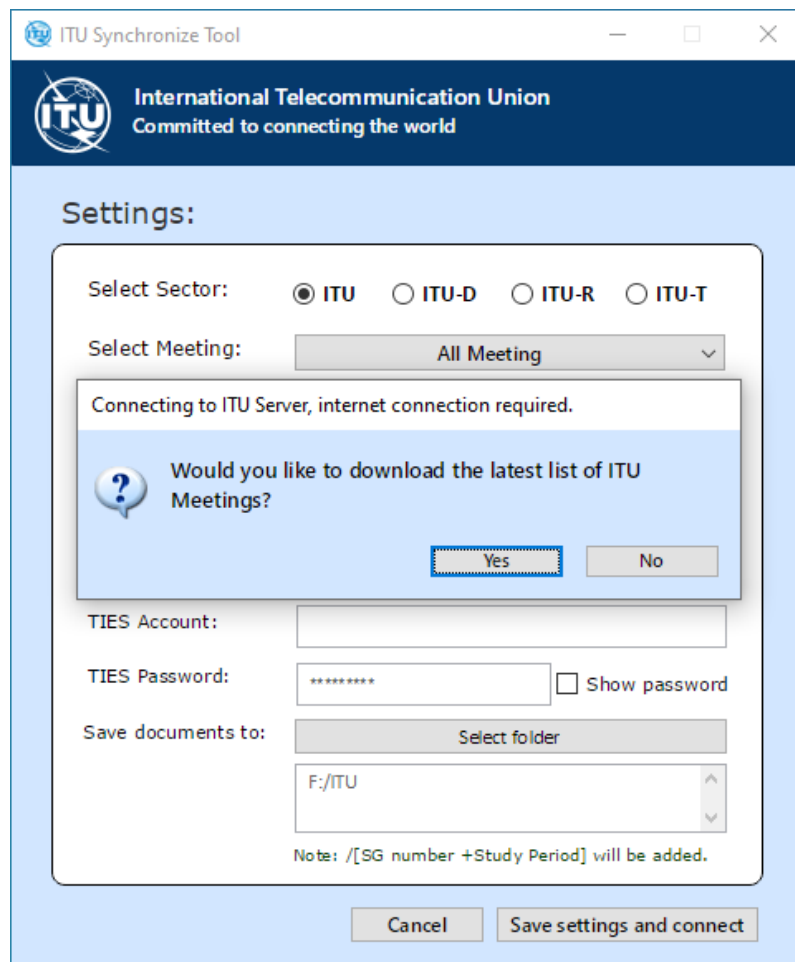


## Step 2: Selecting New ITU-T SG Meeting

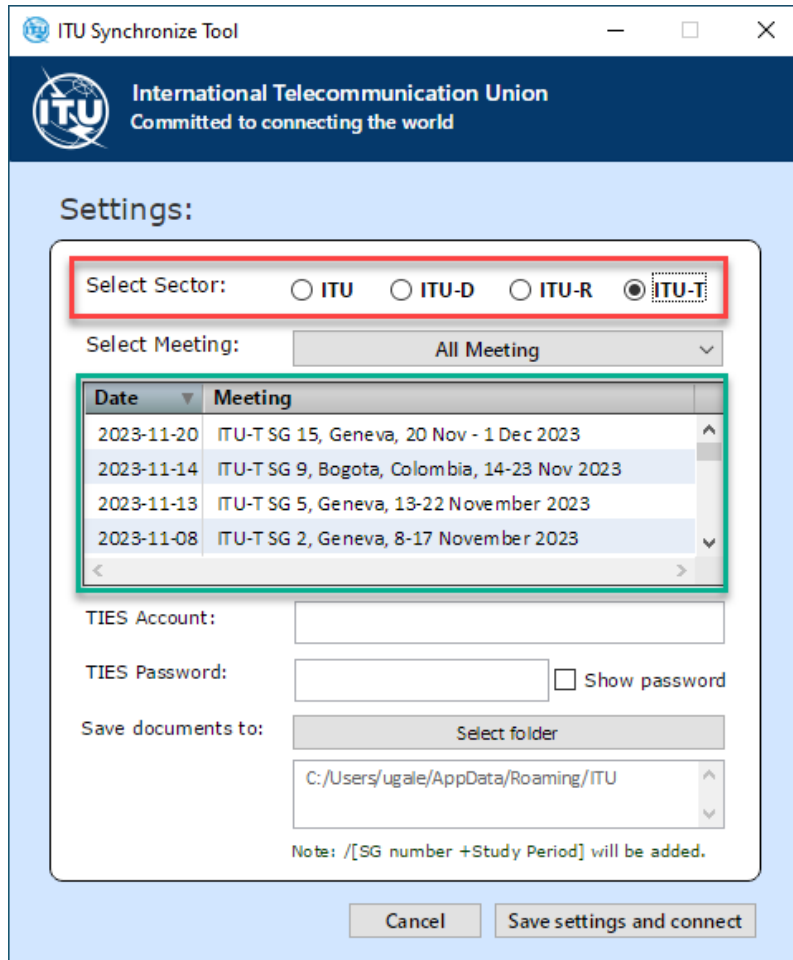
1. To select a new ITU-T SG Meeting, click the first button "Select meeting" from the Main Menu.



