



Conference Proposals Interface (CPI) User Guide

Version: November 2025

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1. Overview

The work of the 2026 Plenipotentiary Conference (PP-26) is driven by proposals from ITU Member States, either as common proposals from the main six (6) [regional organizations](#) (APT, ATU, CEPT, CTCL, LAS, RCC administrations), multi-countries proposals or individual country proposal, to amend the [2023 edition of Collection of the basic texts](#) adopted by the Plenipotentiary Conference (PP-22).

Proposals can include changes to in-force decisions, resolutions, etc., or the addition of draft new provisions.

The [Conference Proposals Interface \(CPI\) for PP-26](#) contains the texts of the Constitution, Convention, General Rules, Decisions, Resolutions, and Recommendations of the 2023 edition of Collection of the basic texts, in the *Word* format, consistent with the ITU templates.

It is a **web-based tool that assists in the preparation of proposals** by creating a clean baseline document (referred to as a “skeleton” in this guide and in the web-tool) upon which proposed modifications can be indicated. CPI will be familiar to those who have submitted proposals to other major ITU events, such as the ITU Plenipotentiary Conference 2022 (PP-22), the World Radiocommunication Conference 2023 (WRC-23), the World Telecommunication Standardization Assembly (WTSA-24), or more recently, the World Telecommunication Development Conference (WTDC-25).

Key terms:

- **Basic texts:** collection of the basic texts adopted by the Plenipotentiary Conference (Edition 2023)*.
- **Skeleton:** those provisions from the authoritative texts that have been selected by a submitter as a baseline for proposed modifications. Once a skeleton has been created using CPI, the system generates a corresponding Word file in the correct format.
- **Proposal(s):** an input document (contribution) to PP-26 suggesting changes to the Basic texts via an action (e.g. NOC, ADD, MOD, SUP, etc. (see Section 5.1 below). Proposals should be based on the *Word* file created by a delegate via CPI, which will be updated to indicate the desired modifications (using “*track changes*” where needed – see Section [5.1](#) below).

Useful links and contacts:

- PP-26 website: <https://pp.itu.int/2026/en/>
- PP-26 Documents web page: <https://pp.itu.int/2026/en/documents/submission-of-proposals/>
- Conference Proposals Interface (CPI): <https://www.itu.int/net4/Proposals/CPI/PP26>
- Proposal Management Web (PMW): <https://www.itu.int/net4/Proposals/PP26> (this tool will be useful at a later stage, when proposals will have been officially received and made available on the web).
- PP-26 Docs Control Secretariat: contributions@itu.int

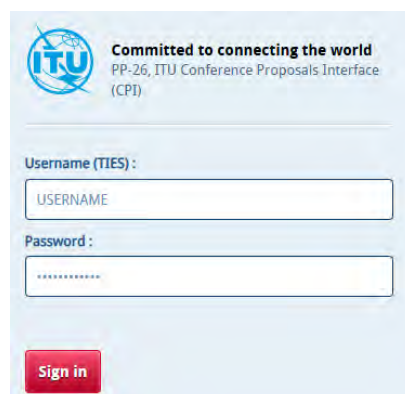
* *Outputs of the 2026 ordinary session of the ITU Council, such as Draft Strategic and Financial Plans, Draft new Resolutions, will be made available after Council-26 in CPI. Member States will also be able to use these outputs as basis for their proposals.*

2. Logging on

To log on, navigate to the CPI access link

<https://www.itu.int/net4/proposals/CPI/PP26/>, and enter **your TIES username and password**, then click “Sign in”.

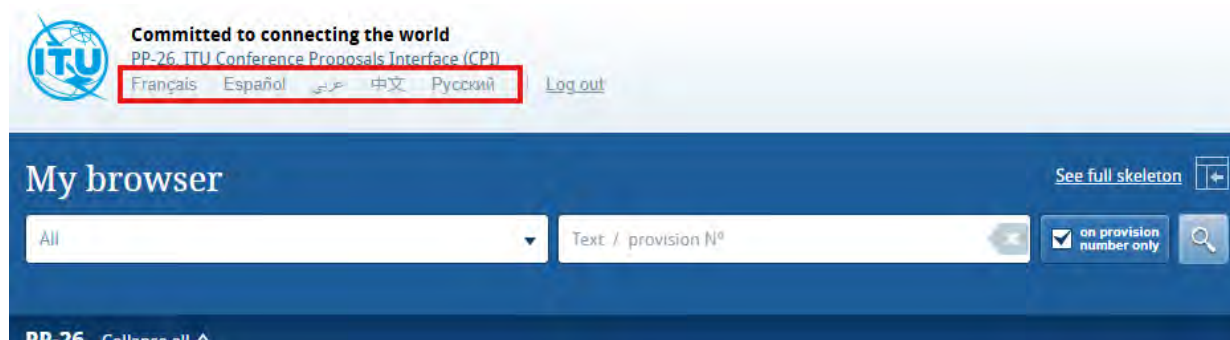
If you are not yet in possession of an ITU User Account with TIES access, or if you need to update your profile or recover your password, please go to [TIES Services](#).



3. Languages

Your default TIES language is used.

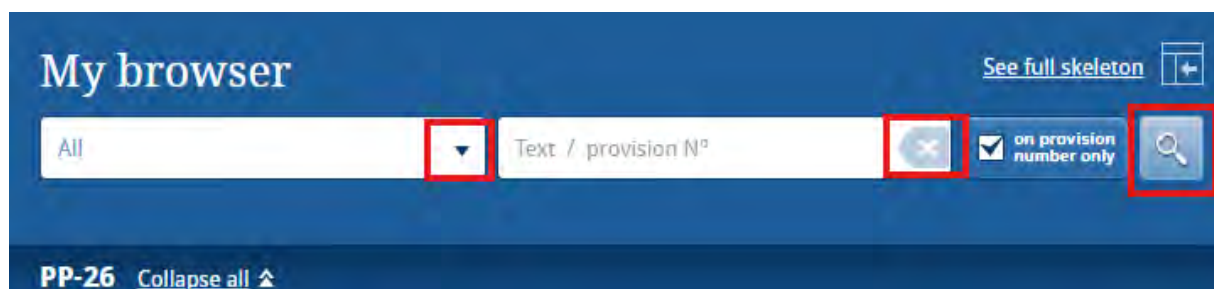
To change it, select your preferred language from the list at the top of the screen.

