



european  
communications  
office

# User guide for **CEPT Portal**

V. 1.4 May 2022

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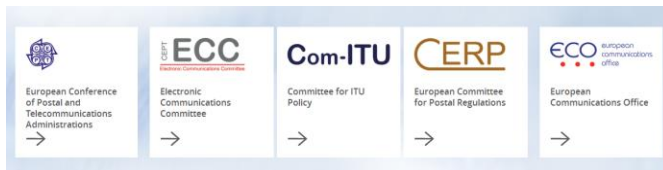
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## 1.0 General overview

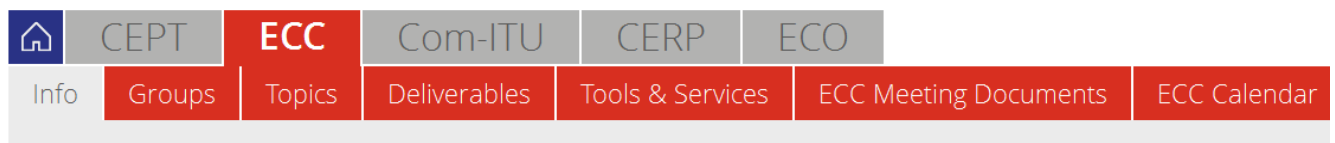
### 1.1 Navigating the website

#### 1.1.1 CEPT family websites menu



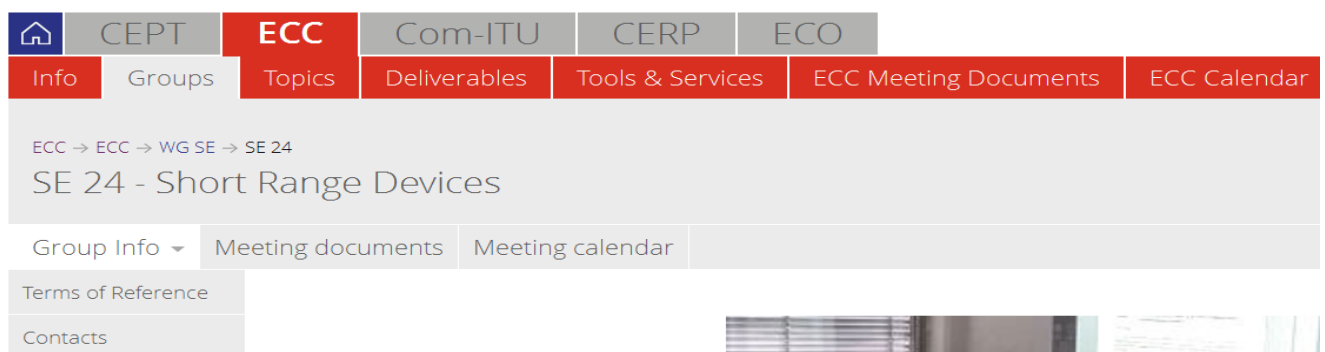
From this menu you can access the different areas (CEPT, its three Committees and the Office) within the CEPT organisation.

#### 1.1.2 Main menu



The main menu indicates the current area you are in. The menu stays on top of the page for easy access to related pages within the area, in this case ECC.

#### 1.1.3 Group menu



All pages related to a group are located under the dropdown menu for “Groups”. You can always find pages for Terms of Reference and Contacts listed.



**European Conference of Postal  
and Telecommunications Administrations**  
— 48 European countries cooperating to regulate posts,  
radio spectrum and communications networks

CEPT

**ECC**

Com-ITU

CERP

ECO

Log in

Info

**Groups**

Topics

Deliverables

Tools & Services

ECC Meeting Documents

ECC Calendar

All ECC groups

ECC

✓ Member

★ Favourite group

👁 Watching

ECC SG

↳ ECC-ETSI

↳ ECC-EC

↳ ECC-US-CA

ECC PT1

↳ CPG PTA

↳ CPG PTB

↳ CPG PTC

↳ CPG PTD

↳ Coordination team

WG NaN

↳ NaN1

↳ NaN2

↳ NaN3

↳ NaN4

↳ NaN SFG

WG FM

↳ EFIS/MG

↳ SRD/MG

↳ FM 22

↳ FM 44

↳ FM 51

↳ FM 56

↳ FM 57

↳ FM 58

↳ FM 59

↳ FM Radio Amateur FG

WG SE

↳ STG

↳ SE 7

↳ SE 19

↳ SE 21

↳ SE 24

↳ SE 40

↳ SE 45

↳ FG on Wind Turbines

↳ FG on Receiver Intermodulation

Non-ECC

Closed Groups Page

and Project Teams meetings and events during this period.

Please click the link to go to our [Newsletter page](#).

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## 2.0 Groups

Please note: before setting up interactions with groups, such as requesting regular updates, registering to meetings, or applying for full membership, you need to register a profile as described in Section 3 of this guide.

Groups are home to Members, Meetings and Meeting Documents, added can also be a Forum area and a chat function. You can attend meetings, download documents and get news updates from groups. This chapter takes you through the central features and how they work.

*NOTE: The group SE 24 is used as an example in this chapter but the functionality described applies to all groups throughout the website. Groups are available through the dropdown-menu at the top of the page.*

The screenshot shows the top navigation bar of the ECC website. The main menu includes: Home (house icon), CEPT, ECC (highlighted in red), Com-ITU, CERP, and ECO. Below this is a secondary menu with: Info, Groups, Topics (highlighted in red), Deliverables, Tools & Services, ECC Meeting Documents, and ECC Calendar. The main content area is titled 'All ECC groups' and lists various groups under the 'ECC' category. The groups are organized into three columns. On the right side of the group list, there are three status icons: a checkmark for 'Member', a star for 'Favourite group', and an eye for 'Watching'. The groups listed include ECC SG, WG NaN, WG SE, and many others, each with a dropdown arrow indicating further sub-groups.

