



Telecommunication Development Bureau (BDT)

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## Note by the Director of BDT

### USE OF THE SIX OFFICIAL LANGUAGES OF THE UNION:

#### MEASURES PROPOSED TO BE APPLIED BY ITU-D STUDY GROUPS IN THE LIGHT OF THE BUDGET APPROVED BY THE COUNCIL IN OCTOBER 2003 AND OF RESOLUTION 115 (MARRAKECH, 2002)

#### 1. Purpose

Further to the adoption of the budget for 2004-2005 by the Council, and considering the budget constraints, to provide guidelines to the ITU-D Study Groups on the use of all six languages in their work from 1 January 2005.

#### 2. Background

**The Plenipotentiary Conference (Marrakesh, 2002) “set 1 January 2005 as the date by which all ITU work will be carried out in the six official and working languages of the Union on equal footing” (Resolution 115 (Marrakesh, 2002)).**

In addition, there is a footnote in Resolution 115 stating:

**“However, some work in ITU (for example working groups, study groups, regional conferences) might not require the use of all six languages”.**

“The Council during its meeting of October 2003 decided the following: “Pursuant to Resolution 115 (Marrakesh 2002) entitled “Use of the six official and working languages of the Union on an equal footing,” and the Council Resolution 1210, the Secretary-General shall present a plan for the transition to the use of the six official and working languages on an equal footing in all of its spheres of activity, along with a concrete assessment of the funding that will be required to implement the plan; this should be in the form of a separate document. The full funding requirements necessary for the effective use, from 1 January 2005, of all six languages of the Union on an equal footing, should be listed as a separate item in the ITU budget”. Reference Document C03-ADD/DT4.

Moreover, the implementation of the cost reduction programme and staff reduction plan for 2003-2004-2005 as submitted by the Secretary General in Document O03-ADD/14 proposed the

optimisation of the use of interpretation and documentation of study group meetings based on the real needs and required languages.

### **3. Comparison of the budgets for 2002-2003 and 2004-2005**

There are two main expenditures relating to the use of the languages:

**Translation and interpretation cost**. The translation costs covered by the study group budget is covered by the fixed costs and the decentralized variable cost for documentation (translation, typing and reproduction). The decentralized variable cost for documentation is the part that is reflected in the study group budget. The comparison of the two periods shows that:

3.1 The approved volume of translation of documents (which is the most expensive cost in the documentation) has decreased whereas, as a consequence of the use of the six languages, the volume of translation would increase.

3.2 The approved budget has also decreased from one period to another. However, the budget from 2004 to 2005 has increased by 2,000 CHF, whereas the interpretation alone will increase by 52,000 CHF, if the Rapporteur's Group meetings will be held in 3 languages only and the plenary meetings in six languages. Otherwise, the interpretation cost will increase even more.

3.3 The year 2005 is the year before WTDC-06. It means that the ITU-D study groups will have to prepare contributions, such as proposals for new or revised Questions, the Chairmen's reports to the WTDCs, and some other contributions for some Questions that will not have been terminated before 2005.

3.4 In the light of the above, it is advisable that the TDAG formulate some guidelines, in order to overcome the foreseen difficulties resulting from the increase in the number of languages to be used with a limited budget. TDAG may entrust the Director of BDT to align these guidelines on those of the Council in June 2004 or propose other methodology.

### **4. Proposals**

**Some proposals are made below with scenarios. TDAG is invited to consider them and to provide appropriate guidelines for the work of the ITU-D Study Groups.**

#### **IN THE FRAMEWORK OF THE AVAILABLE BUDGET,**

##### **4.1 Translation:**

In any case, with 3 or 6 languages, as the volume of pages for translation has decreased in the budget, there will be a need **to limit the number of pages to be translated**. Even with the limitation of pages to 5, we may probably have problems, mainly in 2005 and after 2005, if the budget is not reviewed accordingly. The output of the studies of the Questions are not concerned by this suggested limitation. However, the Rapporteurs should have, as one of their objectives, to limit their reports to the minimum volume of pages.

As a consequence of the use of the six languages on an equal footing, there will be a need to **control the documents in ACR** (Arabic, Chinese, Russian). This aspect concerns all the BDT and is under consideration by the Director.

##### **4.1.1 Documents for action to be translated: limitation of the number of pages**

###### **Scenario 1:**

- **Input contributions:** to translate a limited number of pages (maximum 5 pages decided by WTDC-02 in Resolution 4, Rev Istanbul, 2002). A limit of 3 pages could be proposed. It is assumed that the contribution should provide only relevant proposals for the study Question.
- **On the basis of the recommendation of the Rapporteur concerned,** input documents of more than 3 pages, and not more than 5 pages, could be translated as necessary.

**Scenario 2** (*Proposed scenario until the budget increase accordingly*):

- **Input contributions:** to translate only one page of summary (prepared by the author) of the input document for which there is a need for the meeting to take action
- **unless the Rapporteur decide otherwise** if necessary for more pages (maximum 5 pages) as in scenario 1 above.

