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|  | **Telecommunication Development Advisory Group (TDAG)**  **29th Meeting, Virtual, 8-12 November 2021** | | A close up of a sign  Description automatically generated |
|  | | **Revision 1 to** | |
|  | | **Document TDAG-21/2/20-E** | |
|  | | **24 November 2021** | |
|  | | **Original: English** | |
| Director, Telecommunication Development Bureau | | | |
| Updates to measures and principles for interpretation and translation in ITU | | | |
|  | | | |
| **Summary:**  ITU uses six official languages: Arabic, Chinese, English, French, Russian and Spanish. Interpretation and translation are essential elements of the work of the Union, enabling a common understanding among the entire membership on the important issues they deliberate on. Resolution 154 of the Plenipotentiary Conference calls for use of the six official languages of the Union on an equal footing, and the Council Working Group on Languages (CWG-LANG) monitors progress on the implementation of this resolution.  The measures and principles for interpretation and translation in ITU in force today were proposed by the three Sectors through their Sector advisory groups and the General Secretariat; reviewed and adopted by CWG-LANG; and subsequently approved by the Council at its session in 2014. These measures and principles are contained in the tables set out in [Document C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en).  This document highlights the updates needed to the measures and principles governing interpretation and translation in the ITU Telecommunication Development Sector (ITU-D) as set out in Section III of [Document C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en),reproduced here for ease of reference.  Revision 1 contains the text as modified at the TDAG plenary.  **Action required:**  TDAG is invited to consider this document and approve the proposed updates and revisions to Section III of [Document C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en) (reproduced here as Annex 1) and to provide any further guidance deemed appropriate.  **References:**  [Document C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en);Document [CWG-LANG/11/2](https://www.itu.int/md/S21-RCLCWGLANG11-C-0002/en), 1 December 2020);[*Resolution 154 (Rev. Dubai, 2018)*](https://www.itu.int/en/council/Documents/basic-texts/RES-154-E.pdf)*;* [*Council Resolution 1372 (Rev. 2019)*](http://web.itu.int/md/S19-CL-C-0138/en)*;* [Doc. C09/33(Rev.1)](http://www.itu.int/md/S09-CL-C-0033/en). | | | |

**Background**

The measures and principles for interpretation and translation in ITU in force today were proposed by the three Sectors through their Sector advisory groups and the General Secretariat; reviewed and adopted by the Council Working Group on Languages; and subsequently approved by the Council at its session in 2014. These measures and principles are contained in the tables set out in [Document C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en) and are systematically considered by the secretariat as a benchmark in the delivery of translation and interpretation services for ITU conferences, meetings, documents and publications.

TDAG has consistently underlined the importance that multilingualism as a core value of the Union plays in fulfilling its mandate. At its meeting in May 2021, TDAG underscored the importance of measures and principles for interpretation and translation in ITU and stressed the need to harmonize them across the Union. TDAG, appreciative of the explanation from the secretariat regarding requests for interpretation for non-statutory meetings, decided to consider including this issue in WTDC Resolution 1, which can only be done at the forthcoming World Telecommunication Development Conference (WTDC) in June 2022.

**The need for a review**

The Group on study and evaluation of the translation procedures, agreed, at its 10th meeting in October 2020 that there is a need to review the measures and principles currently in force in the light of developments that have occurred since 2014. It also considered the status of ongoing projects on neural machine translation with human post-editing to translate ITU webpages; web content management; and remote interpretation, particularly in the wake of the COVID-19 pandemic.

Established by a decision of Council-17, the group brings together all three ITU Bureaux (Radiocommunication, Telecommunication Standardization and Telecommunication Development), the General Secretariat and the regional offices and is chaired by the Deputy Secretary-General. Its key mandate is to study the most economically effective solutions for the provision of translation and simultaneous interpretation services at an appropriate cost, while maintaining quality of service.

Concerning the review, the group proposed an action plan with a view to submitting revised measures and principles for interpretation and translation to the 2022 meeting of CWG-LANG.

**Proposed updates**

To that end, TDAG is invited to consider and approve the following proposed updates and other revisions made to Section III of Document C14/INF/4 (Annex 1) and provide any further guidance deemed appropriate:

* Incorporation of interregional meetings (IRMs), along with their interpretation and translation requirements. IRMs were introduced as an integral part of the WTDC preparatory process in March 2021, following a decision of TDAG.
* Revision of the footnote on interpretation for rapporteur group meetings of ITU-D study groups. The revised footnote would then be moved to WTDC Resolution 1 as a provision and would also apply to non-statutory meetings for which interpretation is foreseen in all six languages.   
  Note: At present, this footnote is the only reference for requests for interpretation. It would be desirable to simplify it and make it an integral part of WTDC Resolution 1 for better clarity and enforcement.
* Deletion of events that no longer exist, for example: the “Connect the World” global event and “Regional Connect Summit” series.
* Deletion of publications that have been replaced by others for example: “Trends in Telecommunications reform”.

