
Chicago, 6-9 April 1998

Question: 4/15

SOURCE: Rapporteur Q4/15 Network Access Systems – xDSLs

TITLE: Agreements on the Presentation of Document at Q4/15 Meetings

ABSTRACT

This paper provides the list of agreements at the 6 April 1998 meeting of Q4/15 governing the preparation, posting and presentation of technical documents going forward under this Question. These agreements shall apply for all subsequent meetings except for Working Party sessions in Geneva.

Introduction:

In order to improve the efficiency of future meetings concerning the handling of documents the meeting agreed to move toward EDH. The associated agreements are delineated below.

Agreements toward EDH for future meetings:

1. ALL Documents shall be posted to the ITU informal ftp site provided for this work. The format of the document shall be in accordance with the TD template, provided by the Rapporteur, without changes in the format, fonts etc. Document numbers shall be provided by the Rapporteur when the Source has provided the expected Title and an Abstract electronically (Email in plain text is fine for this stage.) to the Rapporteur. The preferred document electronic format shall be RTF. The second choice is PDF. Zipping of very large files is allowed provided the Zipping S/W is identified in the reflector “document announcement” Emailing.
2. The uploading of all documents shall be accompanied by an Email “document announcement” on the Question 4/15 Reflector. The announcement shall provide the document number, the title, the source, and the abstract for the document and shall be as Email text, NOT an attachment.. The Email SUBJECT shall be as follows: SUBJECT: Q4/15upload There shall be a space before the “Q” and after the “d”. NO spaces or other variations shall be made in the string. This string is to allow EMAIL parsing and therefore shall not be changed. After the space that must be after the “d” you may add an appropriate additional description of the emailing.
3. There shall be NO files attached to any messages, including “document announcements”, sent to the Q4/15 Reflector.
4. The “document announcement” Emailing to the reflector shall indicate that the source/author has scanned uploaded document for Viruses. NO documents shall be uploaded without Virus scanning with a current database. NO exceptions please.
5. Documents should be uploaded to the ftp site at least seven (7) days prior to the meeting for presentation. This is being done to allow review prior to the meeting. Additionally, all participants are expected to download and bring their own copies of documents so uploaded. The Source shall bring sufficient

copies for ALL expected attendees if they do not comply with this 7 day restriction. If the Source has complied with the 7 day restriction they will need to bring sufficient copies for new ITU members and new attendees to the meetings whose companies HAVE NOT attended previous meetings. This is estimated at about 12 copies. If the 7 day restriction is not achieved then the source/author must bring sufficient copies for ALL expected attendees.

6. If the document has NOT been uploaded, a VIRUS FREE ELECTRONIC COPY must FIRST be provided to the Rapporteur (for uploading), before the document can be presented. This includes, of course, any document generated at the meeting as well.

The procedure for obtaining access to the ITU informal ftp site and using the Q4/15 Reflector are provided below. This is from an update of CI-034 provided by Peter Melsa. CI-034 R1 will be posted to the ftp site.

**Information on getting access to Q4 exploder and FTP area
(You must be an ITU member to complete the following)**

STEP1: The first step is to get a TIES account. If you already have a TIES account then you can skip this step. Here is a sample message to use to first get a TIES account, noting the following criteria for eligibility:

ITU TIES service is available without any charge only to persons or companies meeting one or other of the following conditions:

1. Your company is a sector member of ITU. To find out, please check this URL address: <http://www.itu.int/aboutitu/smallm.html>).
2. You are working in a permanent mission of a country that is one of the ITU Member States.
3. You are working in a government Administration in one of the ITU Member States (to find out whether your country is Member or not, check the URL address: <http://www.itu.int/aboutitu/bigm.html>) .

If you are working in a permanent mission of a country that is one of the ITU Member States or in a government Administration in one of the ITU Member States, please send us an email query (helpdesk@itu.int) noting the area of your involvement in ITU activities, asking for a TIES registration form.

TIES membership allows you access on the Internet (Telnet, ftp, gopher, WWW, email) to some ITU documents. If you have access to the WWW, these documents are the ones marked with a black padlock. Access to other documents marked with a red padlock is reserved to paid subscribers to the ITU online subscription service in effect since July 1995. For further information on this paying service, please contact the Electronic Bookshop directly (sales.online@itu.int).

Please note that there are currently NO EXCEPTIONS to the criteria clearly noted above.

If you fit the criteria, please send an email to the TIES Helpdesk (helpdesk@itu.int) to request an application form, which you will then need to complete. Don't expect an immediate response after you have completed the application form, especially around the time of a meeting or conference.

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>To: helpdesk@itu.int
>Subject: TIES User Registration Form
>
> Please create a TIES account for me. My information is as follows:
>
>     Title: Mr.
>     First Name: Peter
>     Last Name: Melsa
>     Job Title: Chief Architect
>     Org/Company: Texas Instruments Incorporated
>     Dept/Service: Network Business Unit
>     Address: 8505 Forest Lane, MS 8650
>              Dallas, TX 75070
>     Country: United States
>     Telephone: (972) 480-2562
>              Fax: (972) 480-2611
>              Telex: (972) 480-2562
>              Email: pmelsa@ti.com
>Participation: Study Group15/Question 4
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STEP2: Once you have a TIES account, send the following message to TSB-EDH (tsbedh@itu.int) to subscribe to the Q4/15 exploder, and request access to the SG15 informal ftp area

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>To: tsbedh@itu.int
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>From: Peter Melsa <pmelsa@ti.com>
>
>Mailing list to subscribe to: SG15/Q4 (tsg15q4)
>Full Name: Peter Melsa
>United States, Texas Instruments 8505 Forest Lane, MS 8650 Dallas, TX 75243
>personal e-mail: pmelsa@ti.com
>TIES username: melsa

STEP3: At this point you should have access to both the Q4 FTP site and the Q4/15 exploder. To send a message to the Q4 exploder the e-mail address is

tsg15q4@ITU.INT

To gain access to the FTP area either contact either by using your FTP-tool, host name ftp.itu.int, changing the directory if connected to

/u/tsg15/sg15/wp1/q4

or, and that seems to be the most used method, using your internet-browser connecting to

<http://ties.itu.int/u/tsg15/sg15/wp1/q4>

You will be asked for your TIES Username and your password