

**Summary of Decisions at the first meeting of the new Council Oversight Group (NCOG)**

Held on Friday 18 June, 2004, 08.00-09.00

COG Members present: Kenya (chairman), Brazil, Mexico, USA, Japan, Portugal, Russia, France, Switzerland, Spain, Iran, Morocco, Saudi Arabia,

CoCo Members present: R. Blois, H. Touré

ITU project team members present: A. Levin (CEC, secretary), C. Sanchez (FIN), R. Chalindar (FIN), G. Hoberg (IS), S. Geis (IS), S. Sergi (IS), T. Kelly (SPU)

Also present: Chairman of the Council Group on the Financial Regulations and Related Financial Management Issues.

**1. Approval of the agenda**

The agenda was approved as drafted with the addition of two items under 2:

- Procedures for the selection of the consultant
- Constitution of the proposed peer group of experts

**2. Mandate composition and working methods**

The COG reviewed Resolution 1216, on the continued implementation of certain GoS recommendations. The following working methods were agreed for the process of “formal consultation” when a decision is required:

- Response from COG members, by email with record of receipt, within 24 hours of a working day.
- Responses from COG members to be copied to all other COG members.
- Allow chairman a further 48 hours of working days for coordination, if required.
- Final decision, therefore, after a maximum of 72 hours of working days.
- Those who participate in a meeting, teleconference or exchange of emails constitute a quorum.
- The principle of “silence means consent” is adopted.
- A simple majority of the quorum is sufficient to adopt a decision.
- Substitution of members from the same member country is accepted.
- Written summaries of decisions will be provided of face-to-face meetings.

With regard to the selection of the consultants, it was agreed that the first task would be to compile a list of consultants for pre-qualification (some research from Meta and Gartner Group was circulated). The secretariat should also propose some names of consultants working in the area of SAP integration, within the next week.. In addition, some justification should be provided as to why the firms may be considered to be included in the list.

With regard to the peer-group of experts, it was proposed to request the assistance of Mr Riehl and the IS department to make a proposal on the list of participants, for instance from the Swiss banking community and from other UN organisations that have gone through a similar process. This list would be circulated for review at the first teleconference.

**3. Selection of the vice-chairman**

Mr Mendes (Portugal) and Mr Sharafat (Iran) were selected as vice-chairmen of the Group.

**4. Calendar of meetings and teleconferences**

Document NCOG/01 was circulated with a draft calendar of meetings and teleconferences. Teleconferences would be held on 30 June and 5 August and a full meeting, including an evaluation panel, would take place on 12/13 August. The kick-off meeting with the consultant is scheduled for 2 September. The aim thereafter

is to hold face-to-face meetings as often as required. Meetings would be scheduled with other ITU meetings, wherever possible. Participation in face-to-face meetings can also take place by remote teleconference.

**5. Any other business**

Mr Levin was congratulated on his nomination as secretary to the new COG.

**6. Schedule of future meetings**

The next teleconference would be held on Wednesday 30 June. The next face-to-face meeting would be held in Geneva on 12-13 August, including an evaluation panel.