

# Direct Document Posting - User guide

## Contents

1. Summary .....	2
2. Overview .....	2
3. Preconditions .....	2
4. Document submission process .....	3
4.1 Step 1 - Document registration.....	3
4.2 Step 2 - Document upload .....	6
4.3 Subsequent uploads.....	9
4.4 Deletion and withdrawal of documents .....	10
4.5 Modifying registration information (metadata) .....	11

## 1 Summary

The Direct Document Posting system for contributions allows delegates to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server. Direct Document Posting is for contributions only.

## 2 Overview

Direct document posting is a two-step process that may be carried out by authorized ITU user who has TIES access or ITU staff.

Step 1: Document registration (see clause 4.1).

Step 2: Document upload (see clause 4.2).

Uploaded documents are publicly available within five minutes of uploading; the note "To be verified by TSB" is removed by the TSB secretariat after checking.

After initial registration and upload of a document, it is possible to upload revisions, addenda and corrigenda (see clause 4.3), delete/withdraw documents (see clause 4.4) or modify the registration information (see clause 4.5).

## 3 Preconditions

Direct posting requires the following four preconditions:

1. The submitter must represent a Member State, Sector Member, Associate or Academia member of the Study Group to which he/she is contributing, and must have an ITU user account with TIES access.
2. Documents must be both registered and uploaded before the submission deadline (normally 12 calendar days before the first day of the meeting).
3. Uploaded documents must use the appropriate ITU-T template (which can be found by clicking on Direct Document Posting link on the Study Group/TSAG homepage) and include the Document Number (this is provided once document registration is successful).

## 4 Document submission process

### 4.1 Step 1 - Document registration

1. In order to register a document for submission, click the Direct Document Posting link on the relevant Study Group homepage. You will be taken to the following screen.

• [DDP Templates for direct document posting](#)

• [Register a document](#)

• Upload a registered document:

<input type="text"/>	Upload »
(T17-SG17-X-XXXX)	

• Modify Title, Sources or Questions:

<input type="text"/>	Modify »
(T17-SG17-X-XXXX)	

Note: The "T17-SG17-C-0YYY" acts as the document reference in DDP like the file name of the published Contributions on the web server. However, the proper tag to be inserted into the upper right corner in contribution template is "COM XX-C YYY".

• [DDP Users' Guide](#)

• [Recommendation ITU-T A.2, Presentation of contributions to ITU-T](#)

• [Author's guide for drafting ITU-T Recommendations](#)

2. Click on the "Register a document" link, and enter your identifying information.

If you are **not** authorized to submit a document to the selected Study Group, you will be shown the following message:

**Message from Direct Document Posting Program**

The Direct Document Posting program cannot be loaded because you do not have sufficient privileges to submit a document to ITU-T Study Group TESTSG17.

If you wish to try again, please go to [ITU-T Study groups page](#) and select the relevant Study Group.

For assistance, please contact the [TSB EDH](#)

NOTE – This may be because your ITU account does not have TIES access, or because your ITU membership does not grant rights for the documentation of the ITU-T Study Group concerned (e.g., an Associate of another ITU-T SG or a Sector Member from ITU-R or ITU-D)

3. Once you are successfully authenticated and authorized to submit a contribution, complete the Document Registration information as required. Items marked with an asterisk (\*) are mandatory.

Direct Document Posting: DOCUMENT REGISTRATION

**Remarks**

- Input is required for fields marked with \*
- Multiple selection is possible for fields marked with ☰. This means you can select more than one item by holding down the [Shift] or [Ctrl] key

Countdown to submission deadline at midnight on 2018-08-16, Geneva time:

51	14	21	1
Days	Hours	Minutes	Seconds

**Document Information**

Study Group\*: SG/WP 17 - Security

Meeting Date\* /Location: 29 August - 7 September 2018 Switzerland (Geneva)

Document Type\*: Contribution

Document Title (English only)\*:

Document Sources\* ☰ :

- 360 Technology Co, Ltd. (China)
- 5G Americas
- A1 Telekom Austria AG
- Aarhus University Department of Engineering (Denmark)

Add >> << Remove

International Telecommunication Union

Other Sources:

Address to Questions\* ☰ :

- QALL/17
- Q1/17
- Q2/17
- Q3/17

Add >> << Remove

**Contact Information**

Full name\*: CLARK Robert TIES login: clarker

Membership Organization\*: International Telecommunication Union Country:

E-mail\*: robert.clark@itu.int Re-type E-mail\*:

- "Study Group\*": This is preset to the selected Study Group, but also lists related Working Parties for which there are registered meetings.
- "Meeting Date/Location\*": Select from the list. This defaults to the next meeting.
- "Document Type\*": Preset to "Contribution" (the Direct Document Posting system is only for contributions at this stage).
- "Document Title\*": Enter the title of the document **in English only**, even if the content is in another language.
- "Document Sources\*": By default, your organization is added to the list, but it may be removed if necessary. Optionally, highlight source(s) from the list, and click "Add>>" to select them.
  - NOTE 1 – Multiple sources can be highlighted simultaneously using the "Shift" or "Ctrl" keys.
  - NOTE 2 – Move quickly through the list by typing the *initial* letter of the source you wish to add.
  - NOTE 3 – All valid Sources are included in the list: If you are unable to find a desired "Source", please contact the Study Group Secretariat.
  - NOTE 4 – Sources listed here **must match** the ones listed inside the contribution itself. If a discrepancy is found, the secretariat will *remove from the contribution* mismatching sources.
- "Other Sources": Not available for web submission of Contributions, see Note 3 above.
- "Address to Question": Add one or more Question numbers (not mandatory).
  - NOTE - All Questions are available in the list (scroll down if necessary); you may select individual Questions or "QALL" for all Questions.
- "Contact information": Confirm that the left-hand column is correct (correct if needed), and re-type the destination e-mail address in the right-hand column (to avoid typos).

4. Modify the Contact Information as required – this may not be the same person who is submitting the document (note that "Full name\*", "Membership Organization\*" and "E-mail\*" fields default to your user account information):
- "E-mail": Confirm that your default e-mail address is correct; you may modify it if necessary.
  - "Telephone": Add telephone contact information (not mandatory).
  - "Cc to": Add one additional e-mail address that you would like to receive information about this document submission (not mandatory).
  - "Remark": Add any comments that you would like to make to the Study Group Secretariat.
- NOTE - Remarks are **not** visible in the public website.
5. When you have completed the web form, click "Register document".  
**If registration is successful**, an acknowledgement is shown in your web browser; **and** the same information is sent to your e-mail address, to the secretariat and to the address (if any) included in the "Cc to" field. **If you do not see this screen**, your submission has *not* been successful; **attempts to submit cannot** be claimed later (e.g., after the submission deadline). Persisting problems should be reported immediately to the secretariat.  
 NOTE - The acknowledgement e-mail may be identified as Junk Mail by some systems; please check before reporting a system fault.

Direct Document Posting: REGISTRATION ACKNOWLEDGEMENT

Please insert the Document Number in your document before upload

Please make sure that you have used the appropriate [ITU-T Direct Document Posting template](#)

---

Direct Document Posting Report  
2011-07-06 11:28:03 (Geneva)

This is an acknowledgement of your submission. Please take note of your **Document Number** and **Posting Password**.

You can use the [following link](#) to upload documents

Document envelope information	
Document Number :	T09-TESTSG17-C-0003
Posting Password :	SM5H6W92U7
Study Group :	Test Group SG17 for Direct Posting
Date of Meeting :	2011-11-01 to 2011-11-02
Location of Meeting :	Switzerland [Geneva]
Upload Deadline :	2011-10-20 Midnight - Geneva Time
Document Type :	Contribution
Document Title :	Test Contribution to Test Group SG17
Document Sources :	A1 Telekom Austria AG ; Actelis Networks ; International Telecommunication Union
Address to Questions :	Q1/13 ; Q12/13
Full name :	Tan, Gila
Membership Organization :	International Telecommunication Union
E-mail :	<a href="mailto:gila.tan@itu.int">gila.tan@itu.int</a>
Telephone :	0044 123 4567
Cc to :	<a href="mailto:robert.clark@itu.int">robert.clark@itu.int</a>
TIES Account :	tan
Remark :	This is a test submission.
Registration Timestamp :	2011-07-06 11:28:03

[Upload initial document](#)      [Register another document](#)      [Back to main page](#)

6. With the screen above, Step 1 is now **complete** - click on "upload initial document" or "register another document" to continue with Direct Document Posting.  
 NOTE - Documents can be uploaded at any time before the submission deadline, and by any authorized user with suitable TIES access (it does not have to be the same user who registered the document), as long as they have access to the upload link.