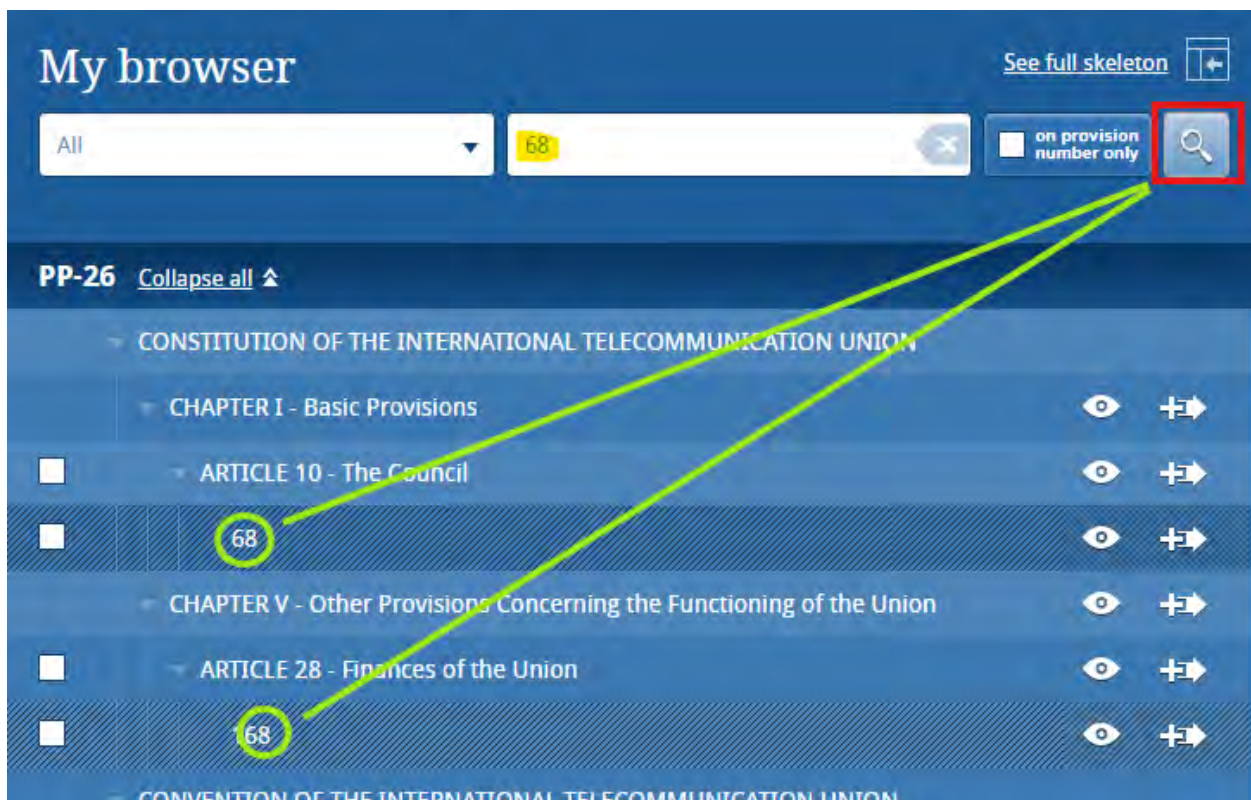


4. Searching the provisions of the Basic texts

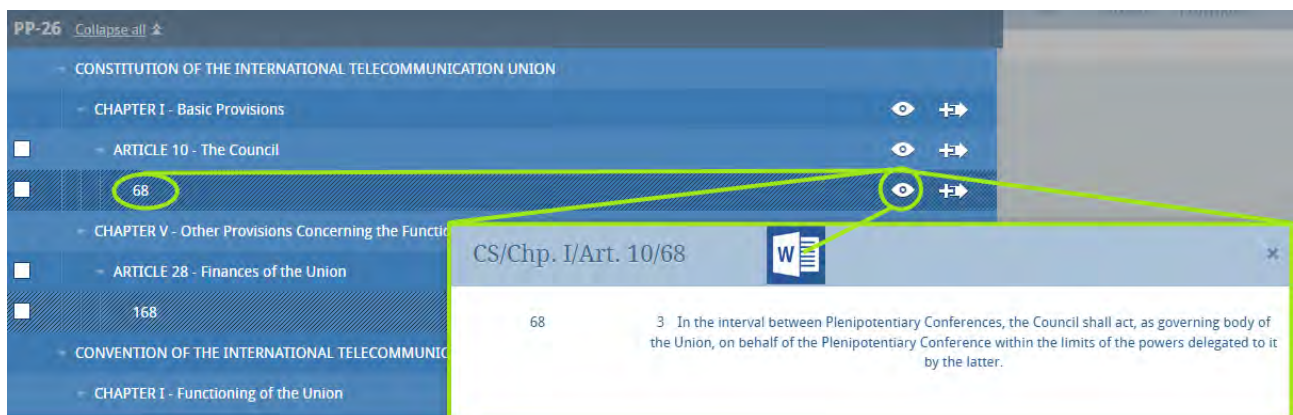
You may search for key words/terms using “My browser”: click on the magnifier  to search in the basic texts. Searches can be performed on the entire collection of texts or on a selected volume (i.e., Decisions, Resolutions, Constitution, etc.). Also, it is possible to search within the document content or only within the titles of provisions (in which case, click "On provision number only")

- to search only within the titles of the provisions, tick **“on provision number only”**. If this box is unticked, the search will be applied to the full content of the basic texts.
- use the wild card **“*”** for your search, either at the start of the search sentence, in the middle or at the end.
- click  to reset the search. See examples below:

