29 August 2014

Guidelines for the distribution of publications, documents and any other printed or electronic materials on the premises of the ITU Plenipotentiary Conference (BUSAN, 2014)

General

To reduce ITU‘s carbon footprint, the Conference will be conducted in a *paperless* manner as far as possible. All PP-14 documents will be made available at the Conference website and the mobile application of the conference *(as per* [*Circular letter 200*](http://www.itu.int/md/S14-SG-CIR-0200/en)*, a maximum of 2 paper copies will be provided to Member State delegations who had sent their request by 31 July 2014 (1 copy per observer delegation))*.

We therefore invite the ITU secretariat and all delegates of the Conference to follow the following the guidelines regarding the distribution of material.

Furthermore, these guidelines aim to: 1) enhance document planning and management; 2) meet deadlines through timely delivery of documents to the Conference; and 3) remain within PP-14 documentation budget ceilings.

Any document that does not comply with these criteria and procedural guidelines cannot be distributed and will be removed by the secretariat.

Contact

Enquiries regarding the PP-14 document policy should be addressed to the PP-14 Documents Service at: **pp14contributions@itu.int**

SUBMISSION AND PUBLICATION/DISTRIBUTION OF MATERIALS

|  |
| --- |
| **OFFICIAL DOCUMENTS OF THE CONFERENCE** |
| **DOCUMENT** | ***WHO can submit?*** | ***HOW to submit & TO WHOM*** | ***WHERE & HOW will doc be published/distributed*** | ***LANGUAGE of document publication*** |
| **DOC category, mainly:** |  | Submit in electronic form to:**PP14contributions@itu.int** | ITU PP-14 **Website**PP-14 **Mobile Application****Box**: if requested by 31.07.14Max two (2) copies per MS and one (1) per OBSMeeting Room(upon request by Chair) | **6 languages****(Arabic, Chinese, English, French, Russian, Spanish)** |
| * *Proposals for the work of the conference*
 | Member States (through CPI) |
| * *Reports for the work of the conference*
 | ITU Conferences, Council, CWGs, Secretary-General |
| * *Candidatures for election[[1]](#footnote-1)*
 | Secretary-General |
| * *Procedural documents such as Credentials, Elections, Structure, chairmanship etc.*
 |
| * *Minutes of PL*
 | Secretary-General + Chairman |
| * *Notes, reports of meetings*
 | Chairman (PL, WGPL, COM) |
| * *Inter-committee liaison statements*
 |
| * *Declarations, Additional Declarations*
 | Secretary-General |
| **Information document (INF)** | *Same as above +*Observers with advisory capacity (CV269A-D) & RRB | Submit in electronic form to:**PP14contributions@itu.int** | ITU PP-14 Website only | **In language(s) provided by the contributor** |
| Administrative document (ADM)(including daily agenda, time management plan, list of documents/participant) | Plenary & CommitteesSecretary-General | Submit in electronic form to:**PP14contributions@itu.int** | ITU PP-14 **Website**PP-14 **Mobile Application****Box**: if requested by 31.07.14Max two (2) copies per MS and one (1) per OBSMeeting Room(upon request by Chair) | **English only** |
| **Working document** (DT/DL)(including draft working text of Committee, Subcommittee, Working Group, etc.) | Plenary & CommitteesSecretary-General | Submit in electronic form to:**PP14contributions@itu.int** | **Same as above**, except :DL: paper copies limited to a certain group | **English only, *except*:**DTs containing draft texts to be included in Final Acts (6 languages) |
| **Policy statements:**[[2]](#footnote-2)A link to policy statements delivered in Plenary will be added to the Minutes of Plenary Meetings | Member States | Submit in electronic form to:**PPstatements@itu.int** | ITU PP-14 **Website** PP-14 **Mobile Application****Minutes** of PL | **In language(s) provided by the contributor** |

