

RESOLUTION 1 (Rev. Buenos Aires, 2017)

Rules of procedure of the ITU Telecommunication Development Sector

The World Telecommunication Development Conference (Buenos Aires, 2017),

considering

- a) that the functions, duties and organization of the ITU Telecommunication Development Sector (ITU-D) are described in Articles 21, 22 and 23 of the ITU Constitution and Articles 16, 17, 17A, and 20 of the ITU Convention;
- b) the General Rules of conferences, assemblies and meetings of the Union adopted by the Plenipotentiary Conference, and Resolution 165 (Guadalajara, 2010) of the Plenipotentiary Conference, on deadlines for the submission of proposals and procedures for the registration of participants for conferences and assemblies of the Union;
- c) Resolution 72 (Rev. Busan, 2014) of the Plenipotentiary Conference, on linking strategic, financial and operational planning in ITU,

considering also

- a) that ITU-D shall work, among others, through telecommunication development study groups, the Telecommunication Development Advisory Group (TDAG) and regional and world meetings organized within the framework of the Sector's action plan;
- b) that, in accordance with No. 207A of the Convention, the World Telecommunication Development Conference (WTDC) is authorized to adopt the working methods and procedures for the management of the Sector's activities in accordance with No. 145A of the Constitution;
- c) that, in accordance with decisions of the Plenipotentiary Conference, ITU conferences and assemblies shall, in principle, be held in the last quarter of the year, and not in the same year,

resolves

that, for ITU-D, the general provisions of the Convention referred to in *considering b)* and *considering also b)* should be supplemented by the provisions of this resolution and its annexes, bearing in mind that, in the case of inconsistency, the Constitution, the Convention and the General Rules of conferences, assemblies and meetings of the Union (in that order) shall prevail over this resolution.

SECTION 1 – World Telecommunication Development Conference

1.1 The World Telecommunication Development Conference (WTDC), in undertaking the duties assigned to it in Article 22 of the ITU Constitution, Article 16 of the ITU Convention and the General Rules of conferences, assemblies and meetings of the Union, shall conduct the work of each conference by setting up committees and one or more groups to address organization, work programme, budget control and editorial matters, and to consider other specific matters if required.

1.2 It shall establish a steering committee, presided over by the chairman of the conference, and composed of the vice-chairmen of the conference and the chairmen and vice-chairmen of the committees and any group(s) created by the conference.

1.3 WTDC shall establish a budget control committee and an editorial committee, the tasks and responsibilities of which are set out in the General Rules of conferences, assemblies and meetings of the Union (General Rules, Nos 69-74):

- a) The Budget Control Committee, *inter alia*, examines the estimated total expenses of the conference and estimates the financial needs of the ITU Telecommunication Development Sector (ITU-D) up to the next WTDC and the costs to ITU-D and ITU as a whole entailed by the execution of the decisions of the conference.
- b) The Editorial Committee perfects the wording of texts arising from WTDC deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union.

1.4 In addition to the steering, budget control and editorial committees, the two following committees are set up:

- a) The Committee on Working Methods of ITU-D, the terms of reference of which are to examine proposals and contributions relating to cooperation among members; to evaluate the working methods and functioning of the ITU-D study groups and the 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, on the basis of the proposals of ITU Member States, ITU-D Sector Members and Academia, considering TDAG and study group reports submitted to the conference.
- b) The Committee on Objectives, the terms of reference of which are to review and approve the outputs and outcomes for the objectives; to review and agree on the related study group Questions and 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.

1.5 The plenary meeting of a WTDC may set up other committees or groups that meet to address specific matters, if required, in accordance with No. 63 of the General Rules of conferences, assemblies and meetings of the Union. The terms of reference should be contained in the establishing resolution.

1.6 All committees and groups referred to in §§ 1.2 to 1.5 above shall normally cease to exist with the closing of WTDC except, if required and subject to the approval of the conference and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of WTDC to complete its tasks as assigned by the conference.

1.7 Prior to the inaugural meeting of WTDC, in accordance with No. 49 of the General Rules of conferences, assemblies and meetings of the Union, the heads of delegation shall meet to prepare the agenda for the first plenary meeting and make proposals for the organization of the conference, including proposals for chairmanships and vice-chairmanships of WTDC, its committees and groups.

1.8 The programme of work of WTDC shall be designed to provide adequate time for consideration of the important administrative and organizational aspects of ITU-D. As a general rule:

1.8.1 WTDC shall consider reports from the Director of the Telecommunication Development Bureau (BDT) and, pursuant to No. 208 of the Convention, shall establish work programmes and guidelines for defining telecommunication development questions and priorities and shall provide direction and guidance for the ITU-D work programme. It shall decide on the need to maintain, terminate or establish study groups, allocate to each of them the Questions to be studied and, taking into account consideration by the heads of delegation, appoint the chairmen and vice-chairmen of study groups, of TDAG and of any other groups it has established, taking account of Article 20 of the Convention. The study group chairmen themselves shall, during the conference, be at the disposal of WTDC to provide information on matters relating to the study group they chair.