2. On the Settings page, click Yes to download the latest list of ITU-T Meetings if a new meeting has been created.



3. Select "ITU-T" on "Select Sector" list (marked in red) and the ITU-T SG Meetings will be shown (marked in green). You may filter the list by ITU-T SG number from the dropdown list.



4. Select the ITU-T SG Meeting you desire, then enter your TIES account details and choose the default folder where you would like to save the documents to. Then click "Save settings and connect" button. After a successful verification, the settings will be saved and a message to synchronize the documents will be shown.



### Step 3: Synchronizing ITU-T SG Meeting Documents

1. To synchronize, click the "Sync docs" button from the Main Menu. Select language(s) to be synchronized.

ITU-T SG Sync Tool 2022

### ITU-T TSAG, Geneva, 30 May-2 June 2023

1. Select Contributions and/or Working Parties to synchronize:

Contributions       TD GEN       TD PLEN  
 TD WP1       TD WP2       TD WP3       TD WP4

2. Select the language(s) of the documents to be synchronized:

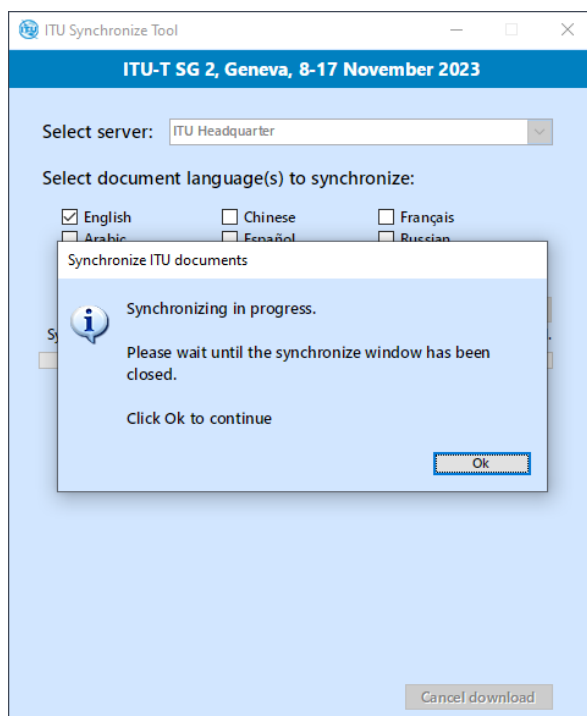
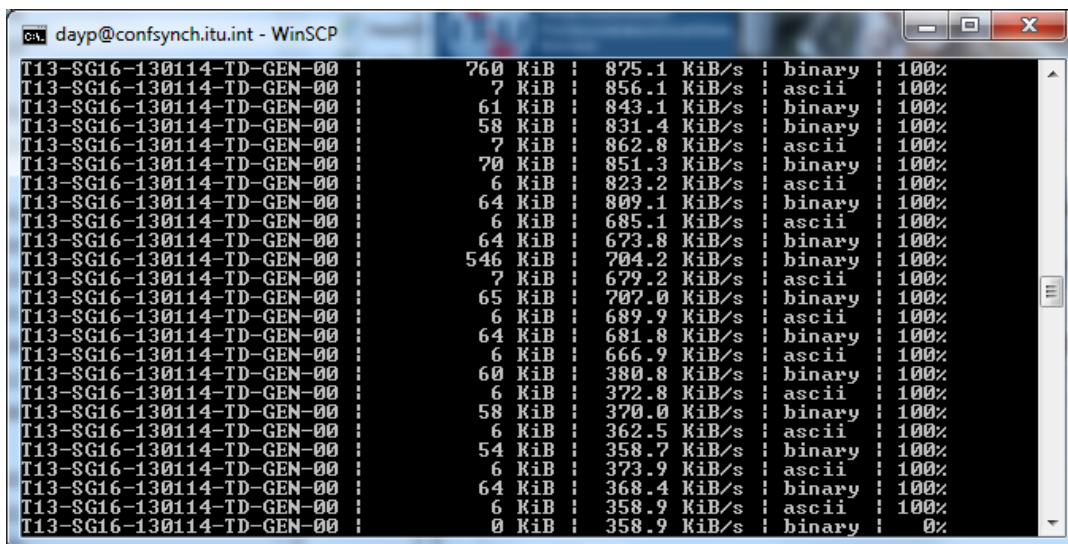
English       Chinese       Français  
 Arabic       Español       Russian