All ECC groups		
ECC		
ECC SG	WG NaN	WG SE
↳ ECC-ETSI	↳ PT FNI	↳ STG
↳ Compent	↳ PT NP	↳ SE 7
↳ ECC-EC	↳ PT TRIS	↳ SE 19
↳ ECC-US-CA	↳ PT ES	↳ SE 21
ECC PT1	WG FM	↳ SE 24
700 MHz Repository FG	↳ EFIS/MG	↳ SE 40
CPG	↳ SRD/MG	↳ FG on Wind Turbines
↳ CPG PT A	↳ FM 22	Closed Groups Page
↳ CPG PT B	↳ FM 44	
↳ CPG PT C	↳ FM 49	
↳ CPG PT D	↳ FM 51	
↳ Coordination team	↳ FM 54	
	↳ FM 55	
	↳ FM Radio Amateur FG	
	↳ FM Maritime FG	

### 2.0.1 Group membership

A group membership gives you access to the protected documents for the group.

In order to become a member a user needs to apply for membership. It is up to the Chairman to approve users individually through the administrative interface for the group.

When you are approved as a group member, you will automatically be a part of this group's groupmail.

See chapter **2.1.4.3 Request group membership**, for how to become a member of a group.

## 2.1 Group content

Groups have different types of content. On the front page you will find a news feed, a promotional spot and links relating to the group.

The logo of the European Conference of Postal and Telecommunications Administrations (CEPT) is located in the top left corner. It features a circular emblem with the letters 'CEPT' inside, surrounded by a ring of stars. To the right of the emblem, the text 'European Conference of Postal and Telecommunications Administrations' is written, followed by a smaller line: '-48 European countries cooperating to regulate posts, radio spectrum and communications networks'.

[Home](#)

[CEPT](#)

[ECC](#)

[Com-ITU](#)

[CERP](#)

[ECO](#)

[Log in](#)

[Info](#)

[Groups](#)

[Topics](#)

[Deliverables](#)

[Tools & Services](#)

[ECC Meeting Documents](#)

[ECC Calendar](#)

ECC → ECC → WG SE → SE 24

SE 24 - Short Range Devices

Group Info ▾

Meeting documents

Meeting calendar

Forum

### NEWS

17 Sep 2020, 11:49

**Latest updates from the 101st meeting of SE24**

The 101st meeting of SE24 was held online on 14-16 September replacing the physical meeting originally planned in Ireland and cancelled due to the COVID-19 pandemic. See [here](#) the major outcomes.

03 Aug 2020, 09:00

**Next meeting of SE24**

The 101st meeting of SE24 will take place on-line next 14-16 September. The face-to-face meeting planned in Ireland is cancelled due to the COVID-19 pandemic. The registration is available [here](#).

28 Apr 2020, 11:04

**SE24 reaches its 100th meeting - outcomes**

The 100th meeting of SE24 was held online last 20-22 April. It replaced the in-person meeting, cancelled due to the COVID-19 crisis. The progress of the meeting is summarised [here](#).

17 Jan 2020, 08:25

A photograph showing a group of people seated at long tables in a conference room, facing a large screen at the front. The room is well-lit with overhead lights. The people appear to be attending a meeting or presentation. A small '1/25' indicator is visible in the bottom right corner of the image.

### SE 24 - SHORT RANGE DEVICES

Public group - 220 members

### E-MAIL REFLECTOR

[Send an e-mail to the SE24 reflector](#)

### REFLECTORS FOR DRAFTING GROUPS

[Subscribe to the WI SE24\\_60 DG reflector](#)

[Subscribe to the WI SE24\\_61 DG reflector](#)

### 2.1.1 News

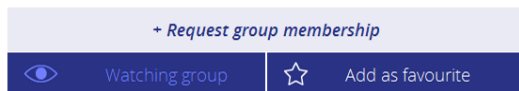
News is listed on the left when you enter a group. The list shows news items in reverse chronological order with the most recent posts on top. Clicking the title of the news item takes you to the full news article.

### 2.1.3 Links

There are three boxes available for adding links to the right on a group's front page. If you do not add any links in a box the box will not show on the group's front page.

### 2.1.4 Group information box

The Group information box is specific to the group and is always visible when you are in a group. The following functions are available.



#### 2.1.4.1 Add to favourites

- You can add this group to your favourites by clicking the box. A link will appear under your "My Profile" box for quick access to the group.

#### 2.1.4.2 Watch this group

- By watching this group you will get news updates from the group in your personal Start page. Your Start page is available through the "My Profile" box.

