ITU Information Services

Information Technology facilities for delegates at Council 2009

Connecting to the ITU Delgates Wireless Network.

1. If your wireless card supports 802.11a, please connect to the SSID **ITUdelgA.**
2. Otherwise choose **ITUdelg** as the SSID.
3. Set WEP encryption to "**Off**".
4. Set Operation mode to "Infrastructure" (not Ad-Hoc or peer-to-peer).

Other network settings:
- Enable **DHCP**
- Set up **smtp.itu.ch** as your outgoing (SMTP) server.
- Ensure that your Internet browser's proxy setting is removed.
- Disable any SOCKS configurations.

Accessing Council 09 Documents via the USB Key

The Council 09 USB key contains all Council documents posted as of 9 October 2009.
The USB key also contains built-in software which downloads the latest documents from the ITU document server. This allows you to maintain a complete copy of the Council documents in any of the six ITU official languages, including:

- all published Council documents (C series)
- Temporary Documents (DT series),
- Information Documents (INF series) and
- Administrative Documents (ADM series) '

All you need is to keep the USB key plugged into your computer and to have Internet access.

Note that the first time you use the USB key it may take a few moments to download the latest files.

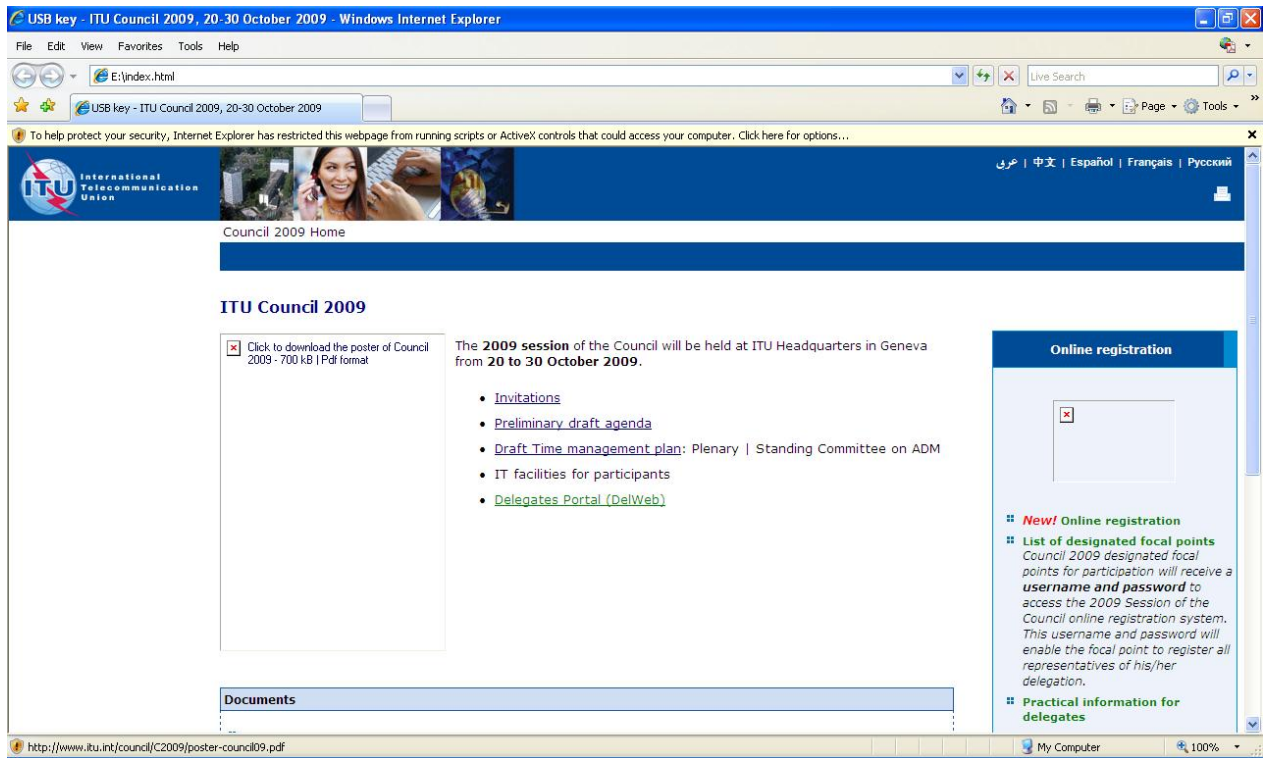19.10.09

Starting Council 2009 on USB key

1. Plug the USB key into your computer.   Select "Start Council 2009 on USB key" and Click **OK**

2. This displays a window providing several menu options.

3. Select **Council Menu on USB key**",

4. This opens the page, displayed below. (Note If you receive a warning from Internet Explorer select "Allow Blocked Content...".)

