Second Inter-Regional Meeting (IRM-2) to prepare for the WTDC-25

Virtual, 29 September 2025

Document IRM25-2/INF/6-E
28 September 2025
English only

Director, Telecommunication Development Bureau

Documentation, workflows and support tools

This information document contains a presentation that provides an overview of the structure, documentation practices, established workflows, and support tools relevant to the Second Inter-Regional Meeting (IRM-2) in preparation for WTDC-25. It aims to facilitate effective coordination among participants by outlining key procedural elements and available resources for the Membership.

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WTDC-25: Structure, documentation, workflows and support tools

WTDC-25 Documentation

1. Introduction
2. Structure, documentation and workflow
3. Support tools and processes

WTDC-25 Objectives and Outputs

The WTDC establishes the plan of action for the Telecommunication Development Bureau for the following four years. It does so through a number of outputs:

- Declaration
- ITU-D Action Plan
- Regional Initiatives
- Resolutions
- Recommendations
- Study Group Questions (SG1&2)

WTDC-25 Preparations

- Work of the TDAG;
- ITU-organized six Regional Preparatory Meetings (RPMs) and Coordination Meeting;
- Two Inter-regional Meetings (IRMs) to prepare WTDC-25;
- Briefing sessions organized in conjunctions with RTOs;

WTDC-25 Theme

- Theme of WTDC-25: “Universal, meaningful, and affordable connectivity for an inclusive and sustainable digital future”

Important deadlines

*Please refer to ITU-D CL 59: [59] Candidates for chairs and vice-chairs of the Telecommunication Development Advisory Group (TDAG) and ITU-D study groups for 2026-2029 and [75] Extension of deadline for Candidates for chairs and vice-chairs of the Telecommunication Development Advisory Group (TDAG) and ITU-D study groups for 2026-2029

WTDC-25 Documentation

1. Introduction
2. Structure, documentation and workflow
3. Processes and Support tools

Proposed Conference structure as approved by TDAG (14 May 2025)

COMMITTEE 1	COMMITTEE 2	COMMITTEE 3	COMMITTEE 4	COMMITTEE 5	Meetings of Heads of Delegation	WORKING GROUP OF THE PLENARY (WG-PL)
Steering Committee (Sec.: A.Gulati)	Budget Control (Sec.: A.Ba)	Objectives (Sec.: S. Maddens)	ITU-D Working Methods (Sec.: M. Obiso)	Editorial Committee (Sec.: N. Takesh)	HODs	ITU Contribution to Strategic Plan and WTDC Declaration (Sec.: J. Ponder)

Ad hoc groups will be created by the committees, as required

WTDC-25 proposed time management plan (TMP)

V2 27 August 2025

WTDC-25 Draft Time Management Plan *

	Morning 08h30-12h30	Break 12h30-14h30	Afternoon 14h30-17h30	Late Afternoon 17h30-19h00	
	08h00-20h00 Registration				
11/16/2025 Sunday	10h00-11h30 Global Youth Celebration	12h30-15h30 Global Youth Celebration Experience 12h30-15h30 Global Youth Celebration Experience	16h00-17h00 Global Youth Celebration Reception	18h30-19h30 Informal meeting of Heads of Delegation 19h30-21h30 ITU-D 30+ Celebration Dinner	
11/17/2025 Monday	08h45-09h45 Meeting of Heads of Delegation 10h30-11h30 Opening Ceremony 11h30-12h30 Plenary - Organizational Matters	12h30-13h30 Press Conference	14h30-15h45 Plenary - High-Level Segment 16h15-17h30 Plenary - High-Level Segment	17h30-18h00 COM1: Steering Committee	Host Country Gala Dinner
11/18/2025 Tuesday	9h30-10h45 WG-PL: ITU-D Strategic Plan and Declaration 11h15-12h30 COM3: Objectives		14h30-15h45 Plenary - High-Level Segment 16h15-17h30 Plenary - High-Level Segment		
11/19/2025 Wednesday	9h30-10h45 WG-PL: ITU-D Strategic Plan and 11h15-12h30 COM4: ITU-D Working Methods		14h30-15h45 COM3: Objectives 16h15-17h30 COM3: Objectives	17h30-18h00 COM2: Budget Control	
11/20/2025 Thursday	09h30-10h45 COM4: ITU-D Working Methods 11h15-12h30 WG-PL: ITU-D Strategic Plan and Declaration		14h30-15h45 COM3: Objectives 16h15-17h30 COM3: Objectives		
11/21/2025 Friday	09h00-10h45 Plenary 11h15-12h00 COM4: ITU-D Working Methods		14h30-15h45 COM3: Objectives 16h15-17h30 COM3: Objectives	17h30-18h00 COM1: Steering Committee 18h00-18h30 COM5: Editorial Committee	
11/22/2025 Saturday					
11/23/2025 Sunday					

11/24/2025 Monday	09h30-10h45 Plenary 11h15-12h30 COM4: ITU-D Working Methods		14h30-15h45 COM3: Objectives 16h15-17h30 COM3: Objectives	17h30-18h00 COM1: Steering Committee
11/25/2025 Tuesday	09h30-10h45 WG-PL: ITU-D Strategic Plan and Declaration 11h15-12h30 COM4: ITU-D Working Methods		14h30-15h45 COM3: Objectives 16h15-17h30 Plenary	17h30-18h30 Meeting of Heads of Delegations
11/26/2025 Wednesday	09h30-10h45 Plenary 11h15-12h30 Plenary		14h30-15h45 Plenary 16h15-17h30 Plenary	17h30-18h00 COM2: Budget Control
11/27/2025 Thursday	09h30-10h45 Plenary 11h15-12h30 Plenary		14h30-15h45 Plenary 16h15-17h30 Plenary	
11/28/2025 Friday	09h00-10h45 Plenary 11h15-12h00 Plenary		14h30-15h45 Plenary 16h15-17h30 Plenary & Closing Ceremony	

* - This is an evolving document, updated regularly in response to volumes of documents received and allocated

Pre-events
High Level Segment - Delivery of Policy
WG-PL
COM1
COM2
COM3
COM4
COM5
HoD meetings

Will be posted as document DT after the HoD meeting

WTDC-25

Documents

WTDC-25 Documents page

Documents Submission of Proposals Letters & Circulars

Documents
(Contributions, Reports, Secretariat)

Agendas (ADM)

Temporary Documents (TDs)
(Committee and Working Group Documents)

Information Documents (INF)

Temporary documents with limited distribuion (DL)
(Ad hoc and informal documents)