[Back to Menu](#)      [Sync now](#)

No.▼	Filename	Size	Status

[Cancel download](#)

- Click "Sync now" button, synchronization is then launched. Before browsing the documents, wait until synchronization is completed and sync window is closed.

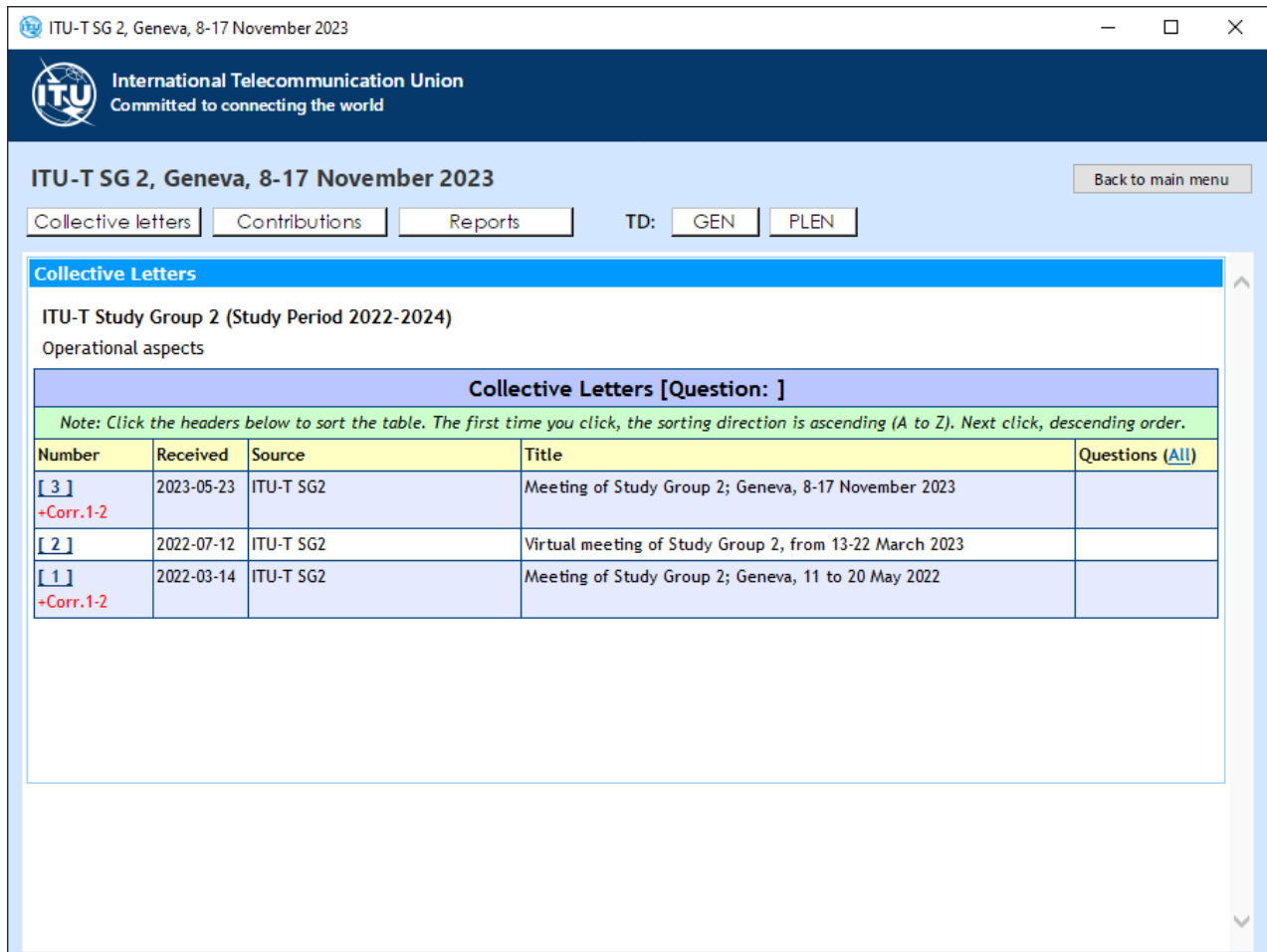


**Notes:**

- In the initial synchronization, it may take longer to download and synchronize all published documents.
- Synchronization is set to run on demand; you may launch it at any time from the menu by clicking the "Sync docs" button.