|  |
| --- |
| PP-14-RELATED*[[3]](#footnote-3)*PP-14-related documents & materials must be relevant to the Conference agenda and objectives |
| **DOCUMENT** | ***WHO can submit?*** | ***HOW to submit & TO WHOM*** | ***WHERE & HOW will it be published/distributed? [[4]](#footnote-4)*** | ***LANGUAGE of publication*** |
| * Pamphlet, book, magazine, CD-Rom etc.
 | **Member States****Observers** | Submit in electronic form **ONLY** to:**PP14contributions@itu.int****Upon validation** by Head of Governing Bodies Secretariat, send or bring very limited number of copies to:**ITU Document Distribution / Office 2**Please indicate the nature of the document in a visible manner on the parcels.  | * PP-14 Kiosk on ITU PP-14 website
* PP-14 Kiosk on PP-14 Mobile application
 | In language(s) provided by the contributor |
| * **Candidacy Flyers**
 | **Member States** | Submit in electronic form to:**PP14contributions@itu.int****Upon validation** by Head of Governing Bodies Secretariat, send or bring copies to:**ITU Document Distribution / Office 2**Please indicate the nature of the document in a visible manner on the parcels. | * Authorized Distribution Areas in quantities provided by contributor
 | In language(s) provided by the contributor |
| * **Candidacy Roll-ups**
 | **Member States** |  | * NO display in BEXCO
* Can only be displayed at National Receptions
 |  |
| * Invitations to registered social event
 | **Member States****Observers** | Submit in electronic form to: **protocol@itu.int** indicating list of recipients (all participants or Heads of delegation only) | * Distributed as much as possible in electronic format to indicated recipients (All participants or Heads of Delegation only)
 | In language(s) provided by the contributor |
| * Gifts
 | **Member States****Observers** | Deliver gifts to: [[5]](#footnote-5)**PP14-ITU Gift Distribution / Storage 4**Indicating in a visible manner on the parcels whether it is for **All Participants OR Head of Delegation only**.Inform the ITU logistics service by e-mail at conf-logistics@itu.int announcing the type and the quantity of gifts and if available the shipment details. | * Authorized distribution by gift desk to indicated list of recipients (All participants or Heads of delegation only)
 | In language(s) provided by the contributor |

|  |
| --- |
| PP-14 SIDE EVENTS*[[6]](#footnote-6)*(Regional group meetings and/or other meetings organized during the conference within the framework of PP-14) |
| ***DOCUMENT?*** | ***WHO can submit?*** | ***HOW to submit & TO WHOM*** | ***WHERE & HOW will it be published/distributed?***  | ***LANGUAGEof distribution*** |
| **Event document and roll-ups** | Member StatesSector MembersObservers, organizers of event/meeting | - Submit request to distribute to: PP14contributions@itu.int**Upon validation** by Head of Governing Bodies Secretariat; - ITU cannot take in charge the storage and handling of such goods from outside entities for events not pertaining to PP stricto sensu. To be sent to the attention of the organizers in their premises. | * Meeting room dedicated to event in quantities provided by the event organizer
 | **In language(s) provided by the event organizer** |

|  |
| --- |
| PP-14 MEDIA DOCUMENTS |
| **Publications (newspaper, magazine, brochure, CD, etc.)** | - Recognized media | - Submit request to distribute to:Pressinfo@itu.int**PP-14 Media Office** | * Published by media and distributed in designated media self-service area
 | **In language(s) and quantity provided by the media** |

1. [↑](#footnote-ref-1)
2. Speakers to the Plenary are invited to submit an advance copy of their statement to: [**PPstatements@itu.int**] in the language(s) of their choice. The statement should clearly indicate: 1) the speaker’s name 2) the speaker’s title, 3) the name of the Member State of the speaker, 4) the details of a contact person, 5) the session of the Plenary at which the statement is to be delivered, 6) original language of text. If changes are to be made to the text, the contact person should advise the PP-14 secretariat at the latest 15 minutes after the end of the speech delivery. In the absence of an indication, the statement will be posted on the website after delivery. [↑](#footnote-ref-2)
3. The PP-14 secretariat cannot undertake the translation nor reproduction of such documents/materials. The provision of copies is the sole responsibility of each organizer of the event. The Secretariat will not be held responsible for delays incurred in distribution due to non-compliance with these guidelines. [↑](#footnote-ref-3)
4. Distribution of PP-14 Related Documents will be authorized by the PP-14 Documents Service, the only service eligible to do so. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. The PP-14 secretariat cannot undertake the translation nor reproduction of such documents/materials. The provision of copies is the sole responsibility of the organizer of the event. To ensure delivery by PP-14 staff to the appropriate location, copies delivered to the secretariat should carry clear indications as follows: 1) source of document/material; 2) name, date and time of the meeting; 3) room number of the event/meeting; 4) name & telephone number of contact person. The secretariat will not be held responsible for delays incurred in distribution due to non-compliance with these guidelines. [↑](#footnote-ref-6)