Contributions as received

Proposals Management Web

Letters and Circulars on WTDC-25

WTDC-25 Document series and types

Documents/Contributions [C] (normally translated):

- Plenary documents (including white series and blue documents);
- May contain proposals, reports, general Conference information;

Temporary Documents (Documents Temporaires) [DT]:

- Committee documents;
- May contain proposals (translated);

DT with Limited Distribution (DTs à Distribution Limitée) [DL] (not translated):

- Documents for ad hoc groups

Administrative Documents [ADM] (not translated):

- Agendas and other administrative information;

Information [INF] (not translated):

- General information (rarely used)

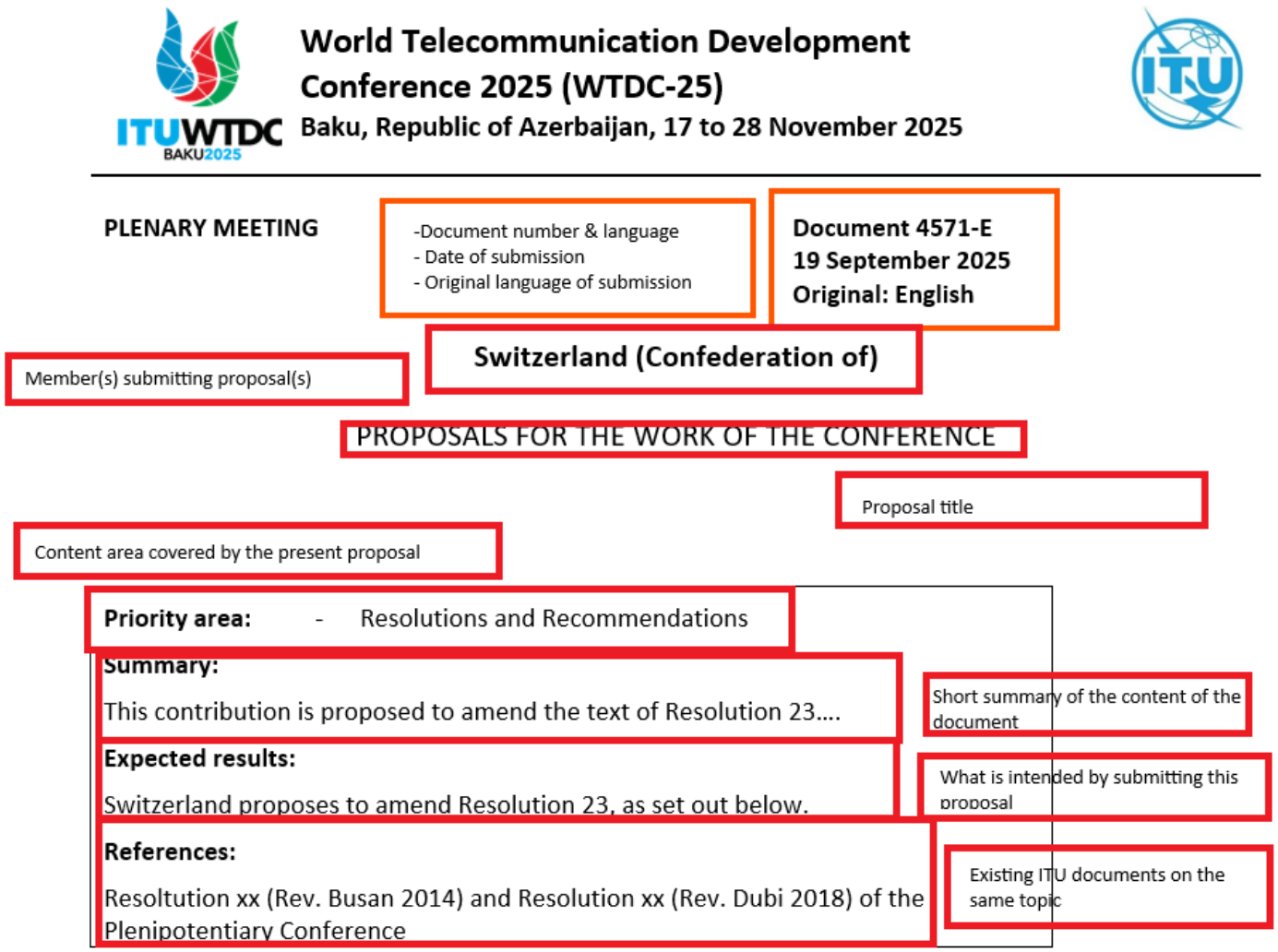
WTDC-25 Document terminology

- **Contribution:** Formal written submission to WTDC in the shape of a document. May contain one or more proposals;
- **Proposal:** Membership input in order to add, modify, retain or delete a Provision;
- **Provision:** Each of the WTDC texts on which membership may submit a proposal (i.e. Action Plan, WTDC Resolution, SG Question);
- **Common proposal:** Proposal put forward by a regional organization as a coordinated regional proposal that individual countries may/may not support;
- **Skeleton/Stack:** Structured list of proposals prepared on the application provided for this purpose (Conference Proposals Interface (CPI));
- **Final report:** Approved outputs of WTDC;
- **Translation:** Conversion of *written* words into another language;
- **Interpretation:** Conversion of *spoken* words into another language.

Proposal types

- **MOD**: Proposal to modify existing provision(s), e.g., addition, deletion or replacement of words or figures. (**(MOD)** indicates editorial modifications only) --- (*use* "track changes").
- **ADD**: Proposal to add a new provision, i.e., a draft new WTDC Resolution, RI or WTDC Resolution (**ADD*** indicates adding a provision with text from elsewhere) --- (*do not use* "track changes").
- **SUP**: Proposal to delete (supress) an existing provision (WTDC Resolution, Recommendation, etc.). **SUP*** indicates a proposal to transfer the text of the suppressed provision elsewhere --- (*do not use* "track changes", only title indicated). Reasons/rationale for deletion need to be given.
- **NOC**: Provision for which no change is proposed --- (do not use "track changes"). **NOC** indicates for a provision to be maintained without change. Reasons/rationale for maintaining the text need to be given.
- **OTHER**: Proposal on general matters not included above.

Anatomy of a proposal: Header



Anatomy of a proposal - MOD

MOD ECP/17A6/1

- MOD: Action type "modify existing provision(s)";
- ECP: Submitter's identifier, e.g., European Common Proposals;
- /17A6: Document number, e.g., Document 17, Addendum 6;
- /1: Proposal number within this document.