## Step 4: Accessing ITU-T SG Meeting Documents

1. From the Main Menu, click "View docs" button to show the Content page. This page will give you access to the documents that were downloaded and synchronized to your hard drive.



ITU-T SG 2, Geneva, 8-17 November 2023

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ITU-T SG 2, Geneva, 8-17 November 2023 [Back to main menu](#)

[Collective letters](#) [Contributions](#) [Reports](#) TD: [GEN](#) [PLEN](#)

**Collective Letters**

ITU-T Study Group 2 (Study Period 2022-2024)  
Operational aspects

**Collective Letters [Question: ]**

*Note: Click the headers below to sort the table. The first time you click, the sorting direction is ascending (A to Z). Next click, descending order.*

Number	Received	Source	Title	Questions <a href="#">(All)</a>
<a href="#">[ 3 ]</a> +Corr.1-2	2023-05-23	ITU-T SG2	Meeting of Study Group 2; Geneva, 8-17 November 2023	
<a href="#">[ 2 ]</a>	2022-07-12	ITU-T SG2	Virtual meeting of Study Group 2, from 13-22 March 2023	
<a href="#">[ 1 ]</a> +Corr.1-2	2022-03-14	ITU-T SG2	Meeting of Study Group 2; Geneva, 11 to 20 May 2022	

## II. SYNC APPLICATION FOR MAC

### Step 1: Downloading and Starting the ITU-T SG Sync Application for Mac

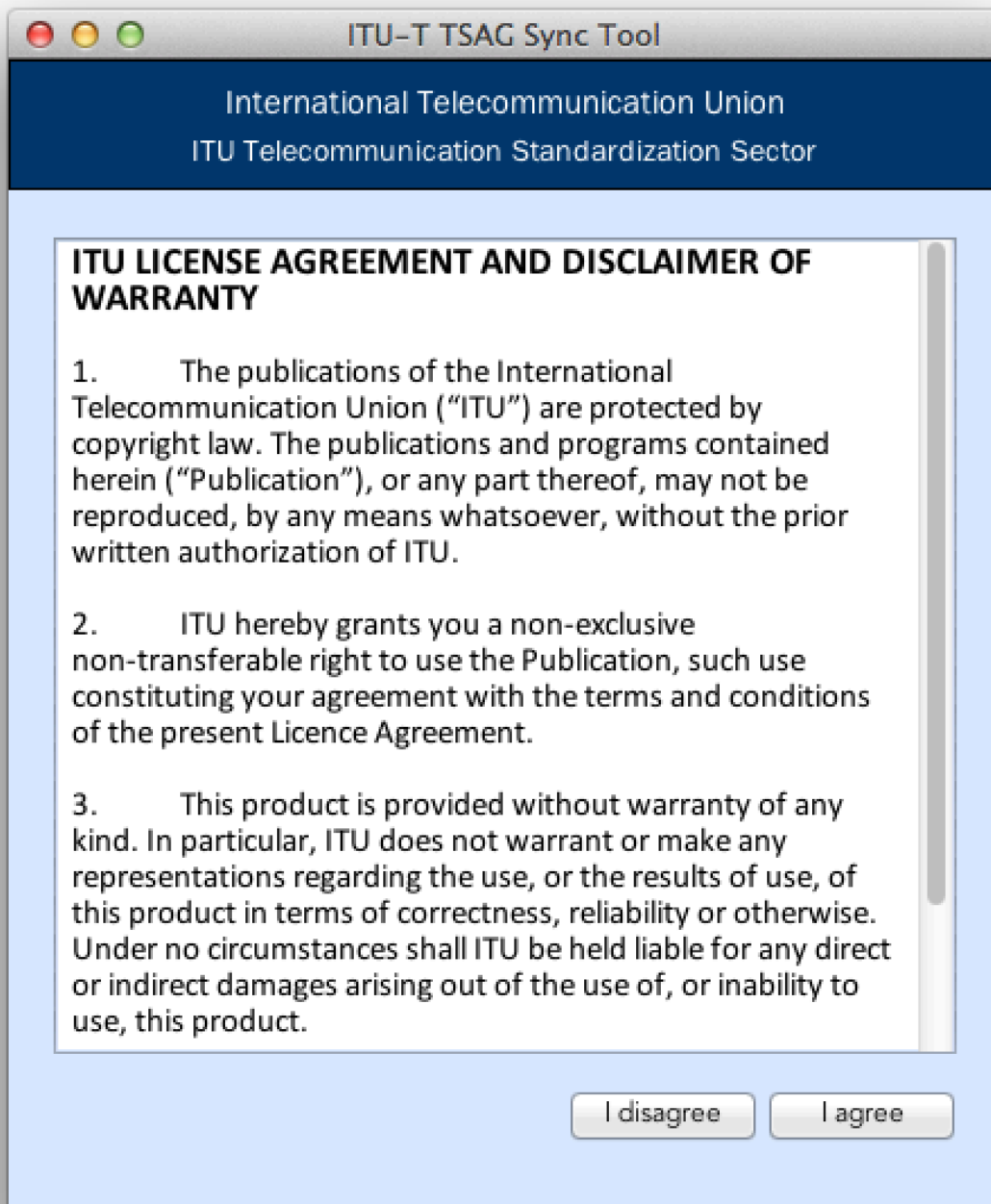
1. Download the ITU-T SG Sync Application for MAC for Study Period 2022 from ITU-T Study Group page:

