

Joining and Using the ITU-R RCG E-Mail Listserver and Posting New Contributions to the RCG Web Site

The RCG web site is found at: <http://www.its.bldrdoc.gov/meetings/rcg/>

The RCG web site posts Contributions to the RCG from its members. But to get a Contribution posted to the web site, or to send messages to the RCG membership electronically, members of the RCG need to use the RCG listserv. This document provides instructions for joining and using the ITU-R RCG listserv, so that members may communicate electronically amongst themselves, and may also post new RCG Contributions to the RCG web site.

- **To join the RCG listserv, a person must have an ITU TIES account. To obtain a TIES account:**

- Go to the following URL: <http://www.itu.int/TIES/>
- Click on the box titled "**Registration Information**"
- Click on the link labeled "**TIES online registration form**"
(A prompt will appear to allow entry of information for a new TIES account.)

Within 24 hours, the request will be considered and a username and password will be sent to the new TIES account user.

- **To join the RCG listserv with an established TIES account:**

- Go to the URL: <http://www.itu.int/ITU-R/study-groups/rsg8/rwp8b/>
(This URL can also be accessed by going to <http://www.itu.int> ITU-R | Study Groups | Study Group 8 (SG 8) | Working Party 8B.)
- Click on the "**TIES users**" box (includes a key icon included)
- Enter User Name and password at the prompts
- Click on the "**subscribe/unsubscribe**" link
- Select the appropriate listserv names for your participation. The Radar Correspondence Group is designated "**wp8b-radar**" in this list. (NOTE: If you are already subscribed to a listserv, the name of the listserv will NOT appear in this list!)

Two other listservers that may be of interest to people who join the RCG server are Working Party 8B (designated "wp8b" in the selection list) and Joint Rapporteurs Group (JRG) 1A-1C-8B (designated "rjrg1a-1c-8b").

- **To send messages to members of the RCG via the RCG listserv:**

- Go to the URL: <http://www.itu.int/ITU-R/study-groups/rsg8/rwp8b/>
- Click on the hot link labeled "**Mailing Lists—FTP server**"
- Click on hot link inside the box labeled "**Mailing List**", **wp8b-radar@itu.int**
- Enter your message at the pop-up prompt, and then click the **SEND** button to send it to the entire membership of the RCG. Your message will be transmitted to everyone on the RCG listserv.

- **To post RCG Contributions to the RCG web site**, follow the same procedure as described for sending messages to RCG members via the listserver, but include the proposed Contribution as an electronic attachment to the message.
 - In the subject line of the e-mail, put the phrase, "**New RCG Contribution**"
 - In the body of the e-mail, put the following words:
"To the RCG Chairman, the attached Contribution, [title of Contribution], is submitted by the Administration of [name of Administration], for posting as a new Contribution to the RCG web site."

Usually within 48 hours, the new Contribution will be provided with an RCG document number by the Chairman and will be posted to the RCG listserver. (The membership of the RCG will have already received the Contribution in the original e-mail requesting the posting to the web site.) The RCG chairman will confirm via e-mail to the sender that the new Contribution has been posted to the web site.

If you experience difficulties posting a contribution to the RCG web site contact Frank Sanders, RCG Chairman, or one of the other people listed at [RCG contacts](#).