~~2021~~)

ion

development conferences

The World Telecommunication Development Conference (Addis-Ababa~~Buenos Aires~~, ~~2017~~2021),

recognising

a) Resolution 58 (Rev. Busan, 2014) of the Plenipotentiary Conference, on strengthening of relations between ITU, regional telecommunication organizations and all Member States without exception, for the regional preparations for the Plenipotentiary Conference;

b) Resolution 25 (Rev. Dubai, 2018) of the Plenipotentiary Conference, on strengthening the regional presence;

considering

a) that the six[1] principal regional organizations ~~regions~~ have coordinated their preparations for this conference through preparatory meetings, and seek close cooperation with the Union;

For MOD files, show changes in revision marks relative to a clearly identified, previously translated text from existing provisions in CPI (for membership).

Anatomy of a proposal – ADD, NOC, SUP

ADD, NOC and SUP proposals should be clean text (no track changes)

STUDY GROUP 1

SUP ACP/24A11/1

QUESTION 1/1

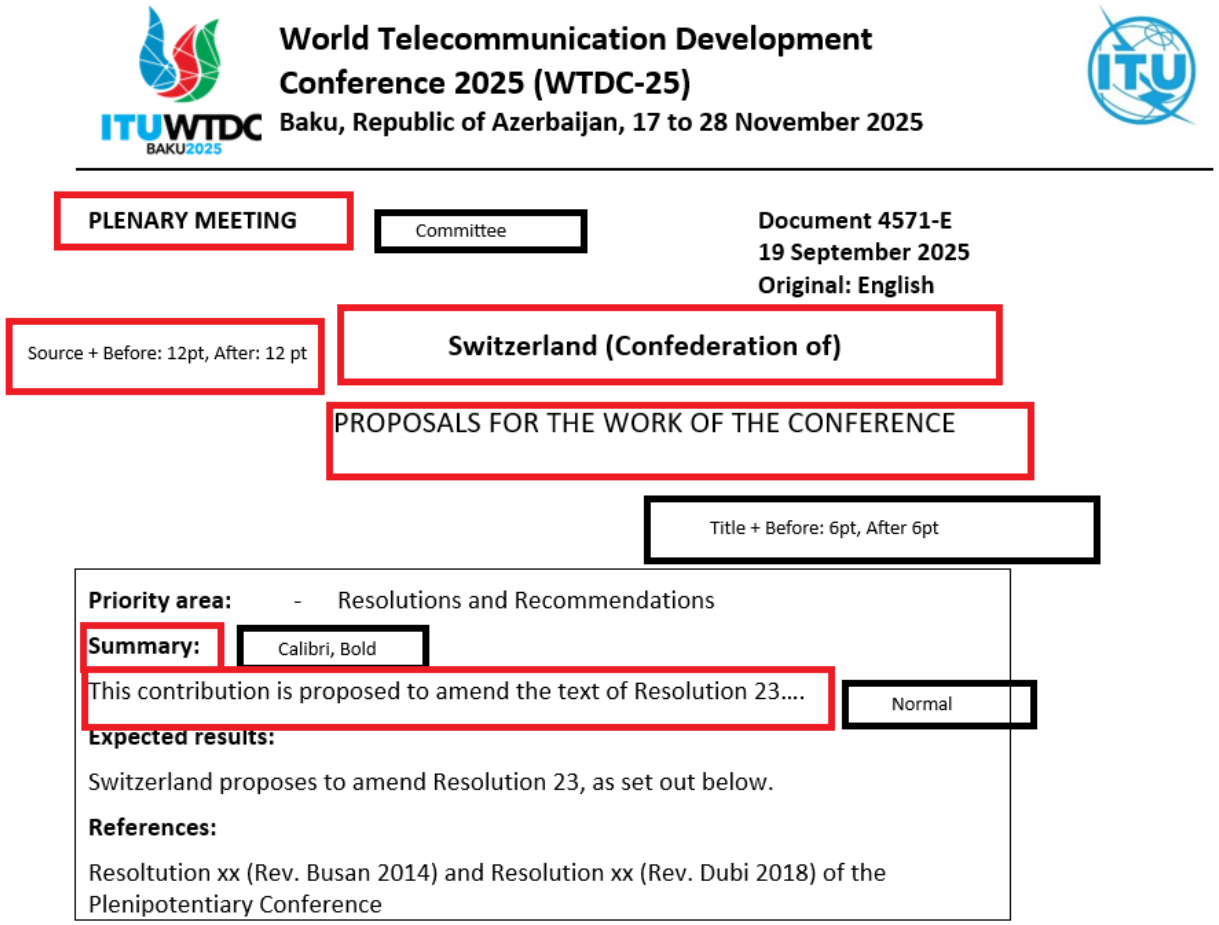
Strategies and policies for the deployment of broadband in developing countries[1]

Reasons: The Member States in the Americas region believe that the content of this Question is no longer relevant.

NOC and SUP proposals include only the provision title and a "Reasons" field.

ADD proposals include only the provisional provision number and the suggested provision text.

WTDC Document styles



World Telecommunication Development Conference 2025 (WTDC-25)
Baku, Republic of Azerbaijan, 17 to 28 November 2025

PLENARY MEETING

Committee

Document 4571-E
19 September 2025
Original: English

Source + Before: 12pt, After: 12 pt

Switzerland (Confederation of)

PROPOSALS FOR THE WORK OF THE CONFERENCE

Title + Before: 6pt, After 6pt

Priority area: - Resolutions and Recommendations

Summary:

Calibri, Bold

This contribution is proposed to amend the text of Resolution 23....

Normal

Expected results:

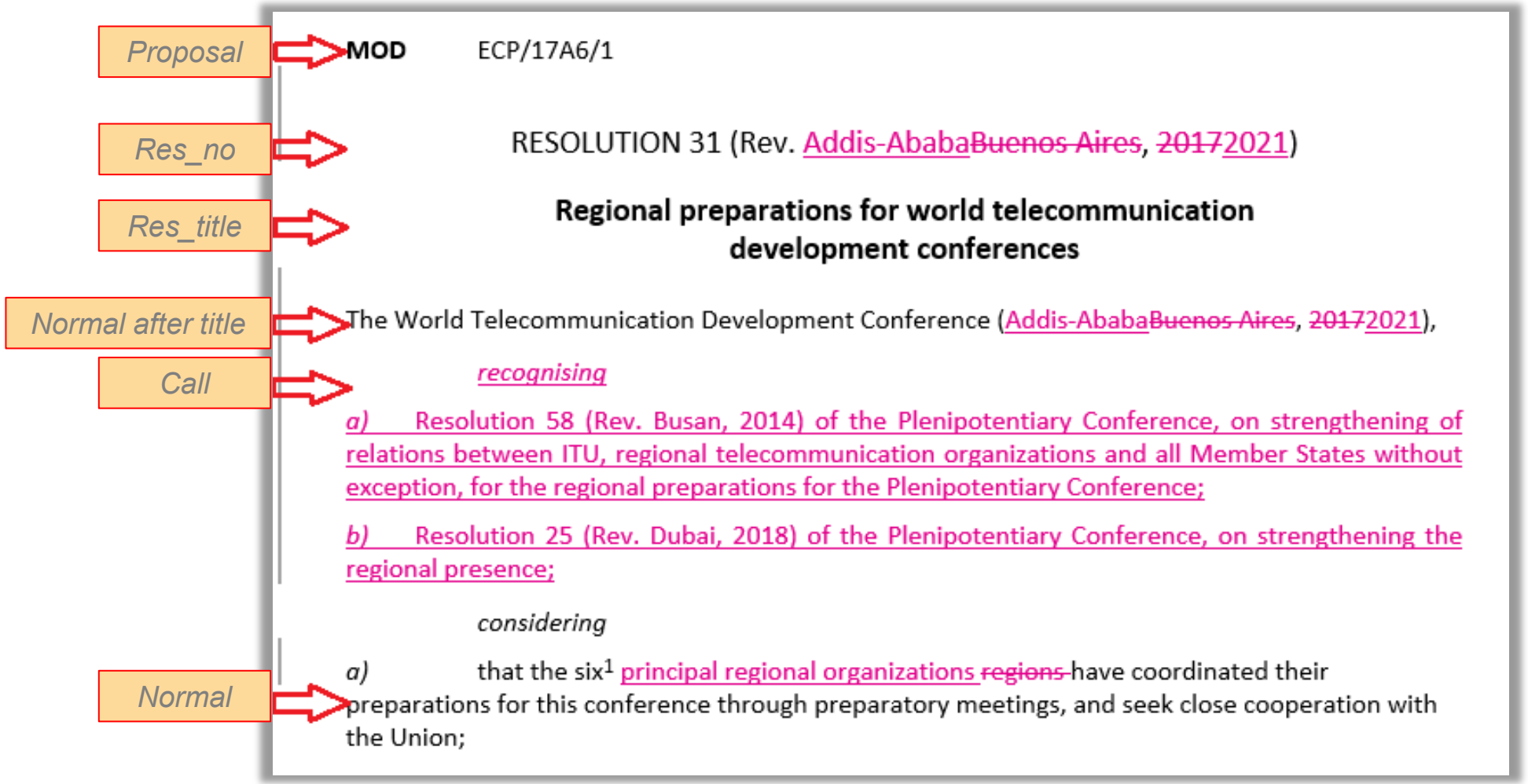
Switzerland proposes to amend Resolution 23, as set out below.

References:

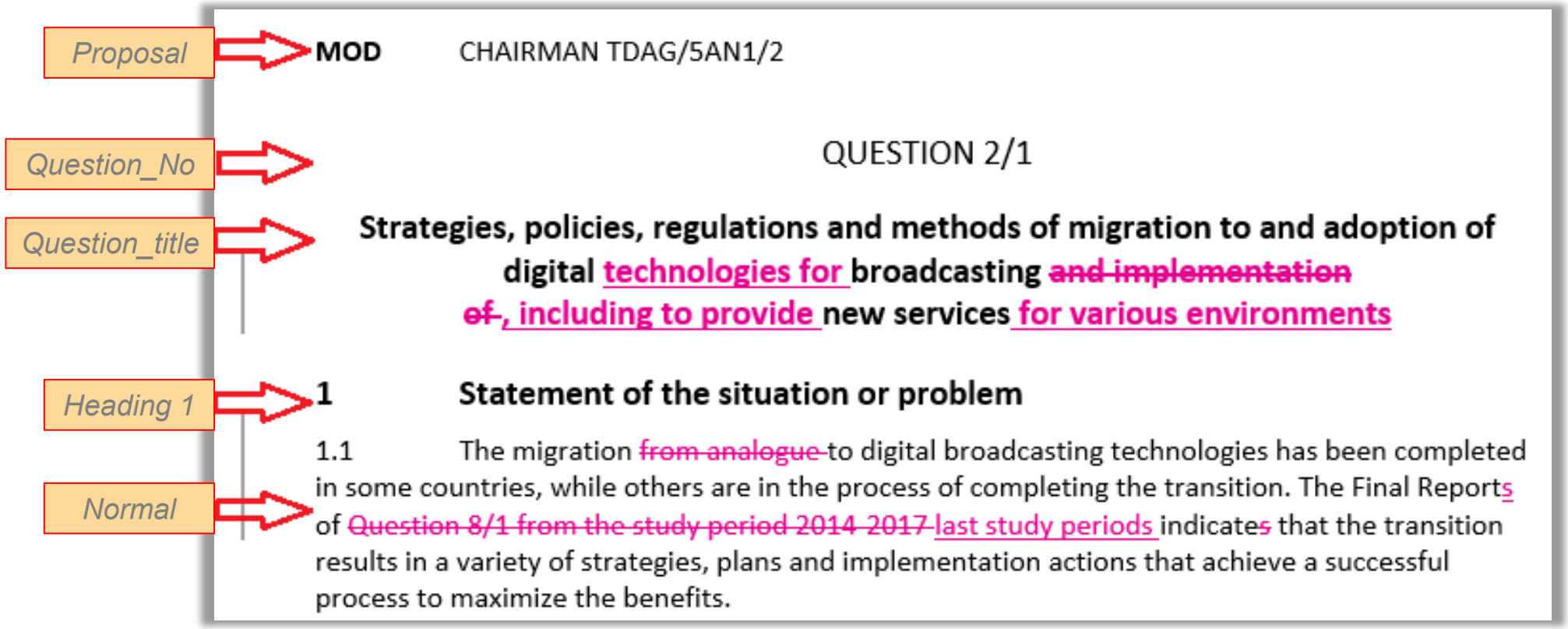
Resoltution xx (Rev. Busan 2014) and Resolution xx (Rev. Dubi 2018) of the Plenipotentiary Conference

WTDC Regional Initiative styles

WTDC Resolution styles



WTDC SG Question styles



At the end of each proposal…

Reasons

SUP* SUI/4293/1

RESOLUTION 61 (Rev. Dubai, 2014)

Appointment and maximum term of office of chairmen and vice-chairmen of study groups in the ITU Telecommunication Development Sector and of the Telecommunication Development Advisory Group

The World Telecommunication Development Conference (Dubai, 2014),

Reasons: The proposal to suppress Resolution 61 is based on the proposal to add most of its text in Resolution 1.