<https://www.itu.int/en/ITU-T/studygroups/2022-2024/Pages/syncdocs.aspx>

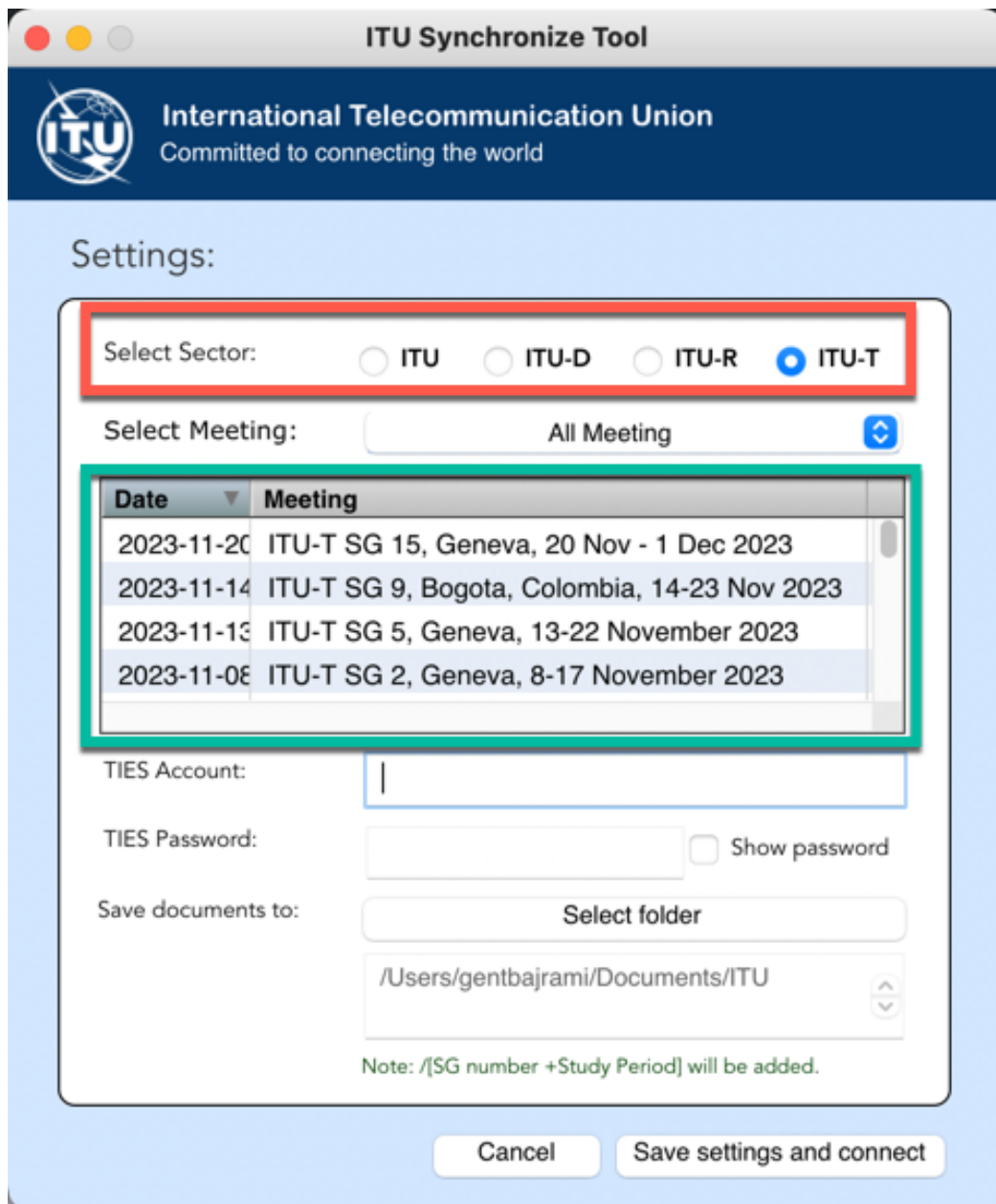
2. Once the Sync Application has been downloaded, unzip and execute.