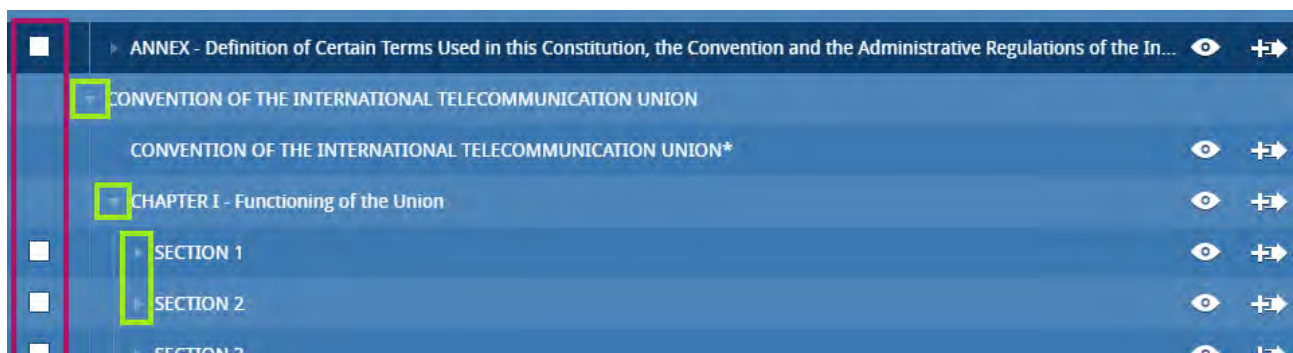




You may inspect the content of provisions by clicking on the “eye” icon. Note that you may create a Word file from any provisions that you inspect:



By clicking on the small **arrows** before the titles, you can expand the sub-sections and further browse the list. When **square icons** are available, it allows a multi-selection of provisions on which to apply the same Action (MOD, NOC...):



5. Preparing a baseline document (“skeleton”)

5.1 Proposal types

Each individual proposal will use one of the following “Actions”:

ADD Proposal to add new text

Note: where new text is to be added within an existing paragraph or sub-paragraph, the symbol MOD should be used.

ADD* Proposal to add existing text from elsewhere in the Collection of basic texts of the ITU

Note: it is necessary to reproduce the texts carrying the symbol (ADD).

MOD Proposal to amend a text by addition, deletion or replacement of words or figures

Note: Kindly use track changes to amend existing text. In MS Word, the **track changes** mode can be found under the “Review” part:



(MOD) Proposal to amend a text, from an editorial point of view

such editorial amendment might be used to align a language on the other ones if it feels needed.

SUP Proposal to delete text

Note 1: it is not necessary to reproduce texts carrying the symbol SUP.

Note 2: where text is to be deleted from within a paragraph or sub-paragraph of a RES, DEC or REC, the symbol MOD should be used.

SUP* Proposal to transfer text elsewhere in the Constitution/Convention

Note: it is not necessary to reproduce texts carrying the symbol SUP*.

NOC Text for which no change is proposed

Note: this symbol may be used to clarify that no proposals are made with respect to texts carrying this symbol. It is not necessary to reproduce texts carrying this symbol.

NOC Proposal for a text to be maintained without change

Note: this symbol may be used when Member States wish to emphasize that a particular provision or provisions of an article should remain unchanged, e.g. Article XX may be shown as NOC but provisions AA and BB of Article XX may be shown as NOC. The reasons as to why these provisions need to be maintained without change should be given.

OTHER Proposal on general matters not included above

“General matters” may be, for example, a general comment on the basic text, or some word/sentence that may be changed throughout the edition, etc.

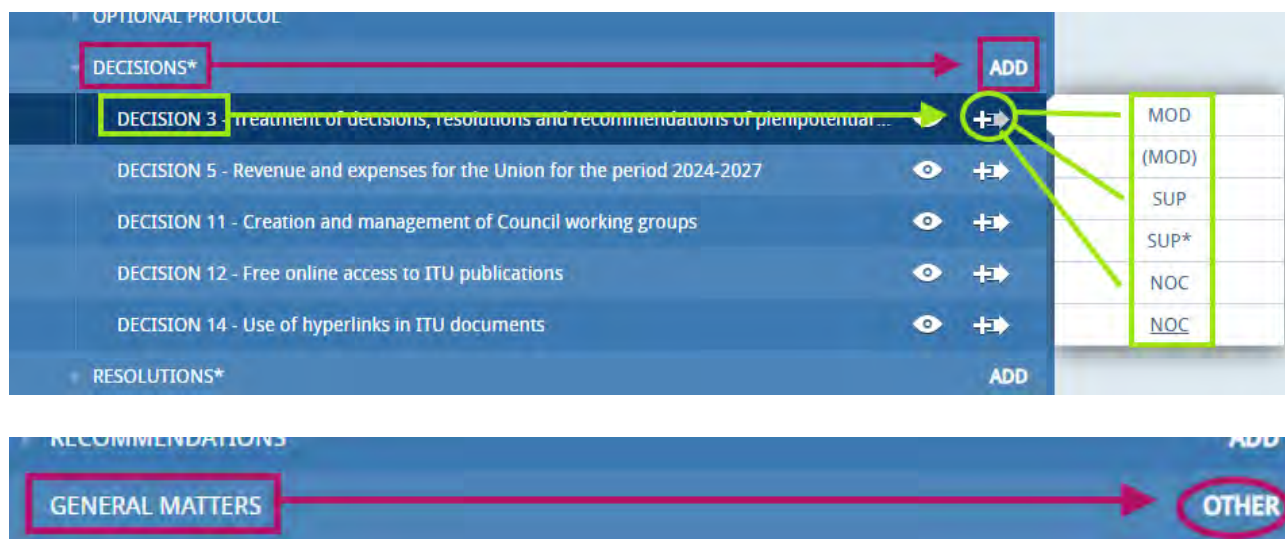
5.2 Creating a skeleton and stacking your proposals

Click on the Action button in the *top right-hand corner* to **see a description of each Action** type (also described under section 5.1 above):