Document workflow: Staff roles

Telecommunication Development Bureau (BDT):

- **Senior management:** High-level – focus on organization, content and vision;
- **Secretaries / Assistants / Counsellors:** Committees, PL-WG and ad hoc groups;
- **DER:** Registration, logistics, etc
- **Docs Control:** Document support and coordination;

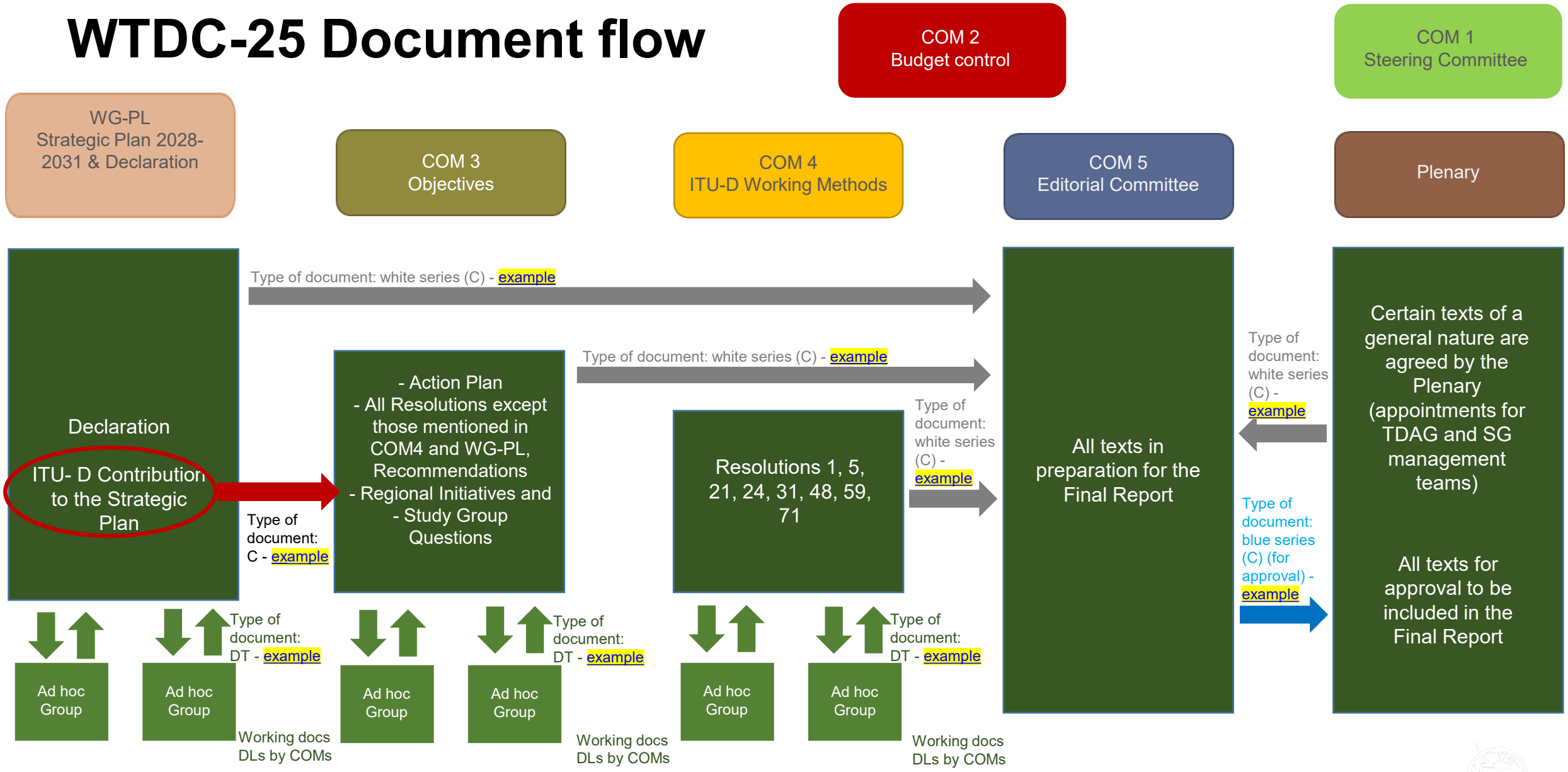
Conferences and Publications (C&P) – six languages:

- **Translation:** Coordination / References / Translators;
- **Pool:** Formatting and preparations of languages other than original in E/F/S;
- **EDMG:** Posting of documents other than originals;
- **Interpreters:** Provide simultaneous interpretation during plenaries and committee meetings;
- There will be **no Repro** at WTDC: no printing at all of documents;

Information Services Department (IS):

- Provision and support of IT infrastructure and systems (gDoc2, DMS, DPM, DHV, CPI)