3. To install, drag the ITU Sync icon to Applications icon. Then, run the ITU Sync application from your Launchpad/Applications window.
4. Initially, it will show the ITU License Agreement, read and click the button "I agree".



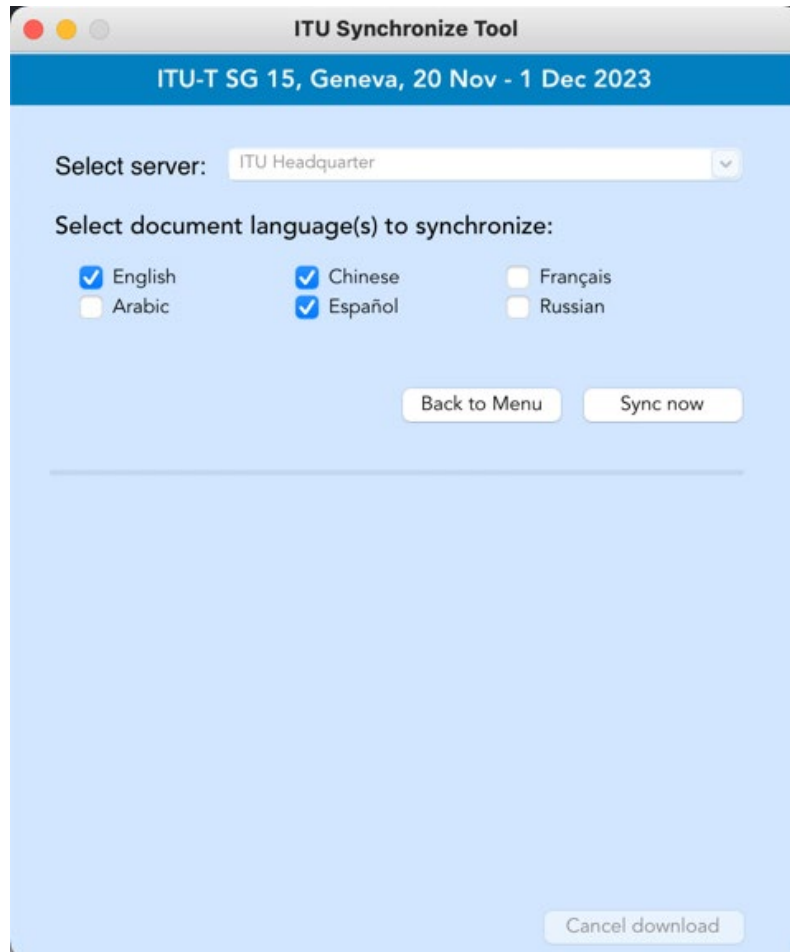
5. Select "ITU-T" on "Select Sector" list (marked in red) and the ITU-T SG Meetings will be shown (marked in green). You may filter the list by ITU-T SG number from the dropdown list.



5. Click the button "Save settings and connect". After a successful verification, these settings will be saved and followed by a prompt to synchronize the documents.