## 4.2 Step 2 - Document upload

### 4.2.1 Document header updating

The latest version of the ITU-T Direct Document Posting template must be used for every document submission. If the submitted document is not in Microsoft Word format, or if there are multiple parts, the template should be used as a header page (i.e., it must contain at least the mandatory information listed below) and all parts of the document submission should be uploaded in a zip file.

NOTE – Uploading attachments as separate files is possible; see clause 4.3 and/or contact the secretariat.

Contribution headers that are not correctly formatted will delay the TSB validation process.





	INTERNATIONAL TELECOMMUNICATION UNION	<b>SG13-Cn</b>
	<b>TELECOMMUNICATION STANDARDIZATION SECTOR</b>	<b>STUDY GROUP 13</b>
	STUDY PERIOD 2017-2020	<b>Original: English</b>
<b>Question(s):</b>	Q nos separated by commas (e.g 3/13, 5/16) or N/A (TSAG)	Place, dd-dd mmm yyyy
<b>CONTRIBUTION</b>		
<b>Source:</b>	Insert source(s)	
<b>Title:</b>	Insert title (always in ENGLISH)	
<b>Purpose:</b>	[Purpose]	
<b>Contact:</b>	Insert contact name Insert organization Insert country	Tel: +xx Fax: +xx E-mail: a@b.com
<b>Contact:</b>	Insert contact name Insert organization Insert country	Tel: +xx Fax: +xx E-mail: a@b.com
<b>Keywords:</b>	Insert keywords separated by semicolon (;)	
<b>Abstract:</b>	Insert an abstract under 200 words that describes the content of the contribution in a form suitable for inclusion in the meeting report as a summary of the content of the document, including a clear description of any proposals it may contain. See also Rec.A.2, clause I.1.2 for guidance.	

The template should be modified as follows before upload – all fields are **mandatory**:





- **"Document number"**: Provided in the registration acknowledgement (see figure above).  
NOTE 1 – Do not include leading zeroes (e.g., SG13-C555, not SG13-C0555).  
NOTE 2 – Here, font size is 16 (not 20, not 14); WinWord style is "Docnumber".
- **"Place and date"**: Type in the place and date for the whole meeting – note the ITU style: days month and year, cardinal (not ordinal) day numbers, no commas in the date.  
Examples: "Geneva, 1-12 May 2017", **not** "May 1st-12th, 2017" or "1st-12th May, 2017" or "2017-05-1/17".
- **"Question(s)"**: Format is [Question number]/[Study Group number]. No Q, no dot (".").  
Examples: 1/15; not Q1/15, Q.1/15.
- **"Source"**: Should be the **same** as the Source(s) input during document registration. If **discrepancies** are found when compared to the contents in the web form, the secretariat will revise the contribution to delete sources that do not match. Communicate with the secretariat for special cases.

- **"Title"**: Use the same title as the one input during document registration (i.e., English only).  
NOTE – In case of errors, metadata on the website can be updated (see clause 4.5 below). Make sure that the information in the document and in the webpage such as Question, Source and Title are exactly the same.
- **"Purpose"**: Select one from the list: *Admin; Discussion; Information; Proposal; Other*. If the drop-down list is not working, type in one of the options above.
- **"Contact"**: Complete as appropriate for one or all Sources. In case of questions concerning the document, the secretariat will write to the first contact listed.
- **"Keywords"**: Insert a short list of terms (separated by ";") that may help with later searches or classifications of documents.
- **"Abstract"**: Should summarize the content and/or purpose of the document in a form that assists the organization and reporting of meeting inputs. The template provides useful guidance of the expected content and length for an abstract.

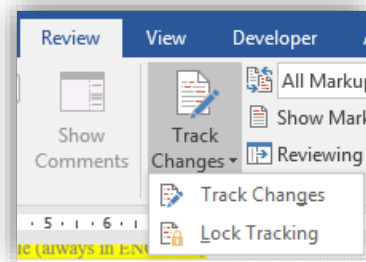
Please use the correct presentation of Contribution number, Question(s) and date.