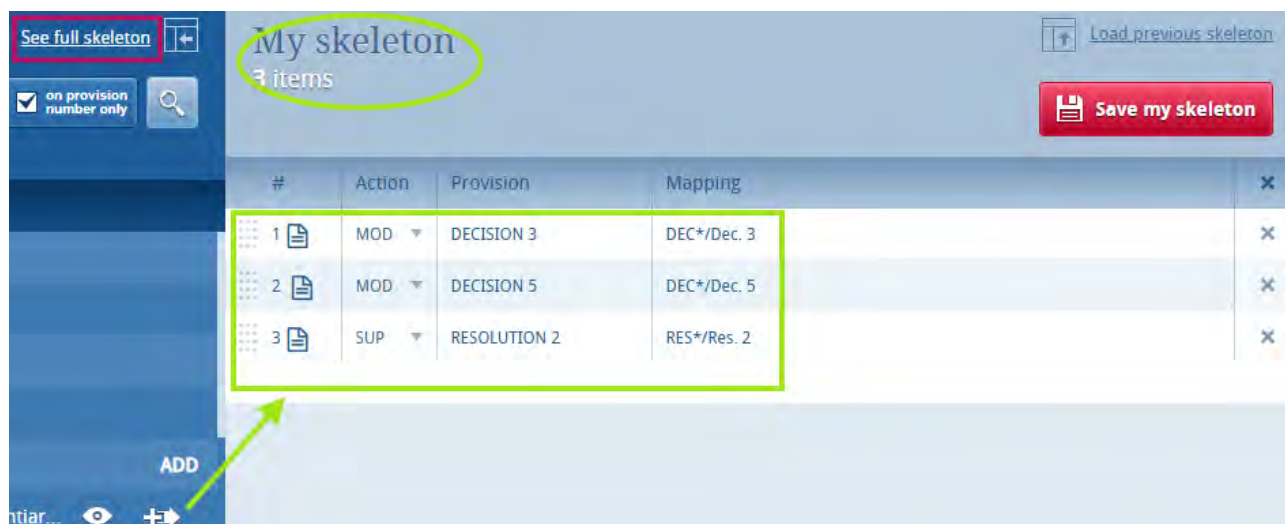


To create a skeleton, **identify** the first provision that you wish to modify, then click on the icon  to **select it** and **apply the associated Action** to make a proposal (ex. NOC, MOD, SUP...).

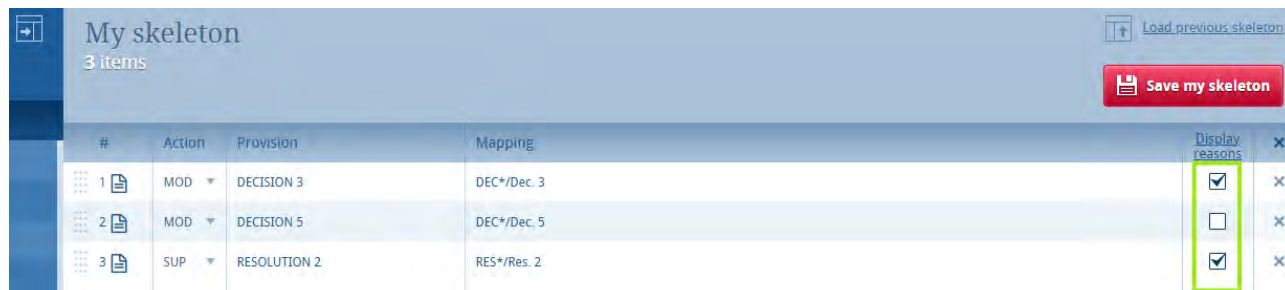
The CPI system will indicate the type of Action you can do on a specific part. For example, at the level of the lines/names DECISIONS, RESOLUTIONS, RECOMMENDATIONS it is only possible to opt for “ADD” (ex. **add a new draft** Resolution). But under the existing Decision 3, as shown below, there is a **multiple choice of Action**. At the level of GENERAL MATTERS, you can only choose “OTHER”.



The *selected provision and the associated action* will then appear under “**My skeleton**”. Repeat this process until all provisions have been added to your skeleton. By default, a “*reduced*” view of the skeleton is displayed. Click on “**See full skeleton**” to see all the information available:



By default, in the full skeleton, a “**Reasons**” clause will be added automatically immediately after each proposal by default. To remove the “Reasons” clause, unclick “Display reasons” from the full skeleton mode. The “Reasons” can be removed one by one per provision, or as a whole by clicking on “Display reasons”. **The “Reasons” part allows you to indicate the purpose (i.e. reason) for your action** in the final *Word* version of your skeleton. It is therefore recommended to keep the option “Reasons”.

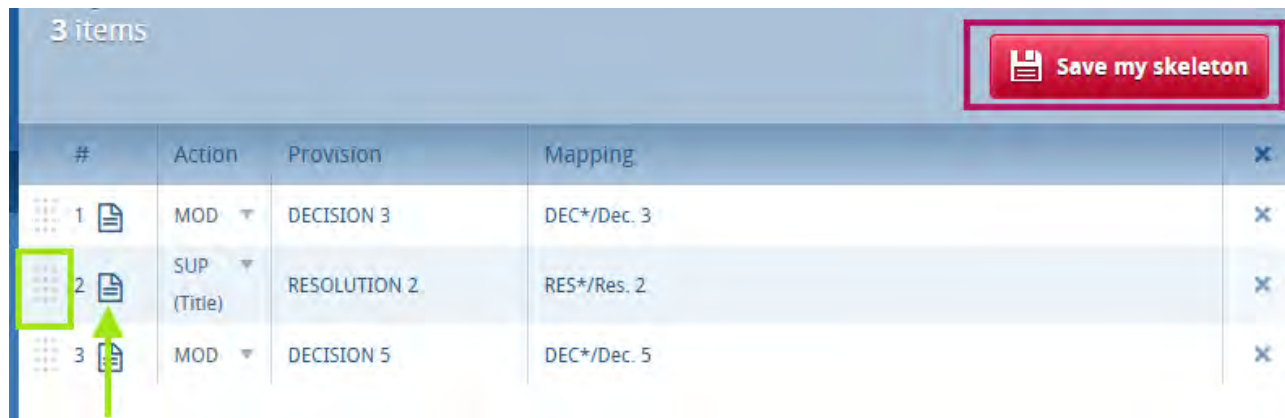


#	Action	Provision	Mapping	Display reasons
1	MOD	DECISION 3	DEC*/Dec. 3	☒
2	MOD	DECISION 5	DEC*/Dec. 5	☐
3	SUP	RESOLUTION 2	RES*/Res. 2	☒

Once selections of provisions are done and your skeleton is ready, click on “**Save my skeleton**”. Your skeleton can be downloaded in any of the six languages.