WTDC-25 Document flow



WTDC-25 Documentation

1. Introduction
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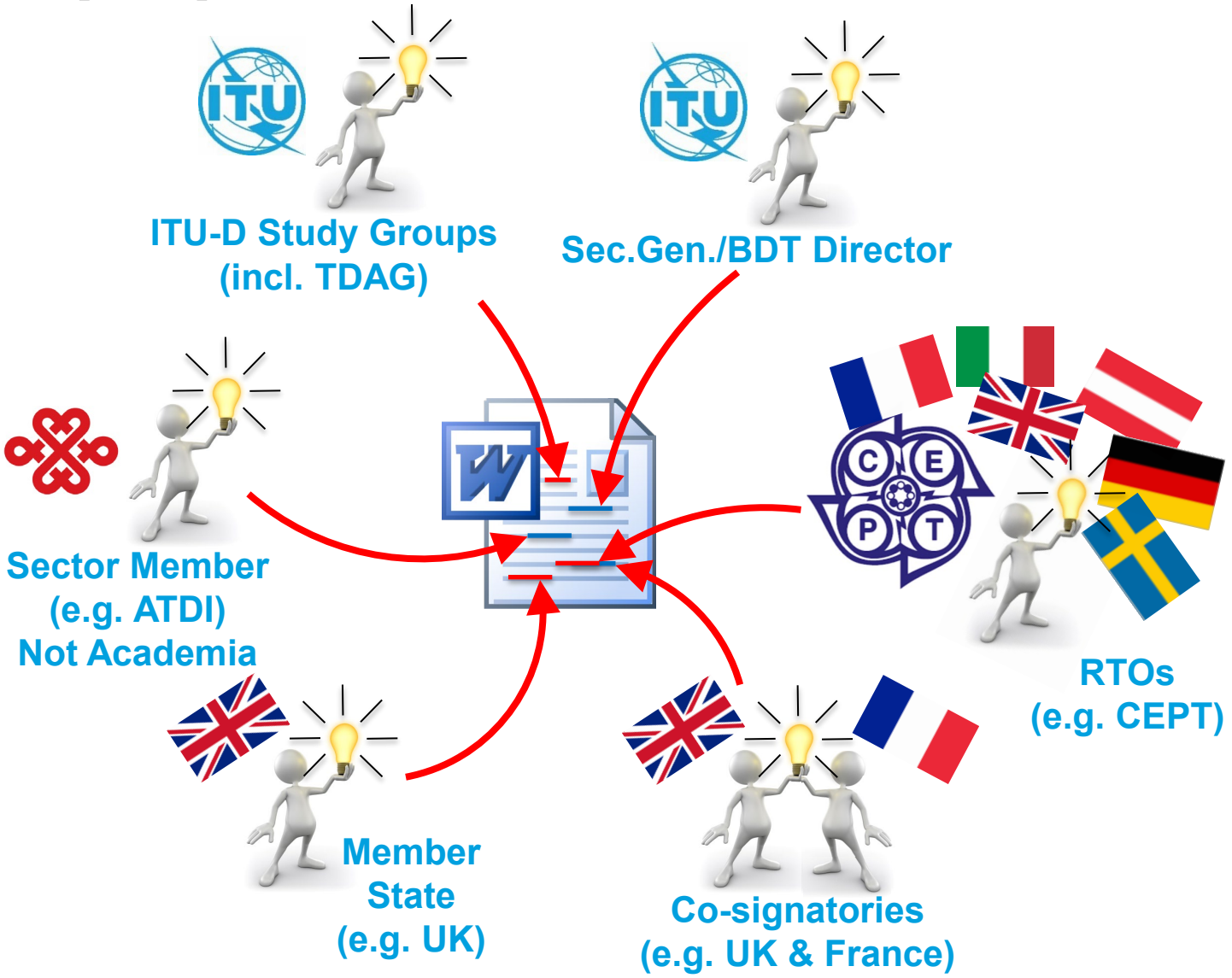
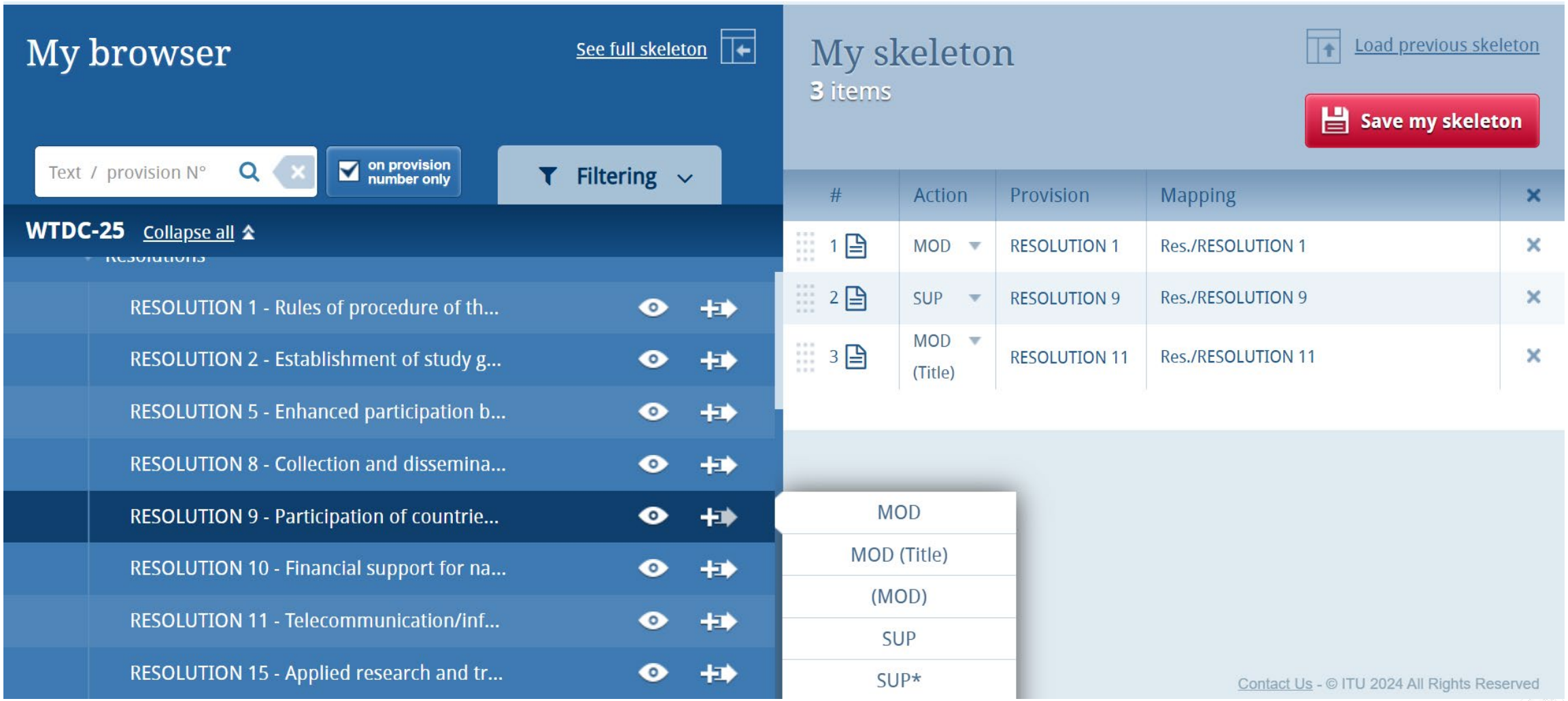
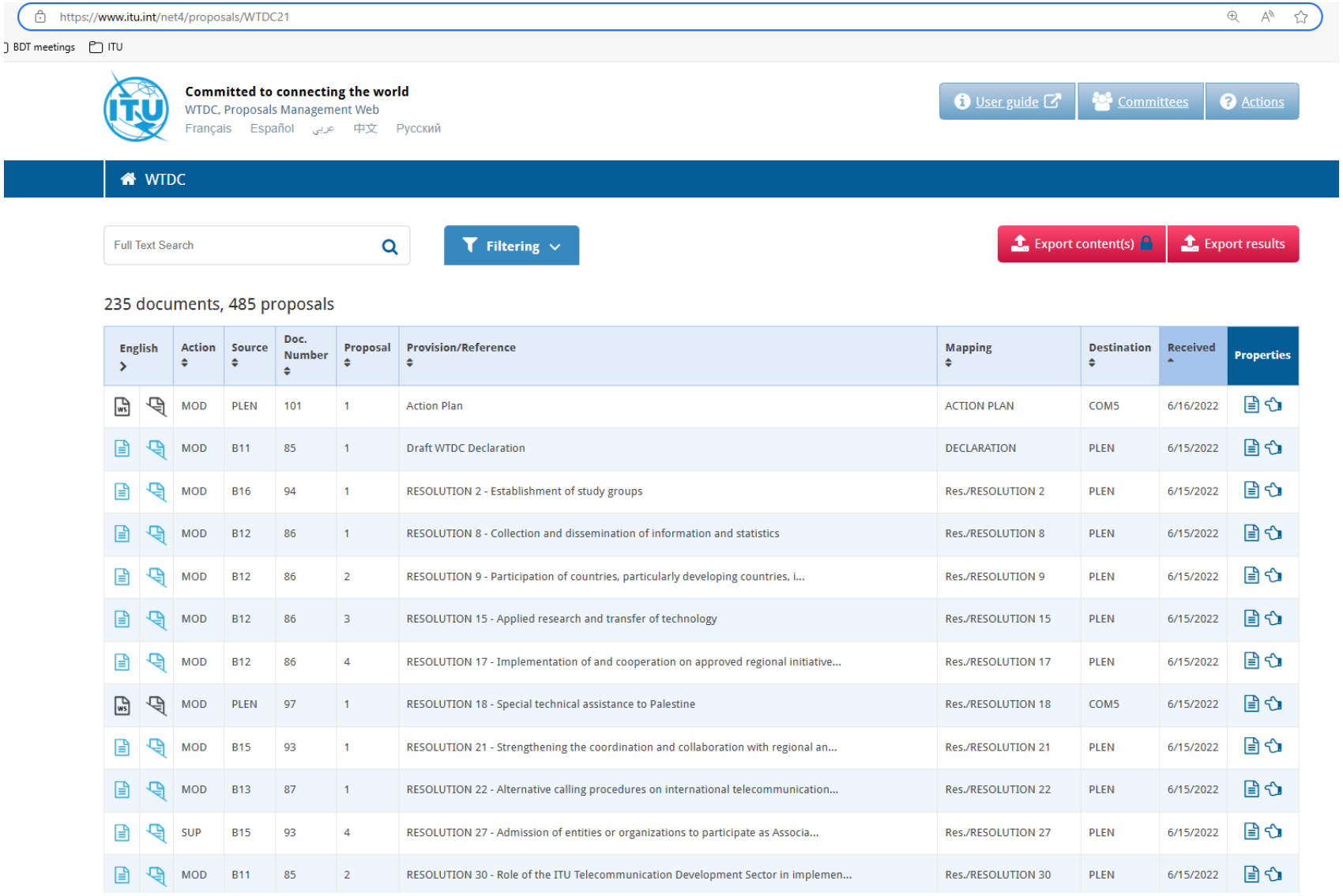
Sources of proposals



