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| --- | --- | --- |
| Logo  Description automatically generated | **Telecommunication DevelopmentAdvisory Group (TDAG)****28th Meeting, Virtual, 24-28 May 2021** | A close up of a sign  Description automatically generated |
|  |  |
|  | **Document TDAG-21/INF/4-E** |
|  | **19 May 2021** |
|  | **English only** |
| Director, Telecommunication Development Bureau |
| Updates to measures and principles for interpretation and translation in ITU |
|  |
| **Summary:** In the context of Resolution 154 of the Plenipotentiary Conference on the use of the six official languages of the Union – Arabic, Chinese, English, French, Russian and Spanish – on an equal footing, “Measures and Principles for interpretation and translation in ITU” are updated by the Sectors through their Sector advisory groups and by the General Secretariat. They are then reviewed by the Council Working Group on Languages and, subsequently, approved by the Council. These measures and principles were adopted by the Council in May 2014 and are set out in [Document C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en).This document contains updates to the measures and principles governing interpretation and translation in the ITU Telecommunication Development Sector (ITU-D) as set forth in Section 3 of [Document C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en),reproduced here for ease of reference. **Action required:** This document is provided for information. At the next TDAG meeting, TDAG will be invited to consider this document and approve the proposed updates in Section 3 of Document C14/INF/4.**References:** [Document C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en)  |

**Background**

In May 2014, the Council adopted “Measures and Principles for interpretation and translation in ITU” proposed by the three ITU Sectors through their advisory groups and the General Secretariat, taking into consideration the financial constraints, and bearing in mind the objective of full implementation of the use of the six official languages of the Union on an equal footing in line with Resolution 154 of the Plenipotentiary Conference. These measures and principles are set out in Document C14/INF/4-E. Those pertaining to the ITU Telecommunication Development Sector (ITU-D) are contained in Section 3 of that Document and are reproduced here for ease of reference.

**The need for a review**

The Group on the Study and Evaluation of Translation Procedures, in which all three ITU Sectors and the General Secretariat are represented, agreed, at its 10th meeting in October 2020 that there is a need to review these measures and principles in the light of developments that have occurred since 2014.

**Proposed updates**

In that regard, the following proposed updates have been made to Section 3 of Document C14/INF/4:

* The interregional meetings (IRMs) introduced by TDAG since March 2021, as an integral part of the WTDC preparatory process, have been added to this section, along with their interpretation and translation requirements.
* The footnote on interpretation for rapporteur group meetings of ITU-D study groups has been deleted and replaced with an instruction to comply with WTDC Resolution 1, thus removing the ambiguity and discrepancy between the footnote and this resolution.
* New global events, as well as global and regional publications arising from the WTDC -17 Action Plan have been added to this section.

These, and any further updates, will be consolidated with proposals from the two other Sectors and the General Secretariat in an annex to the Secretary-General’s report to the Council Working Group on Languages (CWG-LANG) meeting in early 2022 for endorsement and submission to Council-22 for approval.

**Action required**

TDAG is invited to consider this document and approve the proposed updates in Section 3 of Document C14/INF/4.