Incorrect		INTERNATIONAL TELECOMMUNICATION UNION		<b>T13-SG13-C.555</b>
		<b>TELECOMMUNICATION STANDARDIZATION SECTOR</b>		<b>STUDY GROUP 13</b>
		STUDY PERIOD 2017-2020		<b>Original: English</b>
		<b>Question(s):</b> Q5/13 		Geneva, July 2018
		<b>CONTRIBUTION</b>		

Correct		INTERNATIONAL TELECOMMUNICATION UNION		<b>SG13-C555</b>
		<b>TELECOMMUNICATION STANDARDIZATION SECTOR</b>		<b>STUDY GROUP 13</b>
		STUDY PERIOD 2017-2020		<b>Original: English</b>
		<b>Question(s):</b> 5/13 		Geneva, 16-27 July 2018
		<b>CONTRIBUTION</b>		

NOTE – Make sure that "Track changes" is **turned off** before you upload your document.



#### 4.2.2 Document uploading

1. Now that you prepared the Contribution with the *correct template* and *its metadata*, the **document upload** can be initiated in two ways:
  - a) Click "upload initial document" on the web acknowledgement described above.
  - b) Click the hyperlink in the e-mail acknowledgement.

You will then be taken to the following page.

**Direct Document Posting: INITIAL DOCUMENT UPLOAD**

Registered document

Document Number [T09-TESTSG17-C-0003](#)

Posting Password SM5H6W92U7

Document Title Test Contribution to Test Group SG17

TIES Account tan

Please insert the Document Number in your document before upload.

Please make sure that you have used the appropriate [ITU-T Direct Document Posting template](#)

If the contribution consists of multiple documents, please upload it as a Zip file that includes a cover page in ITU-T template word format and all other documents.

Please upload the initial document

ITU-T template\*  I have used the appropriate ITU-T Direct Document Posting template

Document Language\*  English  Arabic  Chinese  Spanish  French  Russian

Document to upload\*

[Register another document](#) [Back to main page](#) [Modify information](#)

2. Click the check box to indicate that you have used the appropriate Direct Document Posting template in your submission.
3. Select the "Document language": Although the registered title must be in English, the content may be in any of the six official United Nations languages.  
NOTE – Translation of Contributions is only possible if they are received at least two months before the Study Group meeting.
4. Click the "Browse..." button to select your document submission.
  - Files for initial upload may be either Microsoft Word (.doc or .docx) or zip (.zip).
  - If a document submission contains multiple files, one of them must use the ITU-T Direct Document Posting template, and all files should include the Document Number. Another approach is to upload attachments, see clause 4.3 below, or contact the secretariat.
5. Click "Upload" to complete the submission process.

If the upload is successful, an acknowledgement is shown in your web browser:

Your initial document has been successfully uploaded as: **T09-TESTSG17-C-0003!!MSW-E**  
Please note that this document will be visible on the [Web](#) in a few minutes.

[Register another document](#) [Back to main page](#) [Modify information](#)

The same information is sent to your e-mail address, the secretariat and the address (if any) included in the "Cc to" field during document registration.



6. Once the document has been successfully uploaded, you can view your document and all related document submissions on the ITU-T web site by clicking the "Document Number" link on the upload page or related e-mails.

### 4.3 Subsequent uploads

In some cases, it may be necessary to upload revisions, addenda (e.g., attachments) or corrigenda following the initial submission. This subsequent upload process can be initiated from:

- the Study Group home page (click on the "Direct Document Posting" link);
- the acknowledgement e-mail of the relevant document.

Note, however, that the submission deadline applies equally to all types of initial and subsequent uploads.

The screenshot shows the 'Direct Document Posting: SUBSEQUENT DOCUMENT UPLOAD (Revision, Addendum, Corrigendum)' page. It displays the following information:

- Registered document:**
  - Document Number: [T09-TESTSG17-C-0003](#)
  - Posting Password: SMSH6W92U7
  - Document Title: Test Contribution to Test Group SG17
  - TIES Account: [Redacted]
- Instructions:**
  - Please insert the Document Number in your document before upload.
  - Please make sure that you have used the appropriate [ITU-T Direct Document Posting template](#).
- Existing uploads table:**

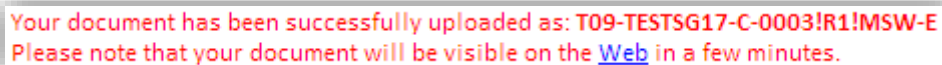
document	language	rev/add/corr	format	timestamp
T09-TESTSG17-C-0003!!MSW-E	E		msw12	2011-07-06 11:44
- Form fields:**
  - ITU-T template\*:  I have used the appropriate ITU-T Direct Document Posting template
  - Document Language\*:  English  Arabic  Chinese  Spanish  French  Russian
  - Revision, Addendum, Corrigendum\*:  Revision  Addendum  Corrigendum
  - Document to upload\*:
  -
- Navigation links:**
  - [Register another document](#)
  - [Back to main page](#)
  - [Modify information](#)