## Step 2: Synchronizing (downloading) ITU-T SG documents

1. To synchronize, select first the language(s) and then click the "Sync now" button from the menu.

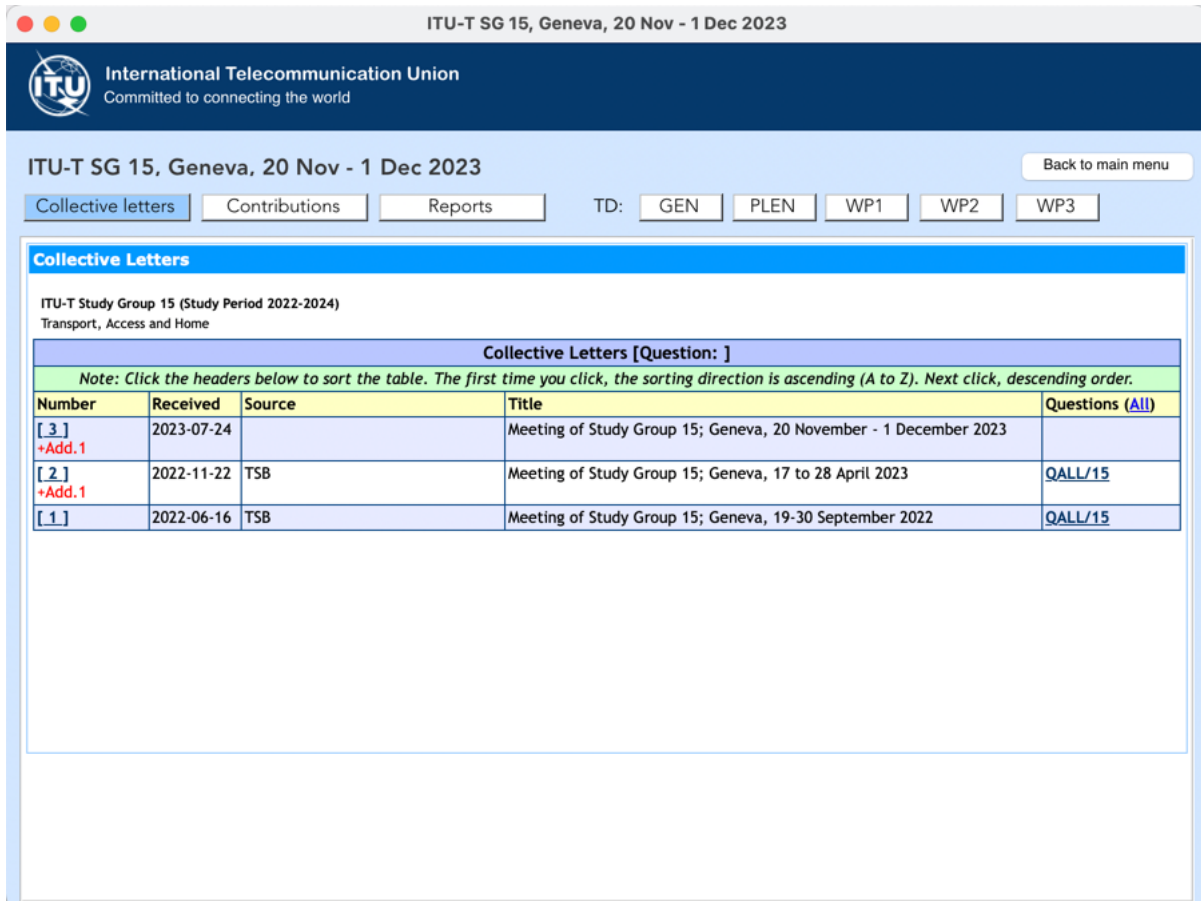


### Notes:

1. Synchronization is set to run on demand; you may launch it at any time from the menu by clicking on the synchronize button.
2. If you encounter a problem, there is a trouble-shooting page below for your information. For further information, contact the ITU IS Service Desk.

### Step 3: Accessing ITU-T SG Meeting Documents

- From the Main Menu, click "View docs" button to show the Content page. This page will give you access to the documents that were downloaded and synchronized to your hard drive.



ITU-T SG 15, Geneva, 20 Nov - 1 Dec 2023

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ITU-T SG 15, Geneva, 20 Nov - 1 Dec 2023 [Back to main menu](#)

[Collective letters](#) [Contributions](#) [Reports](#) TD: [GEN](#) [PLEN](#) [WP1](#) [WP2](#) [WP3](#)

#### Collective Letters

ITU-T Study Group 15 (Study Period 2022-2024)  
Transport, Access and Home

**Collective Letters [Question: ]**

Note: Click the headers below to sort the table. The first time you click, the sorting direction is ascending (A to Z). Next click, descending order.