**Updated extract of Section 3,** [**Document C14/INF/4**](https://www.itu.int/md/S14-CL-INF-0004/en)

**Telecommunication Development Sector (ITU-D)**

| **ITU-D**  | *Languages* | *Remarks* |
| --- | --- | --- |
|  | *E* | *A* | *C* | *S* | *F* | *R* |  |
| * **WTDC**
 |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | Subject to deadlines identified in WTDC Resolution 1 |
| Temporary documents | x | x | x | x | x | x |  |
| Agenda | x | x | x | x | x | x |  |
| Information document |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions included in the Final Report | x | x | x | x | x | x |  |
| Recommendations included in the Final Report | x | x | x | x | x | x |  |
| Final report | x | x | x | x | x | x |  |
| Administrative documents | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Multiple destination letters: text and annexes | x | x | x | x | x | x |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x | x | x | x | x | x |  |
| Administrative templates | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
|  |  |  |  |  |  |  |  |
| * **Regional preparatory meetings**
 |  |  |  |  |  |  |  |
| Regional preparatory meeting for the Arab States |  |  |  |  |  |  |  |
| Interpretation | x | x |  |  | x |  |  |
| Contributions | x | x |  |  | x |  | Subject to deadlines identified in WTDC Resolution 1 |
| Temporary documents | x |  |  |  |  |  | Original language(s) |
| Agenda | x | x |  |  | x |  |  |
| Information document |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions included in Final Report | x | x |  |  | x |  |  |
| Recommendations included in Final Report | x | x |  |  | x |  |  |
| Final report | x | x |  |  | x |  |  |
| Administrative Circular (text and annexes) | x | x |  |  | x |  |  |
| Multiple destination letters: text and annexes | x | x |  |  | x |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x | x |  |  | x |  |  |
| Promotional material | x | x |  |  | x |  |  |
| Information to delegates | x | x |  |  | x |  |  |
| Administrative templates | x | x |  |  | x |  |  |
| Webpage | x | x |  |  | x |  |  |
| Regional preparatory meeting for Africa |  |  |  |  |  |  |  |
| Interpretation | x |  |  |  | x |  |  |
| Contributions | x |  |  |  | x |  | Subject to deadlines identified in WTDC Resolution 1 |
| Temporary documents |  |  |  |  |  |  | Original language(s) |
| Agenda | x |  |  |  | x |  |  |
| Information document |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants |  |  |  |  |  |  |  |
| Resolutions | x |  |  |  | x |  | included in the Final Report |
| Recommendations | x |  |  |  | x |  | included in the Final Report |
| Final report | x |  |  |  | x |  |  |
| Administrative documents |  |  |  |  |  |  |  |
| Administrative Circular (text and annexes) | x |  |  |  | x |  |  |
| Multiple destination letters: text and annexes | x |  |  |  | x |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  |  | x |  |  |
| Promotional material | x |  |  |  | x |  |  |
| Information to delegates | x |  |  |  | x |  |  |
| Administrative templates | x |  |  |  | x |  |  |
| Webpage | x |  |  |  | x |  |  |
|  |  |  |  |  |  |  |  |
| Regional preparatory meeting for Europe |  |  |  |  |  |  |  |
| Interpretation | x |  |  | x | x |  |  |
| Contributions | x |  |  | x | x |  | Subject to deadlines identified in WTDC Resolution 1 |
| Temporary documents |  |  |  |  |  |  | Original language(s) |
| Agenda | x |  |  | x | x |  |  |
| Information document |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions | x |  |  | x | x |  | included in the Final Report |
| Recommendations | x |  |  | x | x |  | included in the Final Report |
| Final report | x |  |  | x | x |  |  |
| Administrative Circular (text and annexes) | x |  |  | x | x |  |  |
| Multiple destination letters: text and annexes | x |  |  | x | x |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  | x | x |  |  |
| Promotional material | x |  |  | x | x |  |  |
| Information to delegates | x |  |  | x | x |  |  |
| Administrative templates | x |  |  | x | x |  |  |
| Webpage | x |  |  | x | x |  |  |
|  |  |  |  |  |  |  |  |
| Regional preparatory meeting for CIS |  |  |  |  |  |  |  |
| Interpretation | x |  |  |  |  | x |  |
| Contributions | x |  |  |  |  | x | Subject to deadlines identified in WTDC Resolution 1 |
| Temporary documents |  |  |  |  |  |  | Original language(s) |
| Agenda | x |  |  |  |  | x |  |
| Information document |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions | x |  |  |  |  | x | included in the Final Report |
| Recommendations | x |  |  |  |  | x | included in the Final Report |
| Final report | x |  |  |  |  | x |  |
| Administrative Circular (text and annexes) | x |  |  |  |  | x |  |
| Multiple destination letters: text and annexes | x |  |  |  |  | x |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  |  |  | x |  |
| Promotional material | x |  |  |  |  | x |  |
| Information to delegates | x |  |  |  |  | x |  |
| Administrative templates | x |  |  |  |  | x |  |
| Webpage | x |  |  |  |  | x |  |
|  |  |  |  |  |  |  |  |
| Regional preparatory meeting for the Americas |  |  |  |  |  |  |  |