5.3 Re-ordering proposals

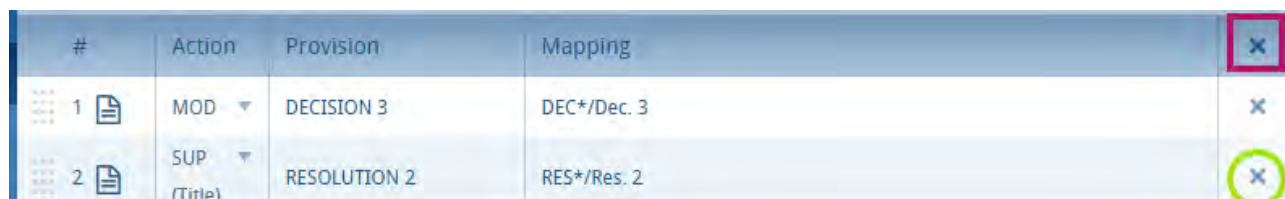
By default, existing provisions appear in the order of the Edition of the Basic texts, and **it is strongly suggested to keep this original order**. Should you wish to re-order selected provision(s), click on the grey squares on the left and drag-and-drop the selected provisions.



#	Action	Provision	Mapping
1	MOD	DECISION 3	DEC*/Dec. 3
2	SUP (Title)	RESOLUTION 2	RES*/Res. 2
3	MOD	DECISION 5	DEC*/Dec. 5

5.4 Removing a proposal

To remove a proposal from your skeleton, click on the icon located on the same row as the proposal to be removed. To remove all proposals from your skeleton, click on the icon in the header of the table.

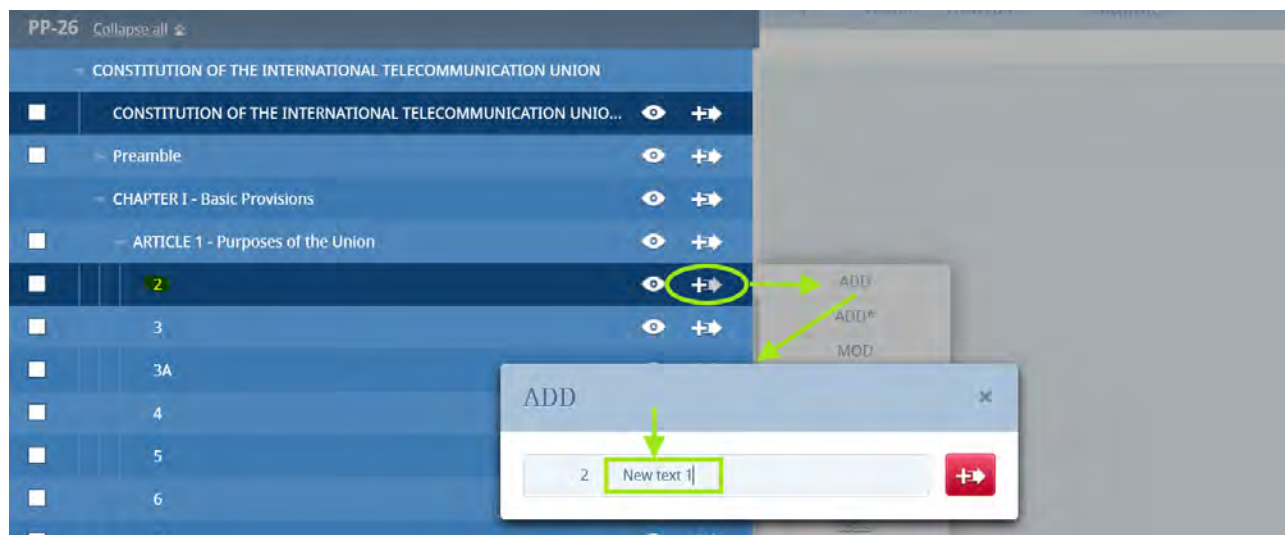


#	Action	Provision	Mapping	
1	MOD	DECISION 3	DEC*/Dec. 3	☐
2	SUP (Title)	RESOLUTION 2	RES*/Res. 2	☒

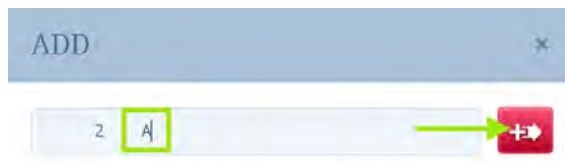
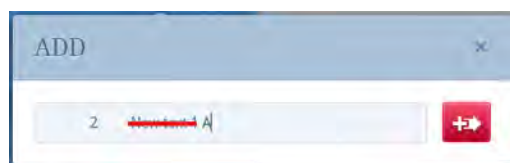
5.5 Action ADD

When you choose to create a new provision or new Decision, Resolution, Recommendation, the system automatically proposes a temporary naming of this new provision. You may modify the title at this stage or later, once the proposal has been stacked by clicking on the  icon

a) At provision level (in CS, CV, OP, GR only):



Click on “ADD” and in the new window, replace “New text” with a **letter** (ex.: **A** in the example below to propose a new provision 2A under *Article 1 – Purposes of the Union*, as per the above selection):