5. You can now browse, and open Council documents.

   Note: Hyperlinks in green are external links and require an internet connection. Hyperlinks in blue are internal links and do not require an internet connection.

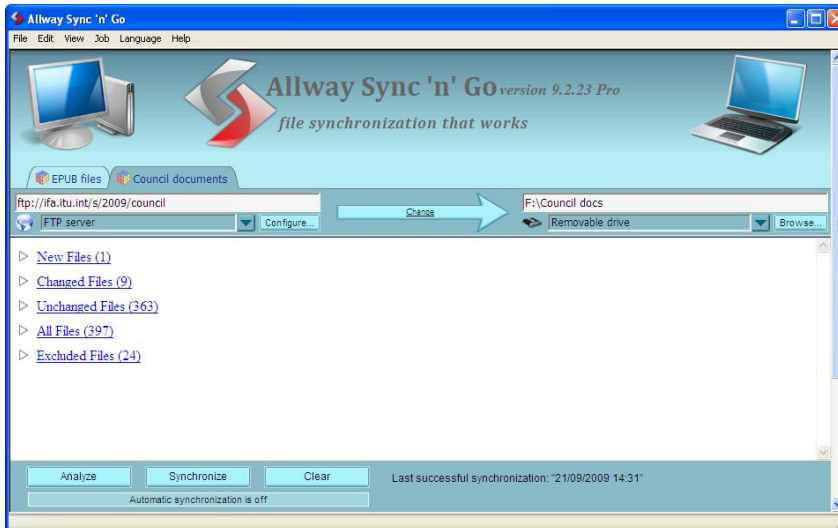**Synchronizing documents from the ITU Document server to your USB key**

1. From the main menu, select "Synchronize Council Documents to USB key"

2. The first time you use the program, you may receive a security alert. Select "**<u>Unblock</u>**" button to continue.

3. The application synchronizes the USB key by adding the new files or replacing the modified files.

4. After a successful synchronization, the application will close automatically.

5. Synchronization is set to run on demand; you may launch it at any time from the menu by clicking on the "Synchronize" button, see step 2.

6. To close the application manually, click on **File/Exit**.

Accessing Council 09 documents via the Web

1. Council documents are available on the ITU website at http://www.itu.int/council.

2. You can access documents in a number of ways, including All documents and recently posted documents.

Documents

- :: All documents | Download recently posted documents
- :: Destination Groups: Plenary Meeting | Standing Committee
- :: Summary Records
- :: Resolutions and Decisions
- :: Administrative Documents
- :: Information documents (INF)
- :: Temporary documents (DT)
- :: Temporary documents (limited distribution) (DL)

3.   To access a document, simply click the Number hyperlink.

	Number	Received	Source	Title
☐	[7]	2009-10-16	SG	Contribution from the United States of America

4.   This opens a new page showing you details about the document and the language versions available. Click on a language version to start the download.

Available languages and formats :

⬇ **Click on the selected format and language to get the document**

	Format	Size	Posted	
English	📄 Word for Windows	209920 bytes	2009-10-16	[1]
Arabic	📄 Word for Windows	264192 bytes	2009-10-16	[1]
Chinese	📄 Word for Windows	270336 bytes	2009-10-16	[1]
Español	📄 Word for Windows	250368 bytes	2009-10-16	[1]
Français	📄 Word for Windows	230400 bytes	2009-10-16	[1]
Russian	📄 Word for Windows	274944 bytes	2009-10-16	[1]

5. **Downloading multiple documents at once**

You can also choose a list of documents that you wish to download. To do this:

1. Select the documents that you wish to download.

2. Choose the language and format in which you would like to receive your documents.

3. Select **Zip and Download.**

	[49]	2009-08-14	SG	ITU Internet Activities: Resolutions 101, 102 and 133
	[48]	2009-09-10	SG	ITU and climate change

Results: 71 total items.
Result page: 1 - 2 - 3 - Next ▶

Multiple Document Download: Check the boxes of the selected documents, then click "Zip and download"

| Check all | Uncheck all | Zip and Download |

User preferences:
Multiple Document Download: Formats and Languages to be included (when available):

HTML Navigation Pages	☑ Yes						
Formats	☑ doc	☐ pdf	☑ zip	+ Other formats			Save Preferences
Languages (maximum 2)	☐ E	☑ F	☐ S	☐ A	☐ C	☐ R	+ Multilingual

(E: English - F: French - S: Spanish - A: Arabic - C: Chinese - R: Russian)

4. **Other services: Direct booking of the Conference sessions in the user agenda**

    From the Council agenda, you can add details of a session of interest by clicking the corresponding icon.

    http://www.itu.int/events/ExtWebDailyagenda.asp?sector=ITU-SG

ITU-G Meeting Sessions

Please select a date...

