



INTERNATIONAL TELECOMMUNICATION UNION

Telecommunication Development Bureau (BDT)

**Third Meeting of the Telecommunication
Development Advisory Group (TDAG)
Geneva, 2-3 March 2000**

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Chairperson, Group on the structure and working methods of the ITU-D Study Groups

**REDUCTION OF THE COST AND VOLUME OF DOCUMENTATION FOR ITU-D STUDY
GROUP ACTIVITIES**

In its first two meetings the Group on the structure and working methods of the ITU-D Study Groups examined the issue of the reduction of the cost and volume of documentation for ITU-D, and decided to discuss only the issue relating to the ITU-D Study Groups. The results of the discussion are produced in the attached document.

TDAG is invited to consider the proposals contained in the document.

INTERNATIONAL TELECOMMUNICATION UNION

**TELECOMMUNICATION
DEVELOPMENT BUREAU**
ITU-D STUDY GROUPS

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SECOND MEETING OF THE GROUP ON THE STRUCTURE AND WORKING METHODS OF THE ITU-D STUDY GROUPS,
GENEVA, 31 JANUARY – 1 FEBRUARY 2000



STUDY GROUPS 1 AND 2

SOURCE: CHAIRPERSON OF THE GROUP ON THE STRUCTURE AND WORKING METHODS OF THE ITU-D STUDY GROUPS

TITLE: REDUCTION OF THE COST AND VOLUME OF DOCUMENTATION FOR ITU-D STUDY GROUP ACTIVITIES

Introduction

At its meeting in September 1999, TDAG agreed to the Chair's proposal that the document [TDAG 2/8 - Reduction of the cost and volume of documentation and publications] be approved in principle, and that the Director, having taken into account the various interventions, develop guidelines, in collaboration with the other elected officials, which would be submitted to Council 2000. Furthermore, 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, for its consideration and report thereon to the next TDAG meeting.

The first meeting of the Group (December 1999) decided to discuss only the issues relating to the ITU-D Study Groups. In accordance with this decision, the following guidelines for ITU-D Study Group activities are proposed along with Res. 104 (PP-98) and Res. 1141 (C99), and with the recommendations of the Group.

1. Categorization of documents

Four categories of documents are retained:

- documents for action, including temporary documents
- documents for information
- reference documents
- publications (handbooks, reports and recommendations of ITU-D Study Groups)

The proper numbering schema of the categories of documents will be taken into account for the next study period.

2. Translation and reproduction of documents

Procedures for treating documents according to category

Type of document	Procedure
<p style="text-align: center;">ACTION</p> <p>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, ITU-D Study Group draft reports and draft recommendations, etc.).</p>	<ol style="list-style-type: none"> 1. Contributions received at least two months before a meeting shall be published and distributed in time for the said meeting 2. Contributions received less than two months, but not less than ten working days before the opening of a meeting, will be distributed at the meeting in the original language only. 3. Documents originating from Rapporteurs which go to the Study Group meetings as input documents, and which are received not later than one month before the meeting, will be treated according to point 1 above.
<p style="text-align: center;">INFORMATION</p> <p>Documents 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.) should include a summary prepared by the contributor.</p>	<ol style="list-style-type: none"> 1. A list of information documents, including summaries, should be established by the BDT Secretariat. This list with summaries should be translated as far as possible. 2. In principle, such documents should be published, in the original language only, in a limited number of copies, for consultation. 3. Delegates may ask the BDT Secretariat to provide them with a copy. 4. Might be translated if requested by the meeting concerned, in view of the importance of this information.
<p style="text-align: center;">REFERENCE</p> <p>Reference documents containing only background information relating to issues addressed at the conference (data, statistics, detailed reports of other organizations, etc.)</p>	<ul style="list-style-type: none"> • In principle available upon request in the original language and, if possible, in electronic form only.
<p style="text-align: center;">ITU-D STUDY GROUP PUBLICATIONS</p> <p>Reference documents drawn up and published by BDT: handbooks, reports and recommendations of ITU-D study groups, etc.</p>	<ul style="list-style-type: none"> • Translation into the working languages for publication.

3. Distribution of documents - use of electronic media

3.1 Documents for meetings

3.1.1 All documents will be posted on the Web as soon as available and as appropriate; paper versions are to be dispatched as soon as printed to countries who will have requested a paper copy;

and a dedicated, constantly updated Web page should be established as far as practicable for the meeting concerned.

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

3.1.3 Attempts should be made to avoid re-issuing of documents unnecessarily.

4. Reduction in the length of documents and their presentation

In principle, documents submitted to the Study Groups as contributions should not exceed five pages. 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. A form for submission of documents is attached (Annex 1). Moreover, an electronic document submission system is under development for ITU-D.

5. BDT assistance to facilitate the efficient use by the developing countries, and in particular least developed countries, of the Web-based documents and publications of the Union (Resolution 66 PP-98)

The Plenipotentiary Conference Resolution 66 (Rev. Minneapolis, 1998) is under implementation by those concerned.

6. Reference documents

- Resolution 104 (PP-98): Reduction of the volume and cost of documentation of ITU conferences
- Resolution 1141 (C99/116): Reduction of the cost and volume of documentation for ITU conferences and assemblies and the Council
- TDAG 2/8: Reduction of the cost and volume of documentation and publications

Document for submission of contributions for action/for information

CONTRIBUTION

Electronic version (Winword or RTF only) to be sent to:	<i>devsg1@itu.int</i> for SG1 Questions <i>devsg2@itu.int</i> for SG2 Questions
Paper version to be sent to:	ITU/BDT, STG Secretariat, Fax nr. +41 22 7305484

Date: **For action** [Please indicate which is appropriate]
 For information

ITU-D Study Group: **Question:**
Title of contribution:

Revision to previous contribution (Yes / No) [Any changes in a previous text should be indicated by
 If yes, please indicate document no.: revision marks]

Name of contact point:
Administration/Organization/Company:

Tel: **Fax:** **E-mail:**

Action required
 [Please indicate what is expected from the meeting (contributions **for action** only)]

Abstract
 [Please provide a resumé of a few lines]

[Insert text of contribution here or attach file]