#### 2.1.4.3 Request group membership

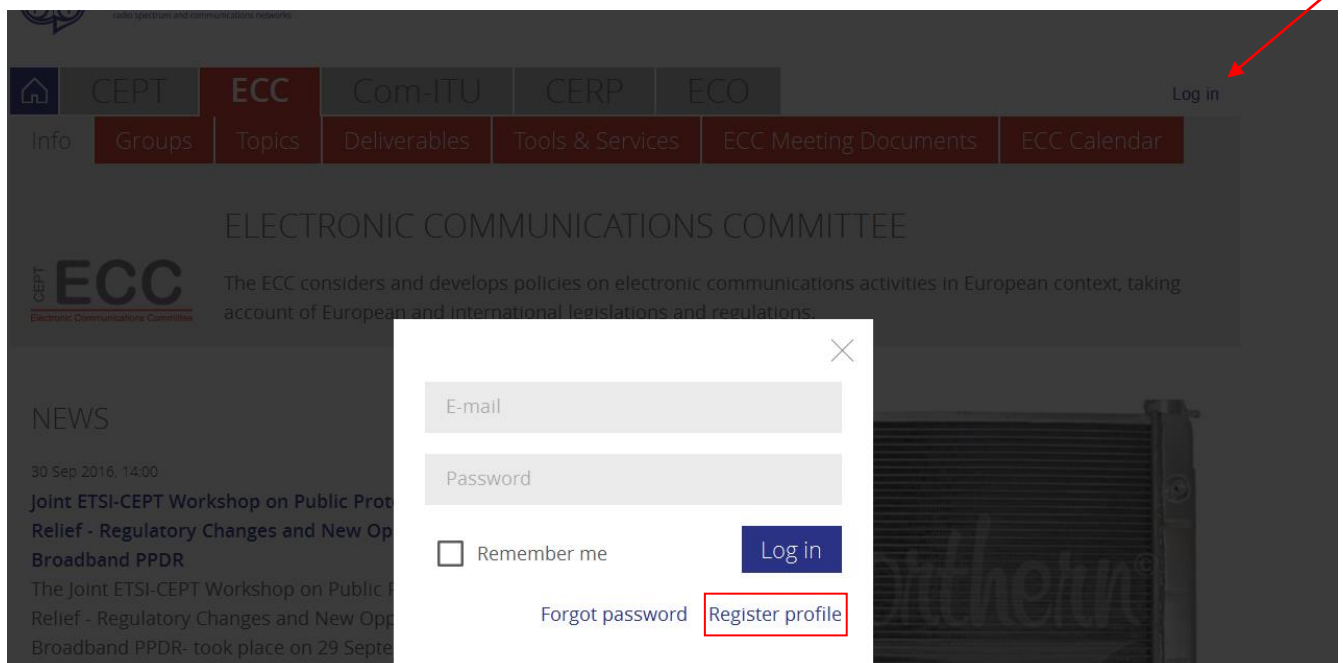
- In order to become a member of the group you need to apply for membership via the link in the Group information box, click "request group membership". The link will take you to a form where you can submit your application to the Chairman of the group.



### 3.0 User profile

The User profile to the right is central to how you interact with the different features such as Groups, Meeting documents and the Meeting calendar. In this section we will go through the different aspects of your profile and what it can do for you in keeping up to date with the latest activities in your groups of interest.

To make a profile, you click on “Log in” to the right and “Register profile”. Please fill in the form and “register”.



The screenshot shows the ECC (Electronic Communications Committee) website. The top navigation bar includes links for CEPT, ECC, Com-ITU, CERP, and ECO. Below this is a secondary navigation bar with links for Info, Groups, Topics, Deliverables, Tools & Services, ECC Meeting Documents, and ECC Calendar. A red arrow points to the 'Log in' link in the top right corner. The main content area features the ECC logo and a description of the committee's role. A 'NEWS' section is visible on the left. A login/register form is overlaid in the center, containing fields for 'E-mail' and 'Password', a 'Remember me' checkbox, a 'Log in' button, and links for 'Forgot password' and 'Register profile'.

Log in

E-mail

Password

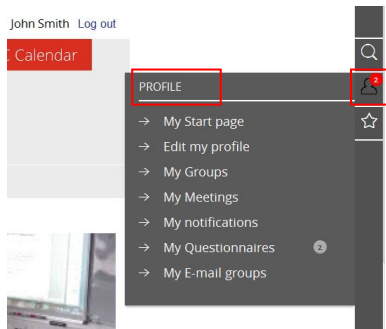
☐ Remember me

Log in

[Forgot password](#) [Register profile](#)

### 3.0.1 Profile

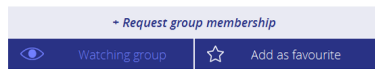
Throughout the website you have the “Profile” box available in the right-hand side of the page. From here you have quick access to the main pages of your profile along with your favourite groups.



### 3.0.2 Favourite groups

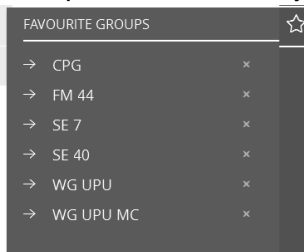
In order to get quick access to the groups you are working with the most, you can add groups to your favourites list through the Group information box.

1. Go to the group you want to add to your favourites

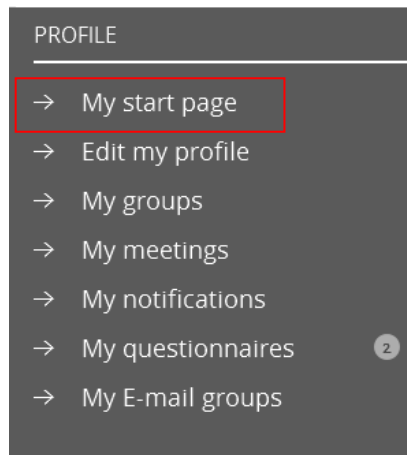


2. Locate and click the box “Add as favourite”

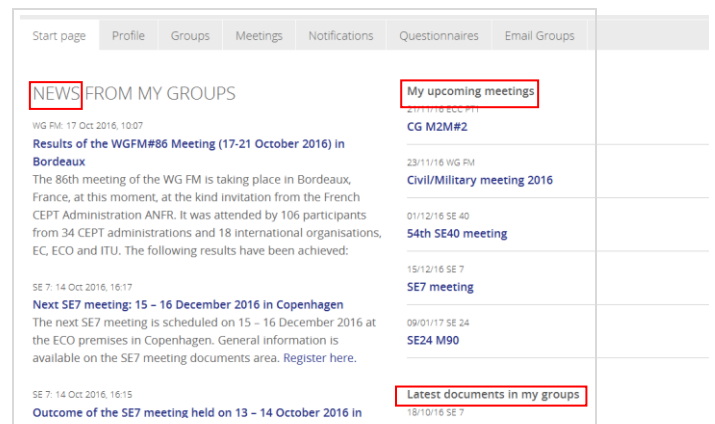
3. Group link is added to your  under “Favourite groups”



## 3.1 Start page



The “My start page” is the entry page for your profile. This page contains updates on group news, meeting activities and document updates.