1.8.2 WTDC shall establish a declaration, a plan of action, including programmes and regional initiatives, ITU-D's contribution to the draft ITU strategic plan, ITU-D study group Questions, as well as resolutions and Recommendations.

1.9 A WTDC may express its opinion relating to the duration or agenda of a future WTDC.

1.10 During WTDC, the heads of delegation shall meet:

- a) to consider the proposals concerning the work programme and the constitution of study groups in particular;
- b) to draw up proposals concerning the designation of chairmen and vice-chairmen of study groups, TDAG and any other groups established by WTDC (see section 3).

1.11 In those cases indicated in § 1.8.1, a WTDC may be asked to consider the approval of one or more new or revised Recommendations and deletion of Recommendations. The report of any study group(s) or TDAG proposing such action should include information on why such action is proposed.

1.12 Voting

Should there be a need for a vote at WTDC, the vote will be conducted according to the relevant sections of the Constitution, Convention and General Rules of conferences, assemblies and meetings of the Union.

1.13 In accordance with No. 213A of the Convention and Resolution 24 (Rev. Buenos Aires, 2017), WTDC may assign specific matters within its competence to TDAG to act on its behalf, indicating the recommended action on those matters.

1.14 TDAG shall report to the next WTDC on progress in matters that may be included in agendas of future WTDCs as well as on the progress of ITU-D studies in response to requests made by previous conferences.

SECTION 2 – Documentation of ITU-D

2.1 General principles

In §§ 2.1.1 and 2.1.2 below, the term "texts" is used for the ITU Telecommunication Development Sector (ITU-D) Declaration, action plan, objectives, programmes, resolutions, decisions, Questions, Recommendations, regional initiatives, reports, handbooks and other documents, as defined in §§ 2.2 to 2.10.

2.1.1 Presentation of texts

2.1.1.1 Texts should be as brief as possible, taking account of the necessary content, and should relate directly to the objective, resolution or Question/topic or part of the objective, resolution, Question/topic being studied.

2.1.1.2 Each text may include a reference to related texts and, where appropriate, to relevant provisions of the Basic Texts of the Union, without any interpretation, qualification or suggestion of change.

2.1.1.3 Texts shall be presented showing their number, their title and an indication of the year of their initial approval, where appropriate, and the year of approval of revisions.

2.1.1.4 Annexes to any of these texts should be considered as having equivalent status.

2.1.2 Publication of texts

2.1.2.1 All texts shall be published in electronic form as soon as possible after approval and may also be made available in paper form according to the publication policy of ITU.

2.1.2.2 The approved WTDC Declaration, action plan, objectives, programmes, resolutions, decisions and Questions, Recommendations and output reports (if a report exceeds 50 pages, § 2.4.1 applies) will be published by ITU in the official languages of the Union as soon as practicable. Other texts will be published, as soon as possible, in English only or in the six official languages of the Union, depending on the decision of the relevant group.

2.2 ITU-D Declaration

2.2.1 Definition

Statement of the main outcomes and priorities established by the World Telecommunication Development Conference (WTDC). The Declaration is usually named after the conference venue.

2.2.2 Approval

WTDC shall examine and approve a WTDC Declaration based on proposals by Member States and ITU-D Sector Members, taking into account suggestions by the Telecommunication Development Advisory Group (TDAG), new trends in the development of telecommunications/ICT and emerging issues, particularly in developing countries¹.

2.3 ITU-D action plan

2.3.1 Definition

A comprehensive package that will promote the equitable and sustainable development of telecommunication/ICT networks and services. It consists of study group Questions, programmes and regional initiatives that intend to address the specific needs of the regions. The action plan is usually named after the conference venue.

2.3.2 Approval

WTDC shall examine and approve a WTDC action plan based on proposals by Member States and ITU-D Sector Members, taking into account suggestions by TDAG and paying special attention to the needs of developing countries.

¹ These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

2.4 ITU-D objectives/programmes

2.4.1 Definition

Key elements of the action plan, constituting components of the toolkit BDT uses when solicited by Member States and ITU-D Sector Members to support their efforts to build the information society for all. In the implementation of objectives/programmes, account should be taken of the resolutions, decisions, Recommendations and reports emanating from WTDC.

2.4.2 Approval

WTDC shall examine and approve new objectives/programmes proposed by Member States and ITU-D Sector Members.

2.5 Regional initiatives

2.5.1 Definition

Regional initiatives are intended to address specific telecommunication/ICT priority areas, through partnerships and resource mobilization to implement projects that are part of the action plan.

