

## Remote participation guide for Rapporteur Group e-meetings (RGM)

1. Remote participation for RGM is provided via [MyWorkSpace \(https://remote.itu.int\)](https://remote.itu.int), which SG11 usually utilizes during SG11 statutory meetings.

*Note: you may easily connect to the Remote Participation tool using one of the below options and log in using your ITU user account.*

### Option 1

From ITU-T [SG11 main webpage \(http://itu.int/go/tsg11\)](http://itu.int/go/tsg11):



SG11: Signalling requirements, protocols, test specifications and combating counterfeit products

### Option 2

From ITU-T [SG11 main webpage \(http://itu.int/go/tsg11\)](http://itu.int/go/tsg11):

- ▶ Draft agenda
- ▶ Draft time plan
- ▶ **Remote participation (via MyWorkspace)**
- ▶ Meeting Room Allocation | Mobile friendly version
- ▶ Webcast Archives

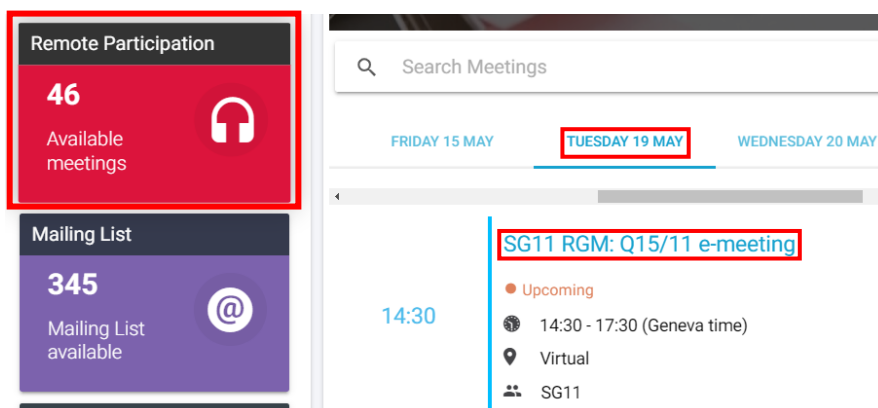
### Option 3

<https://remote.itu.int>.

2. The RGM e-meetings can be attended by members of particular SG who are successfully subscribed to the relevant SG's mailing lists **ONLY**.

*Note 1: it means that if you have successfully subscribed to a particular mailing list, this session will be listed among all remote sessions which you are allowed to join. See example on the snapshot below.*

*Note 2: In case you do not see this e-meeting among all events, it means that you are not subscribed to this particular mailing list. Please note that **only ITU members with TIES rights (NOT Guest) are allowed to enroll to the Study Groups' mailing lists.***



3. The subscription to the SGs mailing lists is available on the main [SG11 webpage](http://itu.int/go/tsg11) or via ITU [MyWorkspace](https://remote.itu.int) (see the snapshots below).

### 3.1 Via the [SG11 webpage](#):

Tools Documentation News

Apply for a TIES Account (members only)  
ITU-T SG11 SharePoint collaboration site  
**Informal FTP area and Mailing Lists Archives**  
Delegate resources

### SG11 Informal FTP Area and Mailing Lists (Study Period 2017-2020)

Structure of SG 11 informal FTP area Mailing list Archives Mailing lists

Important information

- A **TIES** account is required to access the SG11 informal FTP area and/or to subscribe to the mailing lists.
- Subscribe/Unsubscribe** to the SG11 mailing lists.
- Please see the [Informal FTP area FAQs](#) and the [Mailing lists FAQs](#) for more information.

### 3.2 Via ITU [MyWorkspace](#)

Remote Participation

46 Available meetings

Mailing List

345 Mailing List available

- Type a key phrase, e.g., “SG11” and hit Enter to Search;
- Click the “Subscribe” button:

SG11

ID	Description	
t17sg11q1	[ Signalling and protocol architectures in emerging telecommunication environments and guidelines for implementations ]	<a href="#">+ Subscribe</a>

4. The Remote Participation tool is a web-based application and designed for Firefox and Chrome. Delegates are encouraged to read the **user guide** and run a **test session** before the meeting (see the snapshot below).  
Note 1: all participants are encouraged to test their connection prior to their particular e-meeting to be sure that everything works for them (the test session is available at anytime).

*Note 2: Please contact the TSB E-meetings team ([tsbemeetings@itu.int](mailto:tsbemeetings@itu.int)) if you face any issues or would like to arrange a test call.*

Remote Participation

Current time Geneva : 11:49 | 12 Available meeting

Supported browsers: Chrome Firefox

+ Create Meeting User Guide Test Session

5. Remote participation is provided on a best-effort basis. The meeting should not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard. If the voice quality of a remote participant is considered insufficient, the Rapporteur/ Associate Rapporteur should interrupt the remote participant and refrain from giving the participant the floor until the problem is resolved.