**Annex 1**

**Updated extract of Section III,** [**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 established in WTDC Resolution 1 and PP Resolution 165 | |
| 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 established in WTDC Resolution 1 | |
| Temporary documents | x |  |  |  |  |  |  | |
| 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 established in WTDC Resolution 1 and PP Resolution 165 | |
| Temporary documents | x |  |  |  |  |  |  | |
| 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 established in WTDC Resolution 1 and PP Resolution 165 | |
| Temporary documents | x |  |  |  |  |  |  | |
| 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 established in WTDC Resolution 1 and PP Resolution 165 | |
| Temporary documents | x |  |  |  |  |  |  | |
| 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 established in WTDC Resolution 1 and PP Resolution 165 | |
| Temporary documents | x |  |  |  |  |  |  | |
| 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 established in WTDC Resolution 1 and PP Resolution 165 | |
| Temporary documents | x |  |  |  |  |  |  | |
| 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 established in WTDC Resolution 1 and PP Resolution 165 | |
| Temporary documents | x |  |  |  |  |  |  | |
| 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 established in WTDC Resolution 1 | |
| Temporary documents | x |  |  |  |  |  |  | |
| 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 45 calendar days prior to the meeting, they are translated. If received less than 45 calendar days but at least 12 calendar days before a meeting, they are published but not translated. Subject to deadlines established in WTDC Resolution 1 | |
| Contributions for information |  |  |  |  |  |  | Original language(s) as provided by the author unless considered as of extreme importance. A list providing summaries of information documents shall be translated in all the official languages. Subject to deadlines established in WTDC Resolution 1 | |
|  |  |  |  |  |  |  |  | |
| Temporary document | x |  |  |  |  |  |  | |
| Liaison statement | x |  |  |  |  |  |  | |
| 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 45 calendar days prior to the meeting. Subject to deadlines established in WTDC Resolution 1 | |
| Meeting reports prepared by rapporteurs | x | x | x | x | x | x | If intended for a study group meeting and received at least [45 calendar days prior to the meeting.] Subject to deadlines established 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 |  |  |  |  |  |  | If received at least 45 calendar days prior to the meeting, they are translated. If received less than 45 calendar days but at least 12 calendar days before a meeting, they are published but not translated. Subject to deadlines established in WTDC Resolution 1. | |
| Contributions for information |  |  |  |  |  |  | Original language(s) as provided by the author unless considered as of extreme importance. A list providing summaries of information documents should be translated into the languages of the meeting. | |
|  |  |  |  |  |  |  |  | |
| Temporary document | X |  |  |  |  |  |  | |
| Liaison statement | X |  |  |  |  |  |  | |
| 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 | If received at least 45 calendar days prior to the meeting, they are translated. If received less than 45 calendar days but at least 12 calendar days before a meeting, they are published but not translated. Subject to deadlines established 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. A list of summaries of information documents should be translated in six languages. | |
| Temporary document | x |  |  |  |  |  |  | |
| Liaison statement | x |  |  |  |  |  |  | |
| 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 |  |  |  |  |  |  | |
| Temporary documents | x |  |  |  |  |  |  | |
| Liaison statement | x |  |  |  |  |  |  | |
| 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 | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). | |
| * 1. Global Symposium for Regulators | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). | |
| * 1. Global Forum on Emergency Telecommunications | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). | |
| * 1. Global Capacity Building Symposium | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). | |
| * 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 [priorities] for Africa | x |  |  |  | x |  |  | |
| * Regional ICT trends and initiatives [priorities] for Americas | x |  |  | x |  |  |  | |
| * Regional ICT trends and initiatives [priorities] for Arab States | x | x |  |  | x |  |  | |
| * Regional ICT trends and initiatives [priorities] for CIS countries | x |  |  |  |  | x |  | |
| * Regional ICT trends and initiatives [priorities] for Asia and the Pacific | x |  | x |  |  |  |  | |
| * Regional ICT trends and initiatives [priorities] 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, and CD-ROMs. | 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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