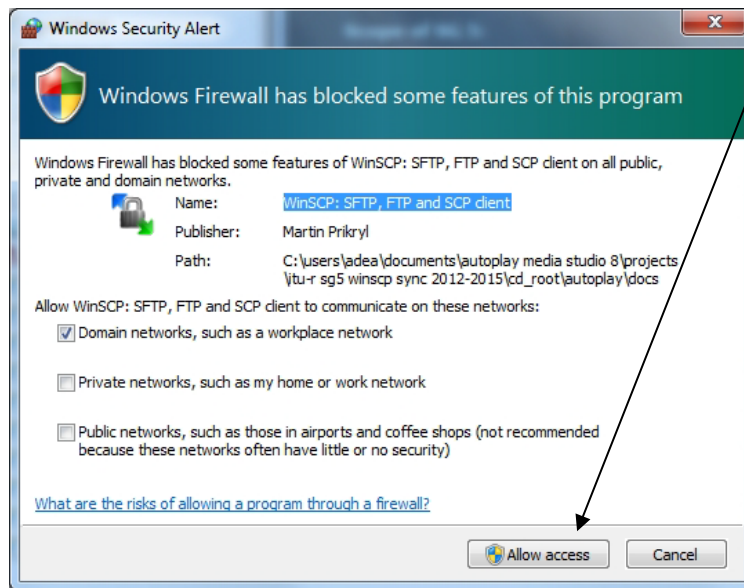
Number	Received	Source	Title	Questions (All)
<a href="#">[ 3 ]</a> +Add.1	2023-07-24		Meeting of Study Group 15; Geneva, 20 November - 1 December 2023	
<a href="#">[ 2 ]</a> +Add.1	2022-11-22	TSB	Meeting of Study Group 15; Geneva, 17 to 28 April 2023	<a href="#">QALL/15</a>
<a href="#">[ 1 ]</a>	2022-06-16	TSB	Meeting of Study Group 15; Geneva, 19-30 September 2022	<a href="#">QALL/15</a>



## Troubleshooting

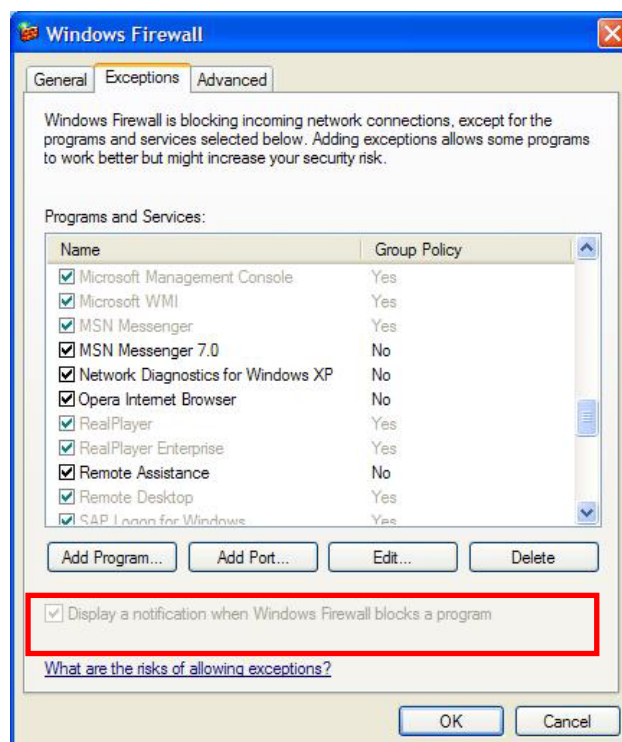
### Troubleshooting: First-time use

1. This window may appear while you use the program. Click on the "Allow access" button to continue. Synchronization is then resumed.



### If synchronization of documents does not start

1. Go to "Control Panel".
2. Run Windows Firewall.
3. Select the "Exception" tab and enable "Display notification when Windows Firewall blocks a program".



4. Click the "OK" button to close.
5. Run "Synchronize Documents" from the menu.
6. The Windows Security Alert (see below) may appear if the Windows Firewall is blocking the program. Click the "Unblock" button to continue. This will probably solve the problem.



7. Check if synchronization begins. If it doesn't, check if other factors, such as antivirus programs or the server, are blocking the program. One way to check is to run the sync program outside your organization.

If you experience problems in accessing or synchronizing documents, please contact our IT assistance and support service by reaching out to the ITU IS Service Desk:

Room: Montbrilliant building, -1 floor

Phone: +41 22 730 6666

Fax: +41 22 730 5337

Internet e-mail: [servicedesk@itu.int](mailto:servicedesk@itu.int)

Postal mail: International Telecommunication Union  
Information Services Department  
Place des Nations  
CH-1211 Geneva 20  
Switzerland