### Start page

From the start page you have access to the most recent news from the groups you're a member of or that you are watching.

### 3.1.1 News feed

The news feed on the left contains the most recent news from:

1. Groups you are a member of
2. Groups you are watching

The news is listed in reverse chronological order with the most recent news item on top.

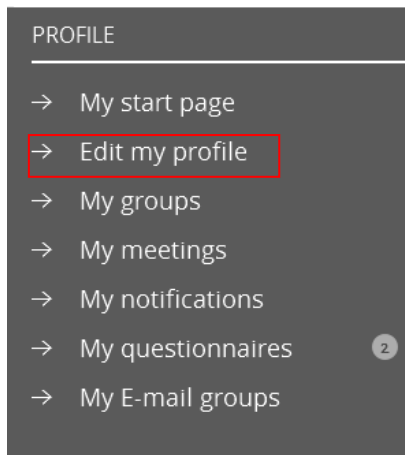
### 3.1.2 My upcoming meetings

The meetings listed under this heading are from the groups of which you are a member and the groups you are watching.

### 3.1.3 Latest documents

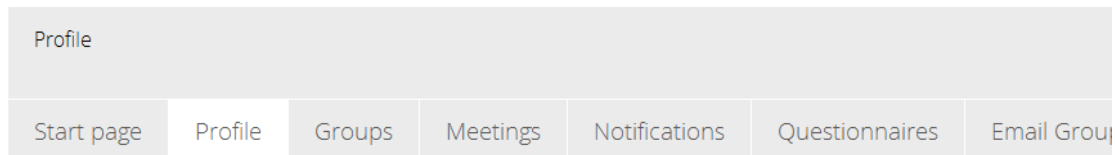
The documents listed under this heading are the most recent ones from the groups of which you are a member of or are watching.

### 3.2 Edit my profile



You can change any personal information from the “Edit my profile” page.

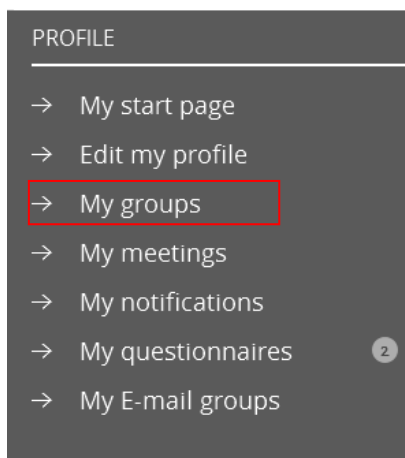
*NOTE: If you choose to change your primary email after you update your settings you will be redirected to the front page of the website.*



## CHANGE YOUR PERSONAL DETAILS

Edit your details below and remember to update your profile by clicking the button below.

### 3.3 My groups



This page gives you an overview of all the groups available under CEPT.org. The group-hierarchy is marked with icons indicating your personal involvement in the groups.

Groups						
Start page	Profile	Groups	Meetings	Notifications	Questionnaires	Email Groups

## MY GROUPS

★ Favourite group   ✓ Member   👁 Watching

### CERP

- ▼ WG UPU ★ ✓
  - └ WG UPU MC ★ ✓

### ECC ✓


- └ ECC PT1 ✓
- ▼ CPG ★
  - └ CPG PT C ✓
- ▼ WG FM ✓

### WG RA ✓

- └ RA 2 ✓

★ Favourite group   ✓ Member   👁 Watching

#### - **Favourite groups**

These groups are the ones you have listed in the “My profile” box under Favourite groups .

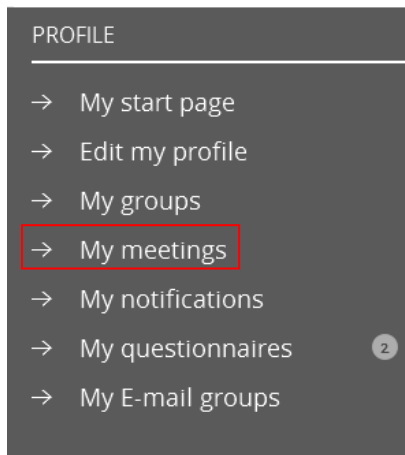
#### - **Member**

The groups of which you are a member.

#### - **Watching**

The groups you are watching (and getting news updates from).

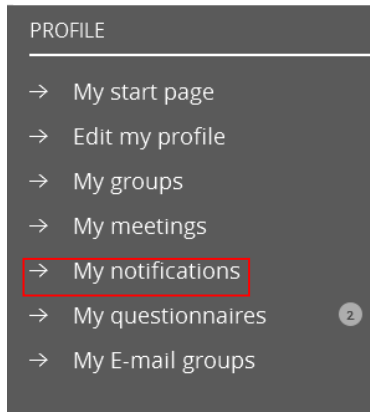
### 3.4 My meetings



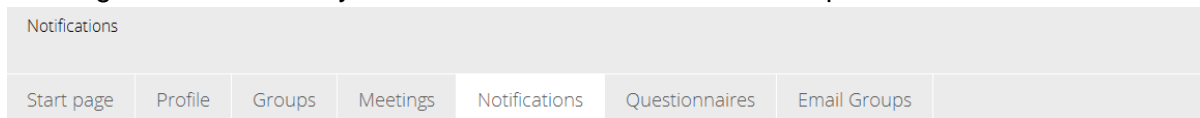
This page lists the meetings you are currently registered for.