04 ▼ , 09 ▼ , 2007 ▼ Query

ITU-G Meeting Schedule : 4-Sep-2007   < >

Sector	Meeting	Building	Room	Time
ITU-SG	Council 2007 - Registration	(M)	0	09:00
ITU-SG	Council 2007 - Opening Session	(T)	B	09:30
ITU-SG	Council 2007 - High Level Segment	(T)	B	10:30
ITU-SG	Council 2007 - Registration	(M)	0	14:00
ITU-SG	Council 2007 - Inaugural Plenary	(T)	B	14:30

(M) : ITU Montbrillant - (T) : ITU Tower - (V) : ITU Varembé - (CG) : CICG - (CV) : CCV

Accessing DelWeb - ITU's financial and staffing information
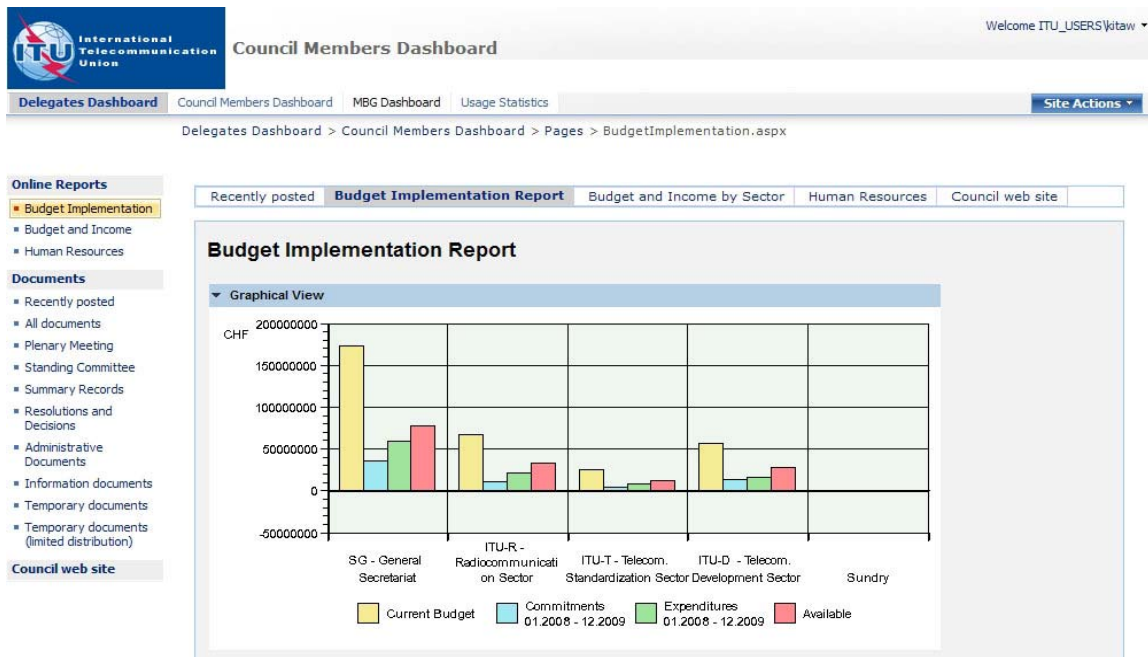
DelWeb, released as a pilot project to the Management and Budget Group (MBG) in June 2008, provides access to the ITU's financial and staffing information via an easy-to-use, web-based interface.

DelWeb's first version is now accessible to ITU Councillors from the internet at https://extranet.itu.int/delweb/. Your TIES account credentials are required to access the website.

For detailed information, please refer to the documentation on IT facilities for participants available at the Council 2009 website at: http://www.itu.int/council/

I.   *DelWeb* Functions

The pilot version of DelWeb provides many, pre-defined, online reports on:

1. Budget implementation.
2. Budget and income by Sector.
3. Human resources.

The website is divided into two functional sections:

- **Daily Events:** This section displays current events related to delegations and is managed by the ITU Conference Service. It provides a quick summary of meetings and conferences as well as details on daily meetings.

- **Operational Activities:** This section allows Council members to access information on ITU operational activities. Starting from a view of the whole ITU, you can drill-down to find information on a specific department or division.

II.   Getting Access

To log on to the *DelWeb* you will need to use your TIES user name and password.
1. Make sure you are connected to the Internet
2. Open your browser and enter the address: https://extranet.itu.int/delweb/. Note that the protocol is **https,** not http.
3. You should receive the ISA log-in screen where you will need to authenticate yourself.
4. Enter your TIES user name in the format smith@ties.itu.int
5. Enter your password.
6. Click Log On.

Note. If you need technical assistance, please speak to one of the ITU Service Desk staff, seated in the right hand wing of Salle B, or call 6666 from an ITU extension.