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| **Regional Preparatory Meeting for WTDC-17 for Europe (RPM-EUR)** | P:\SUP\Logos\Post-150th Anniv\ITU-logo-UNblue.jpg |
| **Vilnius, Lithuania, 27-28 April 2017** |
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|  | **Document** **RPM-EUR17/12-E** |
| **25 January 2017** |
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| **Director, Telecommunication Development Bureau** |
| PRELIMINARY DRAFT STRUCTURE OF THE WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCE 2017 |

**Summary:**

This document contains the preliminary draft structure of the World Telecommunication Development Conference 2017 (WTDC-17).

The preliminary draft is based on the General Rules of conferences, assemblies and meetings of the Union and Resolution 1 (Rev. Dubai, 2014)-Rules of procedure of ITU-D.

**Expected results:**

The document is submitted to RPM-EUR for consideration.

**References:**

General Rules of conferences, assemblies and meetings of the Union, Resolution 1 (Rev. Dubai, 2014)

ANNEX

Draft Structure of the Conference

# Meeting of heads of delegation

**Terms of reference**: in accordance with No. 49 of the General Rules of conferences, assemblies and meetings of the Union, the inaugural meeting of the conference shall be preceded by a meeting of heads of delegation. At this meeting, the heads of delegation shall prepare the agenda for the first plenary meeting and make proposals for the organization, chairmanships and vice-chairmanships of the conference, its committees and, as appropriate, working group(s) of the Plenary.

During WTDC, the heads of delegation shall meet to consider the proposals concerning the work programme and the constitution of study groups in particular, and to draw up proposals concerning the designation of chairmen and vice-chairmen of study groups, TDAG and any other groups established by WTDC.

# Committee 1: Steering Committee

**Terms of reference**: to coordinate all matters connected with the smooth execution of work and to plan the order and number of meetings, avoiding overlapping wherever possible in view of the limited number of members of some delegations.

This committee is composed of the Chairman, and the Vice-Chairmen of the conference and the Chairmen and Vice-Chairmen of the committees and working group(s) of the Plenary.

# Committee 2: Budget Control

**Terms of reference**: to determine the organization and facilities available to the delegates, to examine and approve the accounts for expenditure incurred throughout the duration of the conference and to report to the plenary meeting on the estimated total expenses of the conference, and the estimated financial needs of ITU Telecommunication Development Sector (ITU-D) up to the next World Telecommunication Development Conference (WTDC) and the costs entailed by the execution of the decisions taken by the Conference.

# Committee 3: Objectives

**Terms of reference**: to review and approve the agenda and make proposals for the organization of work; to review and approve the outputs and outcomes for the objectives; to review and agree on the related study group questions and related regional Initiatives and establish appropriate guidelines for their implementation; to review and agree on relevant resolutions; and to ensure that the output is in accordance with a results-based management approach aiming to improve management effectiveness and accountability.

# Committee 4: ITU-D Working Methods

**Terms of reference**: to review and approve the agenda and make proposals for the organization of work; to examine proposals and contributions relating to cooperation among members; to evaluate the working methods and functioning of the ITU-D study groups and Telecommunication Development Advisory Group (TDAG); to assess and identify options for maximizing programme delivery and to approve appropriate changes thereto with a view to strengthening the synergies between study group questions, programmes and regional initiatives; and to submit to the plenary meeting reports, including proposals on the ITU‑D working methods for implementation of the ITU‑D work programme, on the basis of TDAG and study group reports submitted to the conference and the proposals of ITU Member States, ITU‑D Sector Members and Academia.

# Committee 5: Editorial Committee

**Terms of reference**: to perfect the wording of texts arising from WTDC deliberations, such as resolutions, without altering the sense and substance, and align the texts in the official languages of the Union, with a view to their submission for approval to the plenary meetings.

Furthermore, it is suggested to set up Working Group of the Plenary as follows:

Working Group: ITU-D Strategic Plan, WTDC Declaration and Resolutions

Terms of reference: to draw up a draft WTDC Declaration and the input of the ITU-D Sector to the Union’s strategic plan to be adopted at the next Plenipotentiary Conference; to review existing WTDC Resolutions and Recommendations with a view to streamlining them, taking into account the Resolutions in Plenipotentiary Conference and other Sectors as appropriate; and to review member inputs and proposals on amendments and new resolutions.

## Explanatory note

In accordance with No. 63 of the General Rules of conferences, assemblies and meetings of the Union, the plenary meeting of the World Telecommunication Development Conference may set up committees to consider matters referred to the conference.

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