Meetings							
Start page	Profile	Groups	Meetings	Notifications	Questionnaires	Email Groups	
MY MEETINGS							
Meetings I'm participating in							
DATE & TIME	GROUP	MEETING / SUBJECT	LOCATION	VIRTUAL PARTICIPATION	REMARK	CANCEL	HIDDEN GROUP
21/11/16 15:00 - 21/11/16 17:00	ECC PT1	CG M2M#2	Web-meeting	Yes 15:00 - 17:00	ECO3	×	

### 3.5 My notifications



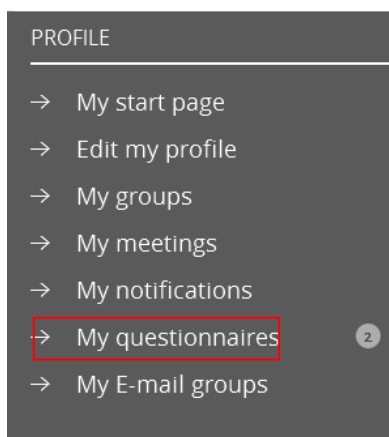
In this page you have a list of the documents you have chosen to be notified about. Within the meeting documents area you can choose to be notified about updates to a document or a folder



#### NOTIFICATIONS

Below you find the documents and folders you are watching. Notifications are sent to your registered email when changes occur (only once per day).

### 3.6 My questionnaires



In this page you have a list of the questionnaires from the groups you are a member of.

Questionnaires						
Start page	Profile	Groups	Meetings	Notifications	Questionnaires	Email Groups

## QUESTIONNAIRES

### Open questionnaires (2)

QUESTIONNAIRE TITLE		START DATE	END DATE ▼	GROUP	
ECC PT1 questionnaire to CEPT administrations and industry on best practices for mobile indoor coverage	<a href="#">Decline</a>	28/09/16	30/11/16	ECC PT1	
ECC PT1 questionnaire on the availability of the 3400-3800 MHz band for 5G	<a href="#">Decline</a>	28/09/16	30/11/16	ECC PT1	

### Closed questionnaires (19)

QUESTIONNAIRE TITLE		START DATE	END DATE ▼	GROUP	
CERP Questionnaire: Second Istanbul Congress Proposals Questionnaire		16/08/16	09/09/16	CERP	
				<a href="#">See all</a>	

## 3.7 My E-mail groups

PROFILE

→ My start page  
→ Edit my profile  
→ My groups  
→ My meetings  
→ My notifications  
→ My questionnaires 2  
→ **My E-mail groups**

In “My e-mail groups” you can manage your e-mail subscriptions in groups.



## EMAIL GROUPS

Below you can manage your e-mail subscriptions in groups.

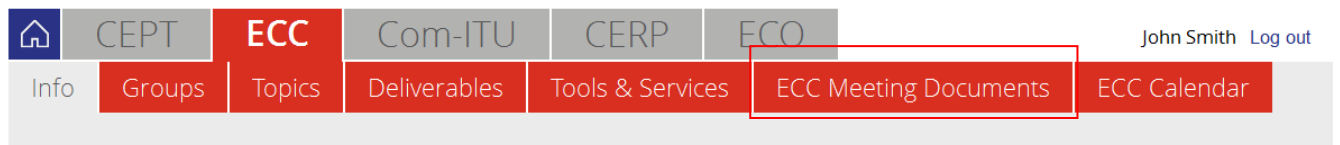
GROUP NAME	SUBSCRIBE DATE	UNSUBSCRIBE
CPG Project Team C	27/09/16 10:17:08	×
ECC - Electronic Communications Committee	21/09/16 15:35:49	×
FM Maritime Forum Group	23/05/16 12:04:16	×

## 4.0 Meeting documents

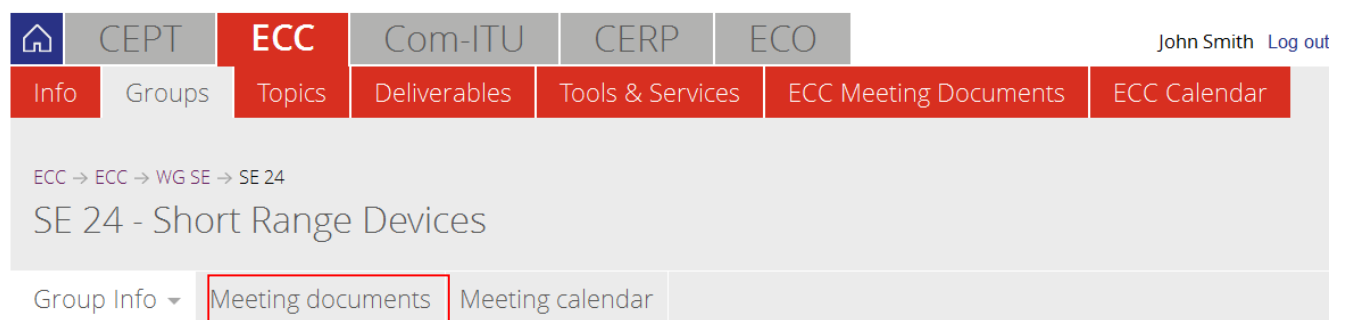
This chapter takes you through how to use the meeting documents area.

