Radiocommunication Advisory Group
Geneva, 17-19 February 2010

**Coordinator of the RAG Correspondence Group
on Electronic Document Handling (EDH)[1]**

PROGRESS REPORT ON EDH CORRESPONDENCE ACTIVITIES

1   Introduction

The Radiocommunication Assembly formed the Electronic Document Handling (EDH) correspondence group reporting to the RAG as announced in Administrative Circular CA/130.

There has been little activity within the EDH correspondence group, which, again, may be taken as an indication that things are progressing well with respect to the use of electronic facilities in ITU-R. Some suggestions that have been made were pursued with the IS Department and BR. The correspondence to-date is available in the Archive of the rag-edh@itu.int e-mail reflector.

The previous progress report is in Document RAG09-1/4. In particular the latest updates of the ITU-R website were covered, including the new powerful search tools (http://www.itu.int/net/search/searchframe.aspx) and the secure extranet ITU Delegates Website (https://extranet.itu.int/delweb/).

2   Registration of delegates

The online web-based Event Delegate Registration System (EDRS) is now being used for all ITU-R meetings. BR should strongly encourage that all registrations use the online system via the Designated Focal Point. Some registration problems have been reported by some delegates, but overall the system is working as planned.

3   Electronic working methods

For those participating in, or organizing ITU meetings, there are a number of tools that can be used to improve or substitute face-to-face meetings, or to facilitate remote participation in meetings (e.g. for developing countries).

The previous progress report (Document RAG09-1/4) described a number of tools that are either in production or being tested within ITU-R. Rather than repeating the information here only one is highlighted: the Sharepoint tool has proven to be very effective in the meetings of the Study Group 5 working parties. The access is through the ITU's secure extranet server and provides a "meetings" web page with links to all relevant information and documents related to a particular

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[1] José Costa (Ericsson Canada, Inc., Canada), Tel.: +1 613 763-7574, E-mail: jose.costa@ericsson.com.

meeting. In addition, the meeting participants can upload their own documents, such as meeting draft agendas, draft temporary documents, and additional information pertaining to current topics being discussed (See https://extranet.itu.int/rsg-meetings; login: <TIESusername>@ties.itu.int; password: <TIES password>).

Sharepoint should continue to be supported for future meetings and used more frequently by all in ITU-R towards the goal of paperless meetings to the maximum extent possible.

4   Proposal

It is proposed that more groups should try the various approaches available in ITU-R for EDH with the goal of making our work in ITU-R easier and more productive. The experiences and suggestions for further improvements should be sent to the RAG-EDH correspondence group: rag-edh@itu.int.

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