*For economy reasons, it would be desirable to apply scenario 2.*

#### 4.1.2 Languages for translation

**Within the limitation of pages,**

Scenarios	EFS	ACR	Comments
<b>Scenario 1</b>			
input documents for action	X		Proposed scenario until the budget increase accordingly
meeting reports	X		
output <sup>1</sup> documents	X		
<b>Scenario 2</b>			
input documents for action	X		
meeting reports	X		
output documents	X	X	
<b>Scenario 3</b>			
input documents for action	X		
meeting reports	X	X	
output documents	X	X	

#### 4.2 Interpretation:

***In principle, interpretation should be provided when necessary.***

**Scenario 1** (*Proposed scenario until the budget increase accordingly*):

- **Rapporteur's Group meetings:** when required in EFS
- **Plenary meetings** of the Study Groups: in EFS

<sup>1</sup> Output documents: guidelines, recommendations, reports originating from the Rapporteurs, chairmen of project groups oChairmen of study groups, inputs by Rapporteurs, Chairmen of project groups or the co-Chairmen of the Joint Group on Resolution 9

**Scenario 2:**

- **Rapporteur's Group meetings:** when required in EFS
- **Plenary meetings** of the Study Groups: in EFS **and when required in ACR**

**Scenario 3:**

- **Rapporteur's Group meetings:** when required in EFS **and ACR**
- **Plenary meetings** of the Study Groups: in **EFS and ACR**

*For economy reasons, if the volume of activity of the study groups remains as it is now, and as therefore the budget for 2005 could not probably cover the real interpretation cost as from January 2005 (see annex 2) it would be desirable to apply scenario 1 at this stage.*

**4.3 Organization of the meetings**

To review the organization of the meetings. It could be twice a year:

- a) 5 to 7 days per Study Groups during, for example, the spring to allow all the Rapporteur's Group to meet together simultaneously. The cost for fellowships will be reduced. The travel costs will be paid only one time for the participation in many meetings.
- b) 4 days for the usual annual Study Group meetings in September. In addition, if other meetings are needed, to organize e-meetings. It is to be mentioned that the e-meeting could be organized in one language only as the interpretation could not be provided. The need of an additional face-to-face meeting should be considered, if necessary, by the Rapporteur with the Chairman of the Study Group concerned within the available budget.

**5. Conclusion**

**TDAG is invited to consider the proposals on translation, interpretation, and meeting organisation and to provide guidelines on the issues.**

**It is understood that in case of inconsistency between TDAG Guidelines and the possible future decisions of the Council, Council decisions shall prevail.**

**DOCUMENTATION FOR ITU-D STUDY GROUP MEETINGS**  
**COMPARISON OF THE BUDGETS FOR 2002-2003 AND 2004-2005**

Activity	Volumes of pages			Fixed costs EFS + Total costs ACR 2005 in CHF			Fixed costs EFS- Total cost ACR 2005	Total decentralized variable cost	Total Cost
	Translation	Typing	Reprography	Translation	Typing	Reprography (000)			
<b>ITU-D Study Groups 1 &amp; 2</b>									
<b>2002-2003</b>	4,550	10,100	2,002	533,124	404,101	104,497	1,041,722	336,921	1,378,643
<b>2004-2005</b>	4,300	4,300	1,900	672,000	259,000	128,000	1,059,000	116,000	1,174,000
<b>Comparison</b>	Diminution	Diminution	Diminution				Augmentation	Diminution	Diminution

The above table shows clearly that the planned volume of translation of documents (which is the most expensive cost in the documentation, has decreased. The augmentation of the fixed costs is due to the increase of the cost of translation, typing and reproduction.

Period	Budget (adopted by the Council)	Interpretation <sup>2</sup>	Comments
2002 (3 languages)	746,000 <sup>3</sup>	78,320	
2003 (3 languages)	614,000 <sup>4</sup>	118,349	
2004 (3 languages)	618,000	134,000	
2005 (6 languages)	620,000	186,000 <sup>5</sup>	Increase of the budget for 2,000 from 2004 to 2005 whereas, the interpretation has increased for 52,000

<sup>2</sup> For Study Groups 1 and 2 meetings in September and the Rapporteurs' Group meetings; for 2002-2003: Real costs; for 2004 and 2005: Expected costs

<sup>3</sup> The implemented figure for 2002 is: 483,288 (starting activities after WTDC-02)

<sup>4</sup> 2003 (budget after some saving for the ITU budget): 786,500

<sup>5</sup> hypothesis: the same number of meetings in 2004; use of generally 2 languages during the Rapporteur's Group meetings; use of the 6 languages during annual September meetings.

## ANNEX 2

### ESTIMATION OF INTERPRETATION COST FOR THE YEARS 2004 AND 2005

#### Estimation

#### BASIS FOR CALCULATION:

**1. All the costs are based on 2003 tariffs**

**2. 2004 (English, French and Spanish):**

- 2.1 For two days meetings (generally in two languages) 4,000
- 2.2 For four days meetings (in two languages): 12,000
- 2.3 For four days meetings (in three languages): 20,000

**3. 2005 (six languages ):**

- 3.1 For two days meetings in 6 languages: 18,000
- 3.2 For four days meetings in 6 languages: 46,000
- 3.3 The same number of Rapporteur's group will be held in both Study Groups
- 3.4 Rapporteur's Group meetings will be held in the languages for which there is a majority who understands. It is usually in two languages.
- 3.5 Study Group meetings in September will be held in 6 languages during all the meetings. It makes an additionnal cost of 26, 000 CHF per study group.

#### COMPARISON OF THE INTERPRETATION COSTS

Hypothesis: If the number of meetings remains the same in 2005

	2004	2005	Comments
<b>Study Group 1</b>	<b>56,000</b>	56,000 + 26,000 <sup>6</sup> = <b>82,000</b>	Increase of 26,000 CHF
<b>Study Group 2</b>	<b>78,000</b>	78,000 + 26,000 <sup>6</sup> = <b>104,000</b>	Increase of 26,000 CHF
<b>Total</b>	<b>134,000</b>	<b>186,000</b>	<b>Increase of 52,000 CHF</b>

NB. The total budget from 2004 to 2005 has increased only by 2,000 CHF

<sup>6</sup> Increase due to the use of the six languages in September meetings ONLY