### 4.1 Finding documents

You can access meeting documents from either the main menu or the group menu.



**Main menu:** Clicking “ECC Meeting Documents” will give you a filtered view of documents for the group ECC.



**Group menu:** In this example the group SE24 is chosen and clicking “Meeting documents” will give you a filtered view of documents for SE 24.

### 4.2 Filtering and search

In the top to the right of the meeting documents area you will find the filter and search options. The options assist you in filtering the list of documents even further.

The “Keyword” field will filter on any keyword you enter in the input field (separate by space).

#### 4.2.1 Shortcut to other groups

Quick access to other groups can take place through the “Filter and search” box. Switch between groups in few clicks by choosing any group from the dropdown menu.

MEETING DOCUMENTS

Filter and search ▲

Group

ECC ▼

-- Choose Group --  
ECC  
ECC SG  
ECC-ETSI  
Compent  
ECC-EC  
ECC-US-CA  
ECC PT1  
700 MHz Repository FG  
CPG  
CPG PT A  
-----

File ext.

-- ▼

From

To

Size

More than ▼

KB

More than ▼

Times

Refresh


## 4.2.2 Folders

Under this pane you will find all the folders for the group.

You can select/deselect folders if you want to include/exclude folders from the list of documents.

Click [Refresh document list](#) button to apply new filter.

### 4.2.2.1 Folder notification



You can subscribe to updates on specific folders. Click the  icon next to the folder name. When a new document is added to this folder, you will be notified by email. You can always unsubscribe to a folder from your “My notifications” page under your profile.

## MEETING DOCUMENTS

Archive (Docs up until 1 July 2011)(except CERP)


▼

ECC



Open URL in new window

>


2017



Subscribe to notification

>

2016



## 4.3 Document list

All documents are listed in separate folders. All folders are collapsed by default. To expand a folder simply click the arrow.

**Example of folder structure:** In this example the 2016 folder has been expanded. It can be collapsed again by clicking the arrow once more.

In the document list some files might have a coloured border around the checkbox in the far left column. This indicates the accessibility of the document.

### 4.3.2 Document revisions

Documents can have revisions. The number of revisions is indicated in brackets next to the document number (column: Doc No.)



DATE	DOC NO.	TITLE	AGENDA	PROVIDER	SIZE	DL	NOTIFY
30/08/16	SE24(16)065_Rev1	Draft agenda for the 89th SE24 meeting		Chairman	45 kb	69	

Clicking the document will take you to a page where you can see the revisions (File History).



## FILE HISTORY

File and its previous versions

### Last version:

	Date	Doc No.	Title	Agenda	Provider	Size	DL
	30/08/16	<a href="#">SE24(16)065_Rev1</a>	Draft agenda for the 89th SE24 meeting		Chairman	45 kb	69


### History:

	Date	Doc No.	Title	Agenda	Provider	Size	DL
	14/08/16	<a href="#">SE24(16)065</a>	Draft agenda for the 89th SE24 meeting		Chairman	43 kb	32

From the File History you can download any files by clicking the document links.

*HINT: Place the mouse cursor over the link to get the full filename.*

### 4.3.3 Notification

You can subscribe to updates on a file by clicking the  icon in the Notify column.

When a new revision is added for a document, you will be notified by email. You can always unsubscribe to a specific document notification from your “My Notifications” page under your profile.

*Note: In order not to flood your inbox file notifications are bundled together and sent to you once per day.*

## 5.0 Meeting calendar

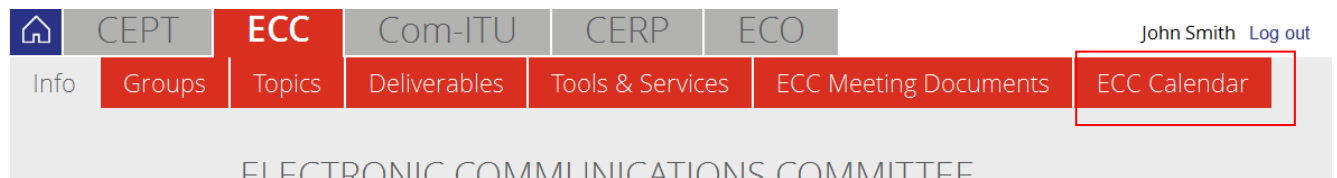
This chapter explains the main functions of the meetings calendar, how to sign up for meetings.

### 5.1 Browsing meetings

#### 5.1.1 ECC Meeting Calendar

To view upcoming meetings for all of ECC's groups (or selected groups) you have to go to

**ECC Calendar** which can be accessed through the main menu.

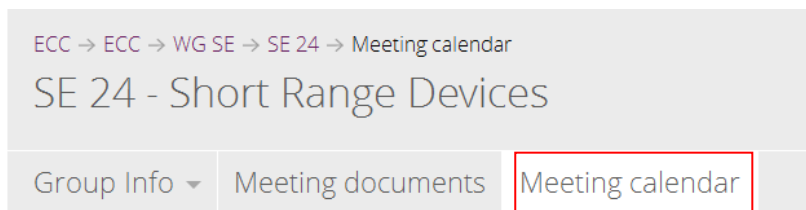


\* *Main menu*

All meetings for groups under ECC will be listed by default.

#### 5.1.2 Group: Meeting calendar

If you go to a group you will see only meetings for that group. You can access the group's meeting calendar from the group menu.