Conference Proposals Interface (CPI)

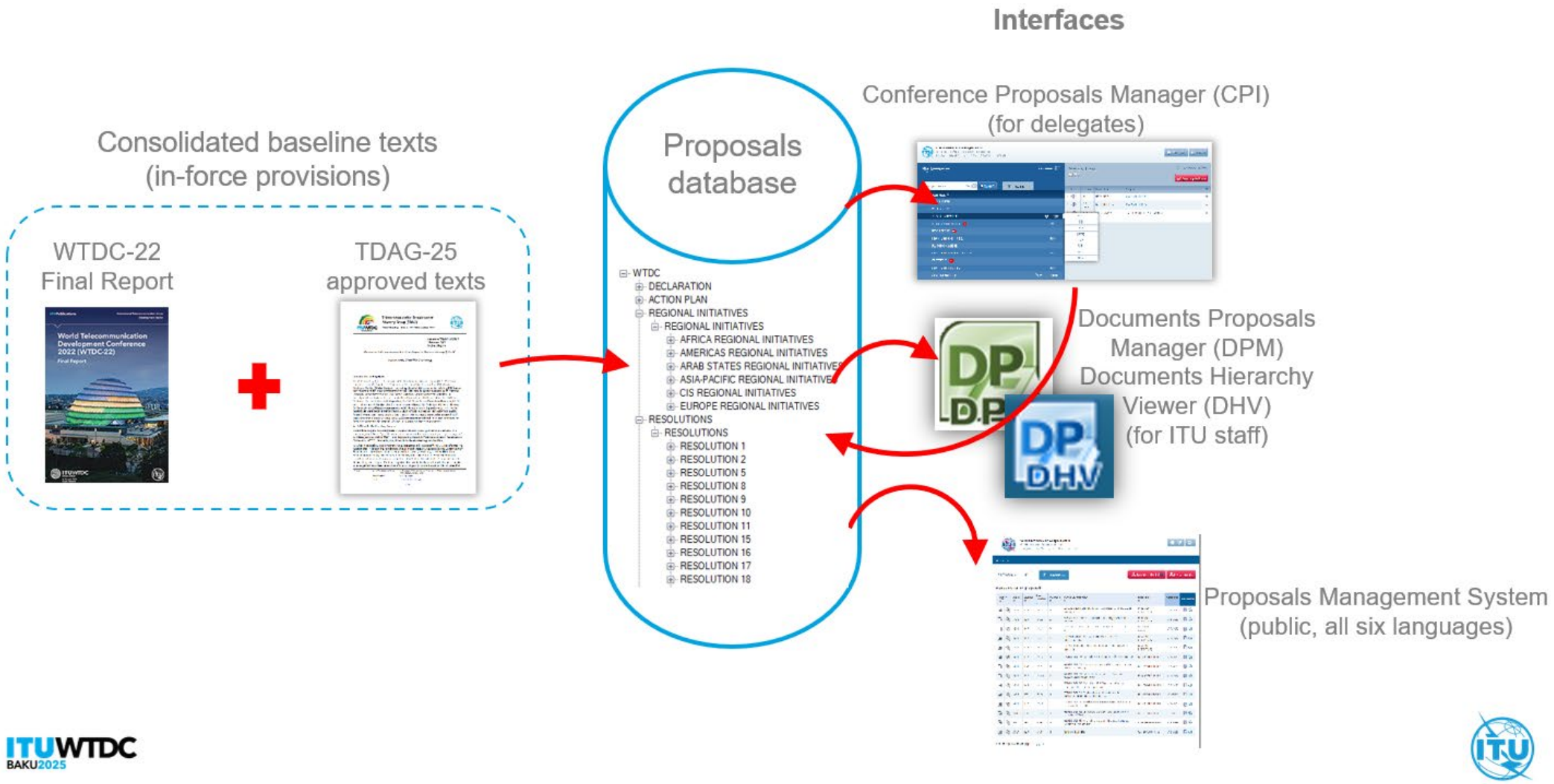


Proposals Management Web

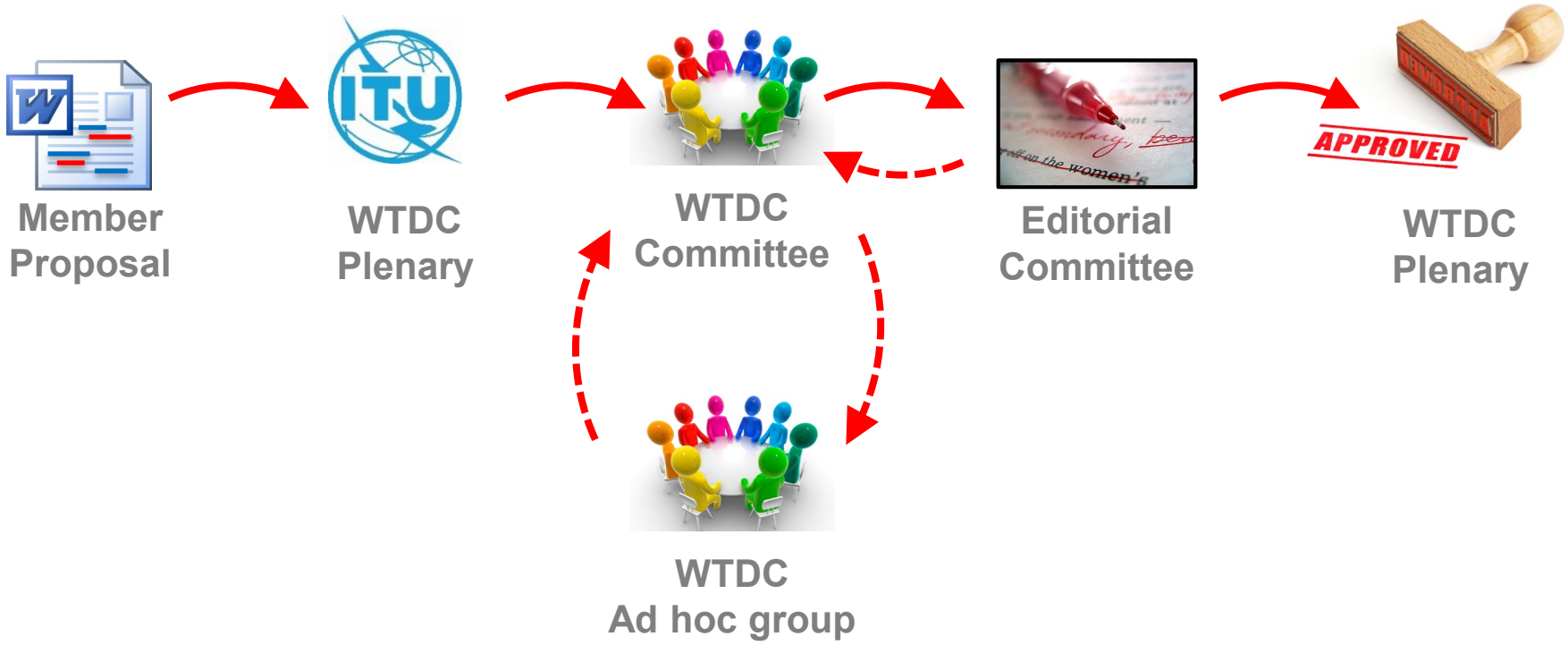


English	Action	Source	Doc. Number	Proposal	Provision/Reference	Mapping	Destination	Received	Properties
	MOD	PLEN	101	1	Action Plan	ACTION PLAN	COM5	6/16/2022	
	MOD	B11	85	1	Draft WTDC Declaration	DECLARATION	PLEN	6/15/2022	
	MOD	B16	94	1	RESOLUTION 2 - Establishment of study groups	Res./RESOLUTION 2	PLEN	6/15/2022	
	MOD	B12	86	1	RESOLUTION 8 - Collection and dissemination of information and statistics	Res./RESOLUTION 8	PLEN	6/15/2022	
	MOD	B12	86	2	RESOLUTION 9 - Participation of countries, particularly developing countries, i...	Res./RESOLUTION 9	PLEN	6/15/2022	
	MOD	B12	86	3	RESOLUTION 15 - Applied research and transfer of technology	Res./RESOLUTION 15	PLEN	6/15/2022	
	MOD	B12	86	4	RESOLUTION 17 - Implementation of and cooperation on approved regional initiative...	Res./RESOLUTION 17	PLEN	6/15/2022	
	MOD	PLEN	97	1	RESOLUTION 18 - Special technical assistance to Palestine	Res./RESOLUTION 18	COM5	6/15/2022	
	MOD	B15	93	1	RESOLUTION 21 - Strengthening the coordination and collaboration with regional an...	Res./RESOLUTION 21	PLEN	6/15/2022	
	MOD	B13	87	1	RESOLUTION 22 - Alternative calling procedures on international telecommunication...	Res./RESOLUTION 22	PLEN	6/15/2022	
	SUP	B15	93	4	RESOLUTION 27 - Admission of entities or organizations to participate as Associa...	Res./RESOLUTION 27	PLEN	6/15/2022	
	MOD	B11	85	2	RESOLUTION 30 - Role of the ITU Telecommunication Development Sector in implemen...	Res./RESOLUTION 30	PLEN	6/15/2022	

WTDC-25 Documentation – Document workflows



Proposal workflow: Simplified



INFORMATION SESSIONS ON WTDC PREPARATIONS BY RTOs - REGIONS - COMPLETED

Region	Date for regional information session for WTDC-25
AFRICA (AFR)	25 August 2025
AMERICAS (AMS)	10 June 2025
ARAB STATES (ARB)	16 July 2025
ASIA-PACIFIC (ASP)	8 July 2025
COMMONWEALTH OF INDEPENDENT STATES (CIS)	20 August 2025
EUROPE (EUR)	2 July 2025

Thank you!

wtdc.documentcontrol@itu.int