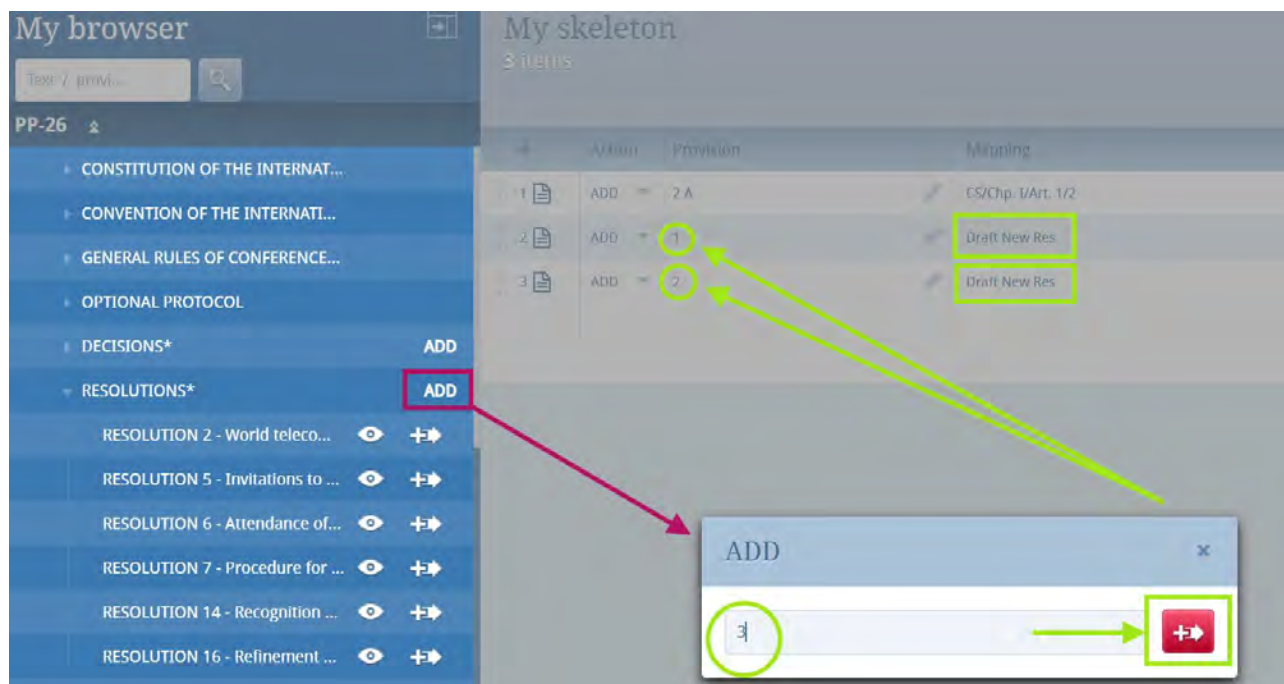
It will appear as below in the skeleton:



The “pencil” icon allows you to make corrections if needed.

b) At **Decision, Resolution or Recommendation** level:

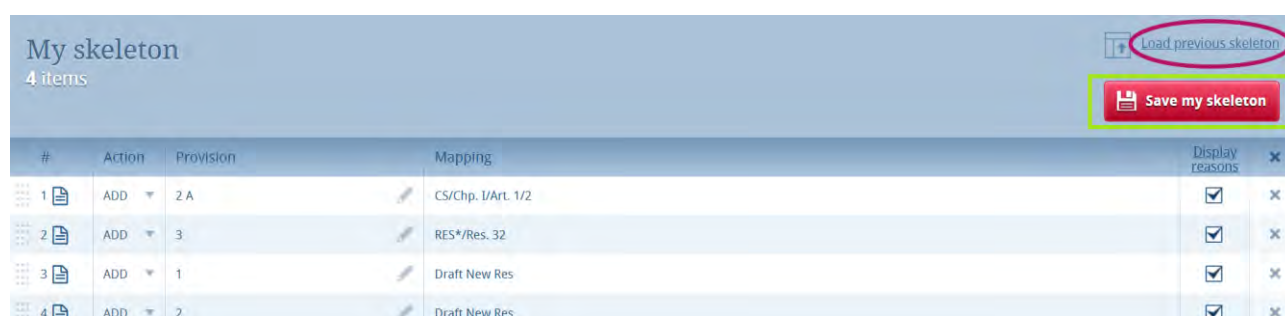
Same action, but instead of a letter, it will propose a default **number** (1 and 2 already added in the example below, and 3 for the new one to be added):



6 Saving your skeleton and producing a baseline MS Word file

Important: Since CPI is a web interface, **make sure to save your skeleton before leaving the application if you wish to retrieve your skeleton later**. It is possible to retrieve your previous skeletons by clicking on “load previous skeleton”.

By saving your skeleton, CPI will generate a baseline MS Word file in any one of the six official ITU languages chosen. CPI will also email a copy of this file to the email address associated to your [ITU TIES account](#) (Make sure to check the email address linked to your TIES account):



6.1 Selecting the source(s) and finalizing the contribution

Upon saving your skeleton, select the source(s) of the proposal(s). Either of the following options may be selected:

- 1) The **Member State** associated to your TIES account;
- 2) The **Regional Group** to which your Member State is associated (this option is used for the preparation of common proposal(s) by the focal points of the regional organizations and would require the *separate submission of the list of co-signatories and to which provisions they agree to*);
- 3) A list of Member States to be selected as **Co-signatories** of the proposal(s):

The screenshot shows a dialog box titled "Save my skeleton" with a close button (X). It contains a "Sources" section with three radio button options: "Switzerland" (selected), "European Common Proposals", and "ABC (country name)". Below this is a "Suffix (e.g. A13-C1)" text input field. At the bottom is a red button labeled "Save my skeleton". Three blue callout boxes provide additional information: the first points to the "Switzerland" option stating "By default, it will show the name of your Member State"; the second points to the "ABC (country name)" option stating "A drop-down list of Member States allows to add co-signatory countries."; the third points to the "Save my skeleton" button stating "If the contribution is an addendum to an already existing contribution, then it may be indicated here".

Click again on the **"Save my skeleton"** button at the bottom of the dialogue box to save this information and **create a Word file**, which will open on your computer as well as being **emailed to you**.

CPI will assign a provisional number for your proposal(s). It will also assign a unique ticket number that can be found in the email notification. **The output MS Word file should be used as the basis of your proposal(s), without changing the ITU Template associated with this file.** Below is some information/example on what will be shown in the *Word* file:

The example shows a document header with the ITU logo, the ITUPP DOHA2026 logo, and the conference title "Plenipotentiary Conference (PP-26)" and dates "9-27 November 2026 - Doha, Qatar". Below the header is a section titled "PLENARY MEETING". To the left of this section is a box stating: "This is the default « destination » (It will be corrected by the secretariat if needed)." To the right is a larger box containing: "Provisional document number: the ITU secretariat will give the document its final official number once submitted. The default date is the date of submission of the document. The language is the one selected when creating the skeleton". To the right of this box is another box stating: "Document 4000-E 30 October 2025 Original: English". At the bottom, a box labeled "Name of Member State(s) submitting proposals" has an arrow pointing to the text "ABC". The entire page is titled "PROPOSALS FOR THE WORK OF THE CONFERENCE".

If proposals are submitted on the CV, CS, General rules or Optional Protocol parts of the Basic texts, the CPI system will provide the titles of the sections and chapters as a reference only; these lines must not be deleted neither modified on the Word file.