\* *Group menu*

### 5.1.3 Filtering options

The screenshot shows a 'MEETINGS' section with a 'Filtering options' dropdown menu. The menu includes a 'Filter on meeting/location' text input field, 'Start date' and 'End date' date pickers, and three checkboxes: 'Physical meetings', 'Web-meetings', and 'Workshops'. At the bottom of the menu are 'Update list' and 'Clear Filter' buttons. A 'Show as Gantt-chart' checkbox is located above the filtering options.

You can filter meetings in a number of different ways:

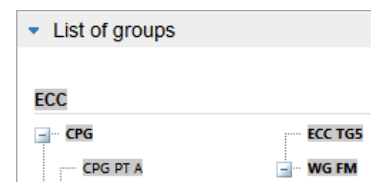
1. Start and end dates
2. Type of meeting: Physical, Web or Workshops.
3. You can also filter meetings by specific words to narrow down the list even more.

### Filtering on groups

You can choose to view only meetings for specific groups. In order to select groups go to “List of groups”. Click the blue arrow to expand the group-tree.

From the group-tree you can choose individual groups by clicking them one by one.

By default all groups are selected. Should you want to return to this default setting you can click the `select all groups` icon.



## 5.2 Meetings

### 5.2.1 Table of meetings

In the table of meetings you get basic information about upcoming events. For a quick overview you can see date and time, the group name, meeting subject, location, what type of meeting and links for registering and viewing the participation list.

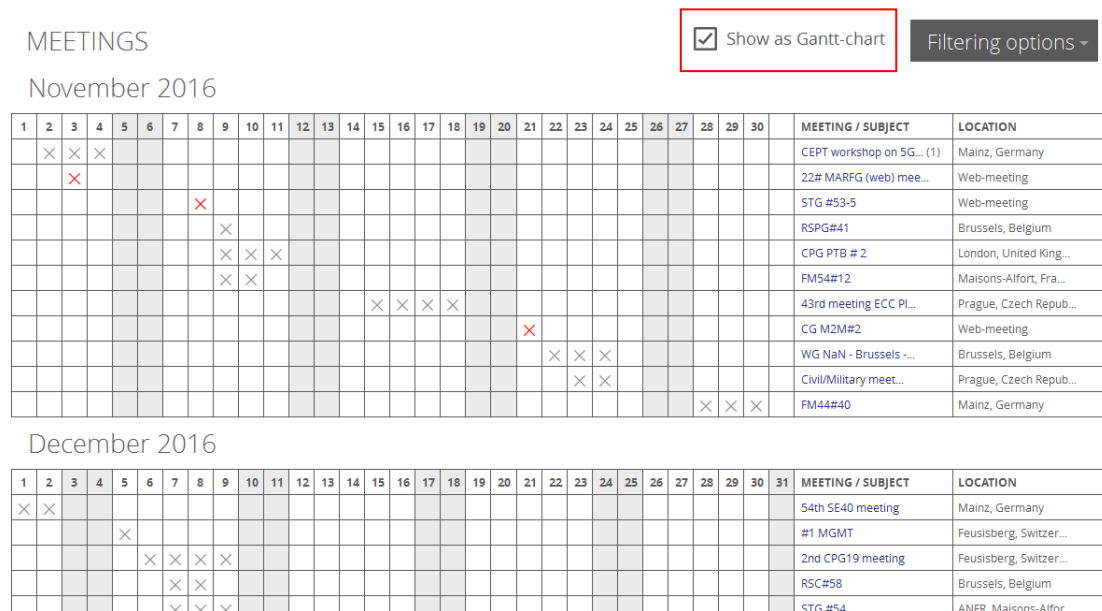
09/11/16 09:30 10/11/16 17:00	FM 54	FM54#12	Maisons-Alfort, France	No	Participants (15)		
15/11/16 09:00 18/11/16 13:00	ECC	43rd meeting ECC Plenary	Prague, Czech Republic	No			
21/11/16 15:00 21/11/16 17:00	ECC PT1	CG M2M#2	Web-meeting	15:00 - 17:00	Register		ECO3
22/11/16 13:00 24/11/16 16:00	WG NaN	WG NaN - Brussels - 13th Meeting	Brussels, Belgium	No	Register		
23/11/16 09:30 24/11/16 17:00	WG FM	Civil/Military meeting 2016	Prague, Czech Republic	No	Register Participants (46)		
28/11/16 09:30 30/11/16 15:00	FM 44	FM44#40	Mainz, Germany	No	Register		
01/12/16 09:30 02/12/16 15:00	SE 40	54th SE40 meeting	Mainz, Germany	No	Register		

By clicking the link under the “Meeting / subject” column you go to the meeting’s detail page. From here you can get more details about the meeting and also register for it.

*Note: If a meeting is open for registration a “Register” link is available in the Registration column. If it is not there it could be because registration has been disabled, the registration deadline has passed or that the number of seats available for the meeting has been filled.*

## 5.2.2 Gantt-chart view

You can switch over to a Gantt-chart view by selecting the checkbox next to the “Filtering options” box.





### 5.2.3 Meeting details

More information about meetings can be found on the Meeting details page.