| Interpretation | x |  |  | x |  |  |  |
| Contributions | x |  |  | x |  |  | Subject to deadlines identified in WTDC Resolution 1 |
| Temporary documents |  |  |  |  |  |  | Original language(s) |
| Agenda | x |  |  | x |  |  |  |
| Information document |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions | x |  |  | x |  |  | included in the Final Report |
| Recommendations | x |  |  | x |  |  | included in the Final Report |
| Final report | x |  |  | x |  |  |  |
| Administrative Circular (text and annexes) | x |  |  | x |  |  |  |
| Multiple destination letters: text and annexes | x |  |  | x |  |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  | x |  |  |  |
| Promotional material | x |  |  | x |  |  |  |
| Information to delegates | x |  |  | x |  |  |  |
| Administrative templates | x |  |  | x |  |  |  |
| Webpage | x |  |  | x |  |  |  |
|  |  |  |  |  |  |  |  |
| Regional preparatory meeting for Asia-Pacific |  |  |  |  |  |  |  |
| Interpretation | x |  | x |  |  |  |  |
| Contributions | x |  | x |  |  |  | Subject to deadlines identified in WTDC Resolution 1 |
| Temporary documents | x |  |  |  |  |  | Original language(s) |
| Agenda | x |  | x |  |  |  |  |
| Information document | x |  |  |  |  |  | Original language(s) |
| Information slides | x |  |  |  |  |  | Original language(s) |
| List of participants | x |  | x |  |  |  |  |
| Resolutions | x |  | x |  |  |  | included in the Final Report |
| Recommendations | x |  | x |  |  |  | included in the Final Report |
| Final report | x |  | x |  |  |  |  |
| Administrative Circular (text and annexes) | x |  | x |  |  |  |  |
| Multiple destination letters: text and annexes | x |  | x |  |  |  |  |
| Correspondence with host countries | x |  | x |  |  |  |  |
| Announcements/media material | x |  | x |  |  |  |  |
| Promotional material | x |  | x |  |  |  |  |
| Information to delegates | x |  | x |  |  |  |  |
| Administrative templates | x |  | x |  |  |  |  |
| Webpage | x |  | x |  |  |  |  |
|  |  |  |  |  |  |  |  |
| RPMs coordination meeting |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | Subject to deadlines identified in WTDC Resolution 1 |
| Temporary documents |  |  |  |  |  |  | Original language(s) |
| Agenda | x | x | x | x | x | x |  |
| Information document |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| Recommendations/Resolutions | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| * **Interregional meetings (IRMs)**
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | Subject to deadlines identified in WTDC Resolution 1 |
| Temporary documents |  |  |  |  |  |  | Original language(s) |
| Agenda | x | x | x | x | x | x |  |
| Information document |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| Recommendations/Resolutions | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| * **Study groups**
 |  |  |  |  |  |  |  |
| * 1. Annual meeting
 |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions for action | x | x | x | x | x | x | If received at least two months prior to the meeting. Subject to deadlines identified in WTDC Resolution 1 |
| Contributions for information |  |  |  |  |  |  | Original language(s) as provided by the author unless considered as of extreme importance. Summaries of documents for information should be translated in six languages. Subject to deadlines identified in WTDC Resolution 1 |
| Delayed contributions |  |  |  |  |  |  | Original language(s) as provided by the author provided they are received at least seven days prior to the meeting. Subject to deadlines identified in WTDC Resolution 1 |
| Temporary document |  |  |  |  |  |  | Original language(s) |
| Liaison statement |  |  |  |  |  |  | Original language(s) |
| Background document |  |  |  |  |  |  | Original language(s) as provided by the author.  |
| Information slides |  |  |  |  |  |  | Original language(s) provided by the author |
| List of participants | x |  |  |  |  |  |  |
| Progress reports | x | x | x | x | x | x | If intended for a study group meeting and received at least one month prior to the meeting. Subject to deadlines identified in WTDC Resolution 1 |
| Rapporteurs’ meeting reports | x | x | x | x | x | x | If intended for a study group meeting and received at least one month prior to the meeting. Subject to deadlines identified in WTDC Resolution 1 |
| Study group meeting reports | x | x | x | x | x | x |  |
| Output reports | x | x | x | x | x | x |  |
| Final report and guidelines | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Correspondence |  |  |  |  |  |  | Based on need |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x |  |  |  |  |  |  |
| Administrative templates | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
|  |  |  |  |  |  |  |  |
| * 1. Rapporteur group meetings
 |  |  |  |  |  |  |  |
| Interpretation |  |  |  |  |  |  | As requested by participants in line with WTDC Resolution 1 |
| Contributions for action |  |  |  |  |  |  | Subject to deadlines identified in WTDC Resolution 1. |