The new or modified proposal(s) will be added below these references, starting from the Action (ex. "ADD")

CONVENTION OF THE INTERNATIONAL TELECOMMUNICATION UNION

CHAPTER I

Functioning of the Union

SECTION 1

ARTICLE 1

Plenipotentiary Conference

1

These are the Actions
selected in CPI

1) The Plenipotentiary Conference shall be convened in accordance with the relevant provisions of Article 8 of the Constitution of the International Telecommunication Union (hereinafter referred to as "the Constitution").

ADD

ABC/4000/1

Identification codes, ex. : **ADD** ABC/4000/1 or **SUP** ABC/4000/2

1 A

[TEXT MISSING]

[TEXT MISSING], ex.: insert the text of your new provision

Reasons: [ex.]: This new provision should be included because...

Reasons: it can be useful to add a sentence so to indicate the reason for the ADD, SUPP, MOD of a provision, decision, resolution...

SUP

ABC/4000/2

DECISION 5 (REV. BUCHAREST, 2022)

Revenue and expenses for the Union for the period 2024-2027

The Plenipotentiary Conference of the International Telecommunication Union (Bucharest, 2022),

Reasons: [ex.]: This decision should be deleted because...

MOD

ABC/4000/3

NOTE – CPI introduces each proposed change with an identification code. These codes contain hidden text that is used by ITU's internal system to track a document's history. Please take care not to modify these codes in any way.

RESOLUTION 2 (REV. BUCHAREST, 2022)

"MOD" actions must be shown **with revision marks** on existing text (see under [Section 8](#))

1. The system will give your document a **provisional number**. This number will be replaced by a final contribution number under which it will be published, once officially submitted to ITU.
2. You may wish to **include introductory remarks** to your proposals **on the cover page** of the document.
3. Each of your proposals will carry an identification code. In the above case, **ADD** ABC/4000/1, or **SUP** ABC/4000/2 or **MOD** ABC/4000/3:

“ADD” (proposed addition of a new provision) and “MOD” (proposed modification to an existing provision) are the Actions; “ABC/” is the country code of the submitting Member State; “4000/” is the provisional number of your document. As is the case with the document number in the header, this number will be replaced before publication by the final contribution number by ITU secretariat; “/1”, “/2” and “/3”: these are the first, and second proposals, respectively, within this document. “A” (near to “1”) is the reference **letter** for your **new provision** (should there be another new provision, it would be referred as “B”, etc.). For **new draft Decisions, Resolutions or Recommendations**, the reference would be a **number** (1, 2..) rather than a letter.

6.2 Example of email notification received after the saving of a skeleton created in CPI

The email notification includes a copy of the skeleton MS Word file and hyperlinks to CPI in order to allow for easier modification of the skeleton or submission of the proposal:

Document skeleton created - S26-PP-C-4000

IS Conference Proposals Interface, ITU

S26-PP-C-4000(1)MSW-F.docx
109 KB

Dear Sir/Madam,

The PP-26 document skeleton you created is saved in the ITU Conference Proposals Interface (CPI) application.

This skeleton is saved but has not yet been submitted to ITU for its publication as an official PP-26 contribution.

Provisional Document Number:	S26-PP-C-4000
Meeting:	Plenipotentiary Conference (PP-26)
Document Source(s):	Switzerland (Confederation of)
Document Title:	Proposals for the work of the conference
TIES Account:	
Registration Timestamp:	10/30/2025 7:59:42 PM
Ticket name:	FF436CCE-C50C-4EC2-BD82-A843A8ACED65
Original Language:	English

In the ITU Conference Proposals Interface (CPI) interface.

- You omitted to select some provisions/proposals ? [Click here to retrieve/modify your PP-26 skeleton](#) in the ITU Conference Proposals Interface (CPI) interface.
- The attached word file contains all provisions/proposals you need; make all necessary amendments, using revision marks when action is MOD or (MOD). Once your word document is finalized, [click here to submit your proposals for PP-26](#)
- You wish to create a new different document (Addendum or new contribution) ? [Click here](#) to access the ITU Conference Proposals Interface (CPI) interface.

If you have questions, please do not hesitate to contact contributions@itu.int

With kind regards and best wishes,
ITU PP-26 Secretariat

7 Loading a previously saved skeleton

To change the baseline text for your proposal(s), you may load and then modify skeletons previously saved in CPI before creating a new MS Word file.

To load a previously created/saved skeleton, either click the hyperlink contained in the email “Click here to retrieve/modify your PP-26 skeleton” (see above) or click the “Load previous skeleton” button in the CPI interface (see below).



Click  to retrieve any skeleton you previously created:

Load previous skeleton			
Skeleton	Language	Date	
4003	English	2025/10/31 04:28:08	 
4002	English	2025/10/31 04:27:27	 
4000	English	2025/10/31 03:33:52	 
4000	English	2025/10/30 07:59:40	 

You may also delete  skeleton previously created.

Once a skeleton is created, an MS Word file can be produced in any of the six official ITU languages. Click on the desired language at the top of the page (see section 3), then click “Save my skeleton”, and follow the process described above.

8 Finalizing the MS Word document containing your proposals

Once your Word document has been created, you may modify it as you wish before submitting it to the PP-26 secretariat for processing.

Reminder – “**MOD/(MOD)**” proposals should be made with **track changes** switched on, on the MS Word file, as in the example below:



“ADD”, “SUP” and “NOC” proposals should not contain track changes.