To access Meeting details simply click the meeting link under the column “Meeting / subject”

In the meeting details page you can:

- See meeting dates and time
- See who is the meeting organiser
- See details about the meeting/registration deadline
- Download related documents
- Register for the meeting

MEETING / SUBJECT
STG #53-5
RSPG#41

#### MEETING DETAILS

STG #53-5

**Date and time:**

08/11/16, 14:00  
08/11/16, 16:00

**Location:**

Web-Meeting

**Registration deadline:**

08/11/16, 12:00

**Meeting organizer:**

Jose CARRASCOSA ECO  
Nyropsgade 37, 4th floor 1602 Copenhagen Denmark  
Telephone: +45.33.89.63.13  
E-Mail: jose.carrascosa@eco.cept.org

Registration is closed due to the registration deadline is passed.  
Please contact the chairman or the meeting organiser Jose CARRASCOSA.  
[Meeting calendar](#)



#### DETAILS

**ECO contact**

Jose CARRASCOSA  
ECO  
Nyropsgade 37, 4th floor 1602 Copenhagen Denmark  
Denmark  
Email: jose.carrascosa@eco.cept.org  
Tel: +45.33.89.63.13  
Cell: +45.51.28.89.91  
Web: <http://www.cept.org/eco>



[Back](#)

### 5.2.4 Registering for a meeting

To register for a meeting you need to have a user profile.

You can register for a particular meeting via the meeting details page. Look for the

[Register for meeting](#) button. This will take you to a form where your personal information should already be filled in.

Simply click [Submit registration](#) to register.

Part 1 contains general info about the meeting.

Part 2 show the participant's personal details from their profile data. It is NOT possible to edit these data on this form. If data are not correct, the user will need to go to their profile data and edit these.

Part 3 is where the participant needs to indicate how they will attend the meeting, and which entity they are representing during the meeting.

Detailed description below.

The screenshot shows the 'MEETING REGISTRATION' form for the 'ECO Staff' group. The form is divided into three main sections, each highlighted with a red circle and a number:

- 1. MEETING REGISTRATION:** This section contains details about the meeting, including the date and time (24/04/22, 07:30 CEST), location (Oslo, Norway), registration deadline (20/04/22, 07:30 CEST), and meeting organizer (John Smith, ECO). It also includes contact information for the organizer.
- 2. PERSONAL DETAILS:** This section contains fields for the participant's name (John Smith), email (john.smith@eco.cept.org), and organisation (ECO). It also includes a section for 'Attending' (Physical or Virtual) and 'Representing' (Administration, Recognised Observer, Full ETSI member, Invited by the Chair, or Other Organisation).
- 3. Private comment:** This section is for a private comment, only visible to the organiser/chair and ECO staff. It includes a text area and a 'Submit registration' button.

At the bottom of the form, there is a 'Cancel' button and a note: 'Please, make sure the above information is correct before submitting the form.'

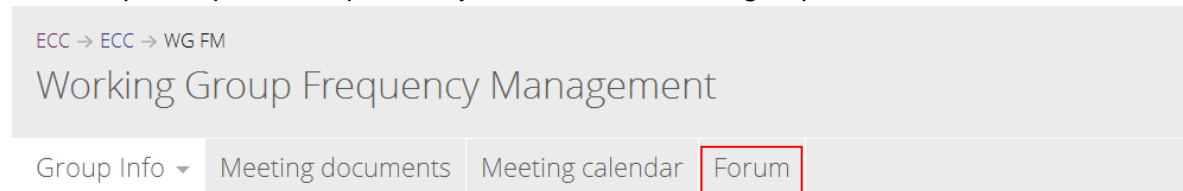
*Note: Make sure to validate your information before you submit your registration.*

## 5.2.5 Virtual participation (web meetings)

Physical meetings ("ECO, Copenhagen" or any country/city) can include Virtual participation, meaning that one or more web meetings are related.

## 6.0 Forum

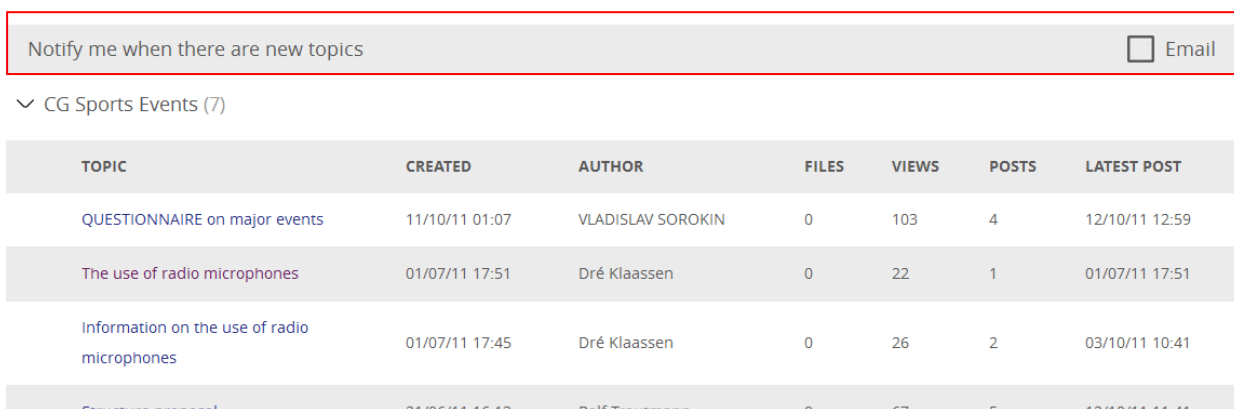
This chapter explains the possibility to use the Forum in groups



### 6.1. Using the Forum

As a member of a group you will have the opportunity to join the conversation in the groups Forum and be notified when there is a new Topic.

#### FORUM



You will be able to click on a topic and reply/create a post and include attachment(s) if necessary.

## THE USE OF RADIO MICROPHONES

☐ Notify me when there are new topics ☐ Email

Dré Klaassen01/07/11 17:51

uploads/721/TR\_102\_546\_v111\_202\_complete\_compressed.pdf

Reply

Message \*

File Edit Insert View Format Table Tools

Formats **B** *I* 