| Contributions for information |  |  |  |  |  |  | Original language(s) as provided by the author unless considered as of extreme importance. Summaries of documents for information should be translated into the languages of the meeting. |
| Delayed contributions |  |  |  |  |  |  | Original language(s) as provided by the author provided they are received at least seven days prior to the meeting. Subject to deadlines identified in WTDC Resolution 1. |
| Temporary document |  |  |  |  |  |  | Original language(s) |
| Liaison statement |  |  |  |  |  |  | Original language(s) |
| Background document |  |  |  |  |  |  | Original language(s) as provided by the author.  |
| Information slides |  |  |  |  |  |  | Original language(s) as provided by the author |
| List of participants | x |  |  |  |  |  |  |
| Meeting reports |  |  |  |  |  |  | As requested by participants2 |
| Questionnaires | x | x | x | x | x | x | Online only |
| Final report and guidelines | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Correspondence |  |  |  |  |  |  | Based on need |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * **TDAG**
 |  |  |  |  |  |  |  |
| * 1. Annual meeting
 |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions  | x | x | x | x | x | x | Subject to deadlines identified in WTDC Resolution 1. |
| Delayed contributions |  |  |  |  |  |  | Original language(s) as provided by the author provided they are received at least seven days prior to the meeting. Subject to deadlines identified in WTDC Resolution 1. |
| Contribution for information | x |  |  |  |  |  | Original language(s) as provided by the author unless considered by the meeting as of extreme importance. Summaries of documents for information should be translated in six languages. |
| Temporary document |  |  |  |  |  |  | Original language(s) |
| Liaison statement |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) as provided by the author |
| Final Report | x | x | x | x | x | x |  |
| Multiple destination letters (text and annex)  | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Correspondence  | x | x | x | x | x | x |  |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x | x | x | x | x | x |  |
| List of participants | x |  |  |  |  |  |  |
| Administrative templates | x | x | x | x | x | x |  |
|  |  |  |  |  |  |  |  |
| * 1. Working groups of TDAG
 |  |  |  |  |  |  |  |
| Contributions  | x |  |  |  |  |  | As requested by participants2 |
| Temporary documents |  |  |  |  |  |  | Original language(s) |
| Liaison statement |  |  |  |  |  |  | Original language(s) |
| Report to TDAG | x | x | x | x | x | x |  |
|  |  |  |  |  |  |  |  |
| * **Other meetings arising from the Action Plan**
 |  |  |  |  |  |  |  |
| * 1. World Telecommunication/ICT Indicators symposium
 | x | x | x | x | x | x |  |
| * 1. Global Symposium for Regulators
 | x | x | x | x | x | x |  |
| * 1. Global Forum on Emergency Telecommunications
 | x | x | x | x | x | x |  |
| * 1. Global Capacity Building Symposium
 | x | x | x | x | x | x |  |
| * 1. Regional Centres of Excellence (Africa, the Americas, the Arab States, Asia-Pacific, the CIS countries and Europe
 |  |  |  |  |  |  | Depends on the region. See RPMs for reference. |
| * 1. Regional seminars, forums and workshops
 |  |  |  |  |  |  | Depends on the region. See RPMs for reference. |
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| * **Publications produced by BDT**
 |  |  |  |  |  |  |  |
| 7.1 Manuals and handbooks |  |  |  |  |  |  | Based on markets for which the publication is intended. If no particular market (geographic, linguistic or technical) is targeted, they are in six languages. |
| * 1. Global publications
 |  |  |  |  |  |  |  |
| * Guidelines and tools for emergency telecommunications
 | x | x | x | x | x | x |  |
| * Measuring digital development
 | x | x | x | x | x | x |  |
| * ITU facts and figures
 | x | x | x | x | x | x |  |
| * Reports on thematic priorities from the WTDC Action Plan
 | x | x | x | x | x | x |  |
| * World Telecommunication Indicators database
 | x |  |  |  |  |  |  |
| * Yearbook of Statistics
 | x |  |  |  |  |  |  |
| * 1. Regional publications
 |  |  |  |  |  |  |  |
| * Regional ICT trends and initiatives for Africa
 | x |  |  |  | x |  |  |
| * Regional ICT trends and initiatives for Americas
 | x |  |  | x |  |  |  |
| * Regional ICT trends and initiatives for Arab States
 | x | x |  |  | x |  |  |
| * Regional ICT trends and initiatives for CIS countries
 | x |  |  |  |  | x |  |
| * Regional ICT trends and initiatives for Asia-Pacific
 | x |  | x |  |  |  |  |
| * Regional ICT trends and initiatives for Europe
 | x |  |  | x | x |  |  |
| * Policy books
 | x | x | x | x | x | x |  |
| * 1. Case studies
 |  |  |  |  |  |  | According to the language of the country/countries concerned and based on needs. |
| * 1. Promotional material including brochures, flyers, posters, CD-ROM, etc.
 | x | x | x | x | x | x | Unless produced for specific regional events in which case the material would be available in the languages used in the region. See RPMs for reference. |

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