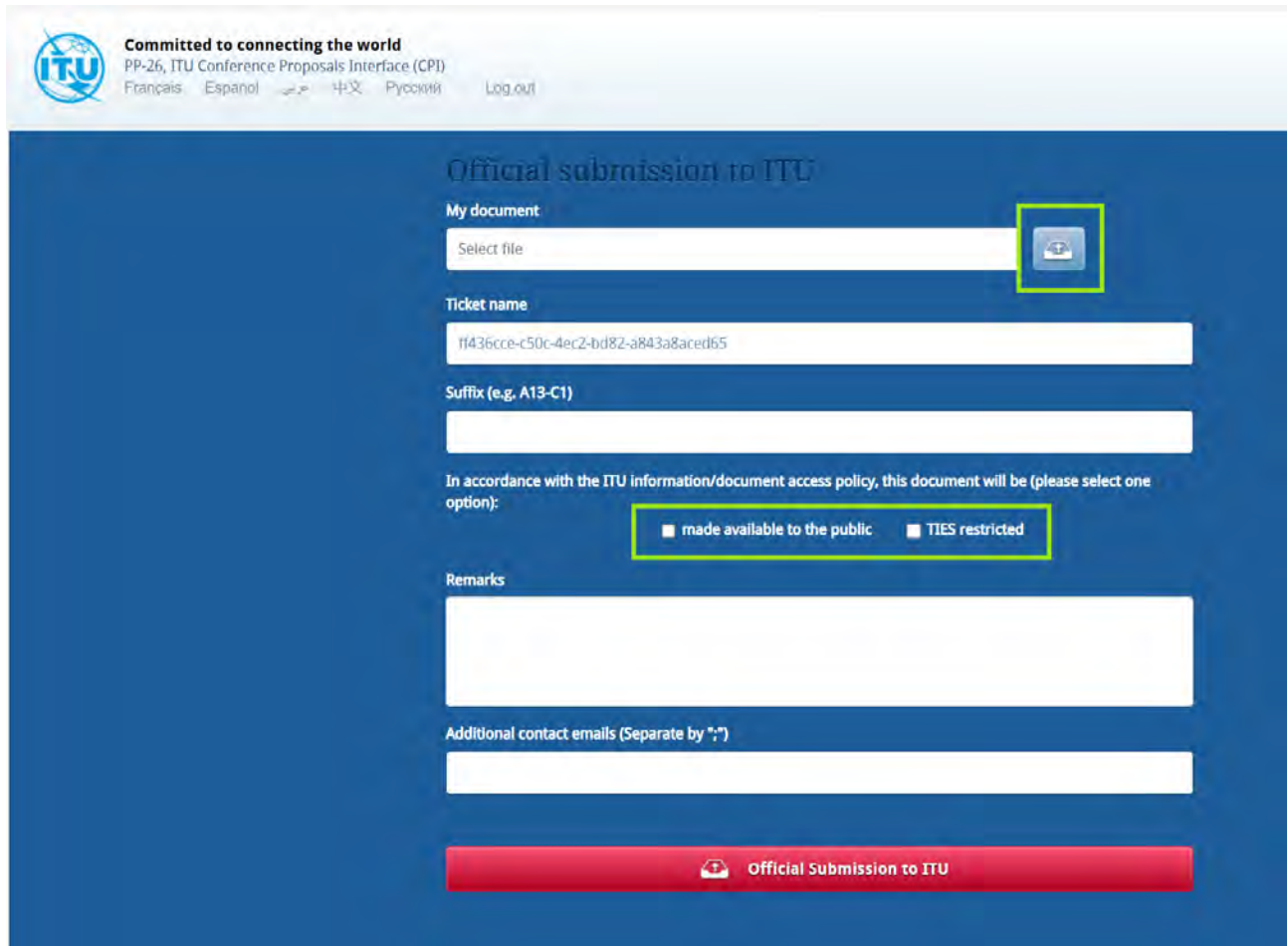
IMPORTANT REMINDER:

Since CPI is a web interface, **your proposed changes to the Basic texts are not saved in CPI**. You must **save on your computer** the MS Word document containing your proposal(s).

Should you wish to add, remove or reorder some proposals included in your document, you can retrieve your skeleton in CPI using the “Load previous skeleton” link (see [section 7](#)) or on the link provided in the email you received when you saved your skeleton (see [section 6.2](#)).

9 Submitting proposals to ITU

Members may submit their proposals to the PP-26 secretariat **preferably via CPI** by going back to the corresponding "Document Skeleton Created" CPI generated email (see section [6.2](#)) and clicking on the document submission hyperlink. It will ask for your TIES credentials and then open a window as shown below:



The screenshot shows the 'Official submission to ITU' form. At the top, the ITU logo and text 'Committed to connecting the world' are visible, along with language options (Français, Español, العربية, 中文, Русский) and a 'Log out' link. The form title is 'Official submission to ITU'. It includes a 'My document' section with a 'Select file' button and a file upload icon (highlighted with a green box). Below this is a 'Ticket name' field containing a long alphanumeric string. A 'Suffix (e.g. A13-C1)' field is also present. A section for document access policy asks the user to select one option: 'made available to the public' or 'TIES restricted' (both options are highlighted with a green box). There is a 'Remarks' text area and an 'Additional contact emails (Separate by ";")' text area. At the bottom, a red button labeled 'Official Submission to ITU' with a document icon is visible.

- **Attached** your MS Word file containing your proposals.
- Select the desired document access policy (made available to the public or TIES restricted)
- The other fields are optional:
 - o If it is a multi-country contribution, you may add additional contact emails of focal points of the co-signatory countries.
 - o If it is an addendum or corrigendum to an existing document, you may indicate it
 - o Only if you have any specific remarks

Click on "Official Submission to ITU".

Your proposal submission to ITU will be confirmed via email (see example below):

Document officially submitted - 4000 - Acknowledgement receipt



IS Conference Proposals Interface, ITU

To: [redacted]

Cc: Contributions, ITU



S26-PP-C-4000!!MSW-F (1)_20251031164953.docx

95 KB



Reply

Reply All

Forward



...

Summary

ven. 31.10.2025 16:50

Dear Sir/Madam,

We are pleased to hereby acknowledge receipt of your PP-26 contribution. Please find below its **provisional** document number which should be quoted in any correspondence.

If you wish to withdraw your submission or replace the submitted file (active for 12 hours), [click here](#).

Provisional Document Number:	4000
Meeting:	Plenipotentiary Conference (PP-26)
Document Source(s):	Switzerland (Confederation of)
Document Title:	Proposals for the work of the conference
TIES Account:	[redacted]
Registration Timestamp:	10/31/2025 4:49:54 PM
Ticket name:	FF436CCE-C50C-4EC2-BD82-A843A8ACED65
Original Language:	English
Document Policy:	made available to the public

As soon as the Secretariat has reviewed it, you will receive by e-mail its final official PP-26 contribution number

If you have questions, please do not hesitate to contact [the Secretariat of the Conference](#)

Looking forward to receiving your contribution

With kind regards and best wishes,
ITU PP-26 Secretariat

Any question? Please do not hesitate to contact the PP-26 secretariat via contributions@itu.int

Thank you!

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