1. Documents that have already been uploaded for this Document Number are listed on this web page.
2. Documents are uploaded as described in step 2 above; however, submitters must also choose one of the following three types of document:
  - **Revision:** Revisions are used when information contained in the original submission has been superseded. As such, revisions replace earlier submissions and should therefore use the appropriate ITU-T Direct Document Posting template and include the Document Number.  
NOTE - If the note "To be verified by TSB" is displayed on the document webpage, before uploading a revision, please coordinate with the secretariat in case any problems were detected with the original submission.
  - **Addendum:** Addenda allow additional material (normally **attachments**) to augment the existing document submission. Since addenda do *not* replace earlier submissions, they may be in PDF format as well as Microsoft Word (.doc or .docx) or Zip (.zip).

- **Corrigendum:** Corrigenda are used when information contained in the original submission was incorrect. As such, corrigenda replace earlier submissions and should therefore use the appropriate ITU-T Direct Document Posting template and include the Document Number.
3. Before uploading, make sure that the document number has been updated inside the document itself, to indicate a revision (e.g., SG13-C555-**R1** for a revised version).
  4. Click "Upload" to complete the subsequent submission process.

The Direct Document Posting system automatically attributes a revision / addendum / corrigendum number, and the file is posted on the web alongside earlier submissions.

If the upload is successful, an acknowledgement is shown in your web browser:



Your document has been successfully uploaded as: T09-TESTSG17-C-0003!R1!MSW-E  
Please note that your document will be visible on the [Web](#) in a few minutes.

The same information is sent to your e-mail address and the address (if any) included in the "Cc to" field during document registration.

#### 4.4 Deletion and withdrawal of documents

Directly posted documents cannot be deleted, replaced or withdrawn via the web interface; this action needs to be performed by TSB. Such requests must be submitted in writing (e-mail or letter) to the Study Group Secretariat. To ensure efficient service and traceability of your request, please include the document number, title and other relevant metadata in all correspondence.

## 4.5 Modifying registration information (metadata)

Certain parts of the registration information – document title, Source(s) and Question(s) – may be modified after document registration or upload, but only *until the submission deadline*. This can be initiated from:

- the Study Group home page (click on the "Direct Document Posting" link);
- the registration acknowledgement web page of the relevant document.
- the upload document web page of the relevant document.

**Direct Document Posting: MODIFY TITLE, SOURCES, QUESTIONS**

**Registered document**

Document Number: [T09-TESTSG17-C-0003](#)  
Posting Password: SM5H6W92U7  
Document Title: Test Contribution to Test Group SG17  
Sources: A1 Telekom Austria AG; Actelis Networks; International Telecommunication Union  
Questions: Q1/13; Q12/13

		Modify to
Document Title	Test Contribution to Test Group SG17	
Sources	<ul style="list-style-type: none"> <li>A1 Telekom Austria AG</li> <li>ACN Advanced Communications Networks SA</li> <li>Actelis Networks</li> <li>Adaptive Spectrum and Signal Alignment (ASSIA) Inc.</li> <li>ADTRAN</li> </ul>	<ul style="list-style-type: none"> <li>A1 Telekom Austria AG</li> <li>Actelis Networks</li> <li>International Telecommunication Union</li> </ul>
	<a href="#">Add &gt;&gt;</a>	<a href="#">&lt;&lt; Remove</a>
Questions	<ul style="list-style-type: none"> <li>Q1/13</li> <li>Q10/13</li> <li>Q11/13</li> <li>Q12/13</li> <li>Q13/13</li> </ul>	<ul style="list-style-type: none"> <li>Q1/13</li> <li>Q12/13</li> </ul>
	<a href="#">Add &gt;&gt;</a>	<a href="#">&lt;&lt; Remove</a>

[Update](#)   [Reset](#)

[Register another document](#)   [Back to main page](#)

Once you have made the necessary changes, click "Update" to submit. If the update is successful, an acknowledgement is shown in your web browser:

**Your changes have been submitted.**  
**Please wait a few minutes for it to be available on the Web.**

NOTE - No acknowledgement e-mail is sent when updating registration information.

---