INTERNATIONAL TELECOMMUNICATION UNION

Telecommunication Development Bureau (BDT)

Third Meeting of the Telecommunication	**Document TDAG-3/14-E**
Development Advisory Group (TDAG)	**8 February 2000**
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Note by the Director

REDUCTION OF THE COST AND VOLUME OF DOCUMENTATION AND PUBLICATIONS

1   Introduction

1.1   The Plenipotentiary Conference (Minneapolis, 1998) and Council-99 requested the Directors of the three Bureaux to contribute to the overall effort to reduce the volume and cost of documentation.

1.2   At its second meeting, held on 13 and 14 September 1999, TDAG considered Document TDAG-2/8, on the reduction of the volume and cost of documentation and publications.

In TDAG's report, it is indicated that: "Following numerous interventions on the document, TDAG agreed to the Chairperson's proposal:

a)   that the document be approved in principle;

b)   that the Director of BDT, having taken into account the various interventions, develop guidelines, in collaboration with the other elected officials, which would be submitted to Council-2000;

c)   that the measures proposed in the Director's contribution will be submitted to the Group on the Structure and Working Methods of the ITU-D study groups (GSWM), for its consideration and report thereon to the next TDAG meeting."

1.3   The Group on the Structure and Working Methods of the ITU-D study groups considered the Director's revised contribution at its first two meetings, in December 1999 and January 2000. It adopted guiding principles exclusively for the study groups.

1.4   The present document contains proposals aimed at reducing the volume and cost of documentation and publications **in ITU-D**, taking account of the conclusions reached by GSWM. They will be reviewed and improved upon as they are implemented.

1.5   TDAG is invited to consider the proposals and provide the Director of BDT with instructions.

2   Suggestions for a policy to reduce the volume and cost of documentation and publications in ITU-D

2.1   Preamble

In the event of any discrepancy between instructions from the Union and those specific to the Development Sector, the instructions from the Union shall prevail.

2.2   Areas of activity of BDT

The suggestions given below relate to the following four areas of activity:

–   regional, preparatory and world telecommunication development conferences;

–   ITU-D study groups;

–   BDT activities related to implementation of the action programmes adopted by world telecommunication development conferences (WTDC): seminars, workshops, assistance to Member States;

–   BDT activities related to technical cooperation project execution (UNDP and other funding mechanisms).

2.3   Foreseeable solutions

The solutions proposed by GSWM for the ITU-D study groups are reproduced in full below, indicating, where appropriate, the measures specific to other BDT areas of activity.

2.3.1 Procedure for treating documents according to type of document

Type of document	Translation	Distribution

ACTION
 	
Documents requiring action from the meeting under the terms of its agenda (e.g. statutory reports for adoption/noting, proposals by Member States and Sector Members, draft resolutions, draft recommendations, etc.).
	• Translation into the working languages of the meeting.
	• For the study groups:
	  a) Only contributions received no less than two months before the start of meetings will be translated.
	  b) [Output documents from rapporteurs which go to the study group meetings as input documents will only be translated if received no later than one month before the study group meeting.]
		Full distribution

INFORMATION Documents, with a summary, submitted to the meeting for information only and not requiring any specific action under the agenda (e.g. descriptive documents submitted by Member States and Sector Members, general policy statements, etc.).	No translation. In principle, published in the original language only. Might be translated if requested by the meeting concerned, in view of the importance of the information. [A list of information documents, including summaries, should be drawn up by the BDT secretariat. This list, together with the summaries, should be translated as far as possible.]	Distribution solely by electronic means wherever possible. Delegates may request BDT to provide them with a copy. [Such documents may also be consulted on the web.]
BACKGROUND Reference documents containing only background information relating to issues addressed at the meeting (data, statistics, detailed reports of other organizations, etc.).	In principle, available in the original language only.	[In principle available upon request in the original language and, if possible, also in electronic form.]
PUBLICATIONS Reference documents drawn up and published by BDT: – WTDC reports, telecommunication indicator publications, reports and recommendations of ITU-D study groups, handbooks, instructions on particular subjects, etc.	Translation into the working languages chosen for publication.	Available as hard copy and in electronic form (CD-ROM, web, etc.) with access free of or subject to charge, according to each case.

2.3.2 Use of electronic media

To the extent possible, all documents will also be available electronically.

Additional measures are proposed for telecommunication development conferences:

All documents shall be posted on the web as soon as they are available. Paper versions are to be dispatched as soon as they have been printed. A dedicated, constantly updated web page shall be established for the meeting concerned.

For pre-session and post-session documents, distribution by electronic means shall be encouraged.

The number of paper copies dispatched by mail for those who nevertheless wish to continue receiving paper copies shall be limited to a maximum of five for Member States and one for Sector Members.

In addition to the paper copies distributed, one CD-ROM shall be issued to each participant on the first day of the meeting containing all input documents submitted by a given deadline, and one CD-ROM on the last day containing all working and output documents.

Additional final CD-ROM and paper copies, beyond the above limitations, shall be made available upon request and paid for like any other ITU publication.

2.3.3 Reduction in the length of documents and their presentation

In principle, documents submitted by members should not exceed four pages per document (five pages for the study groups). Other exceptions include certain incompressible statutory texts (e.g. UNDP project documents). For existing texts, cross-references should henceforth be used instead of repeating material *in extenso*. Information material can be placed in annexes or supplied on request as background documentation.

2.3.4 Instructions from the Director of BDT for the authors of documents

The Director will draw up instructions for the authors of internal documents from the secretariat and external documents from Member States and Sector Members.

Templates and models for the presentation of documents will be established, and an indication will be given of length, of the documents that should be annexed to contributions, etc.

In principle, the templates and models will be established for each type of meeting.

GSWM has already made a proposal in this respect for the study group documents.

2.3.5 Encourage and facilitate the efficient use by the developing countries, and in particular the least developed countries, of web-based documents and publications of the Union (Resolution 66 (Rev. Minneapolis, 1998))

With regard to the implementation of Resolution 66, the following is proposed:

The Director of BDT will make a list of all developing member countries whose officials who work in collaboration with ITU do not have access to the web.

On the basis of this list, and in close collaboration with the countries concerned, he will propose the appropriate strategy and measures to enable them to acquire electronic means of access.

The Director of BDT will then draw up a plan to implement the aforementioned measures.

The implementation of the measures should be geared primarily to the least developed countries, then to the other developing countries.

Documents will be posted on the web in one or more formats facilitating the most widespread use possible.

3   **Report to the Council**

The content of this document will be used as a basis for discussion with the Directors of the other two Bureaux, with a view to presenting guidelines to the next Council session, in 2000.

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