2.5.2 Approval

WTDC shall examine and approve new regional initiatives proposed by Member States and ITU-D Sector Members.

2.6 ITU-D resolutions/decisions

2.6.1 Definition

A WTDC text containing provisions on the organization, working methods and programmes of ITU-D and Questions/topics to be studied.

2.6.2 Approval

WTDC shall examine and may approve revised or new resolutions/decisions proposed by Member States and ITU-D Sector Members, taking into account suggestions by TDAG.

2.6.3 Deletion

WTDC may delete resolutions/decisions based on proposals from Member States and ITU-D Sector Members, taking into account suggestions by TDAG.

2.7 ITU-D Questions

2.7.1 Definition

Description of an area of work to be studied, normally leading to the production of new or revised Recommendations, guidelines, handbooks or reports.

2.7.2 Adoption and approval

The procedures for adopting and approving Questions are set out in section 5 of this resolution.

2.7.3 Deletion

The procedure for deleting Questions is set out in section 6 of this resolution.

2.8 ITU-D Recommendations

2.8.1 Definition

An answer to a Question, part of a Question, or a resolution, for the organization of the work of ITU-D, which, within the scope of existing knowledge and the research carried out by study groups and adopted in accordance with established procedures, may provide guidance on technical, organizational, tariff-related and operational matters, including working methods, may describe a preferred method or proposed solution for undertaking a specific task, or may recommend procedures for specific applications. These Recommendations should be sufficient to serve as a basis for international cooperation.

2.8.2 Adoption and approval

The procedures for adopting and approving Recommendations are set out in section 7 of this resolution.

2.8.3 Deletion

The procedure for deleting Recommendations is set out in section 8 of this resolution.

2.9 ITU-D reports

2.9.1 Definition

A technical, operational or procedural statement, prepared by a study group on a given subject related to a current Question or resolution. Several types of reports are defined in § 12 of section 3. An output report represents the principal results of a study and should be considered and approved by the relevant study group.

2.9.2 Approval

Each study group may approve revised or new output reports, preferably by consensus.

2.9.3 Deletion

Each study group may delete an ITU-D output report, preferably by consensus.

2.10 ITU-D handbooks

2.10.1 Definition

A text which provides a statement of the current knowledge, the present position of studies or good operating or technical practice, in certain aspects of telecommunications/ICT, paying particular attention to the requirements of developing countries.

2.10.2 Approval

Each study group may approve revised or new handbooks, preferably by consensus. The study group may authorize its relevant working party to approve handbooks.

2.11 ITU-D guidelines

2.11.1 Definition

Guidelines present a range of options that reflect the written contributions, discussion, research, analysis, ideas and experience of study group participants. The goal is to produce a menu of choices to assist the ITU membership and others to deliver a robust communications sector

capable of accelerating the achievement of national and international goals for social and economic development. The membership and others are encouraged to apply those guidelines that are agreeable and suitable for their individual circumstances. Best-practice guidelines are not mandatory, and while thorough consideration of the full range of guidelines is encouraged, inapplicable or otherwise unsuitable suggestions need not be employed.

2.11.2 Approval

Each study group may approve revised or new guidelines, preferably by consensus.

SECTION 3 – Study groups and their relevant groups

3 Classification of study groups and their relevant groups

3.1 The World Telecommunication Development Conference (WTDC) establishes study groups, each studying telecommunication/ICT matters of interest to the developing countries in particular, including the issues referred to in No. 211 of the ITU Convention. Study groups shall observe strictly Nos 214, 215, 215A and 215B of the Convention.

3.2 To facilitate their work, the study groups may set up working parties, rapporteur groups and joint rapporteur groups (JRG) or intersector rapporteur groups (IRG) to deal with specific Questions or parts of thereof, including with the participation of other ITU Sectors.

3.3 Where appropriate, regional groups may be set up within the study groups to study Questions or problems the specific nature of which makes it desirable that they be studied within the framework of one or more regions of the Union.

3.4 The establishment of regional groups should not give rise to duplication of work being carried out at the global level by the corresponding study groups, their relevant groups or any other groups established pursuant to No. 209A of the Convention.

3.5 A JRG may be established for Questions requiring the participation of experts from more than one study group. An IRG could be established when all study groups concerned agree to the creation of the group. Unless otherwise specified, the working methods of IRGs and JRGs should be identical to those of rapporteur groups. At the time a JRG is established, its terms of reference, reporting lines and final decision-making authority should be clearly identified.

3.6 The procedures for establishing the ICG and IRG when organizing and conducting work in these groups are set out in WTDC Resolution 59.²

3.7 A rapporteur group, JRG or IRG shall submit draft deliverables as indicated in its relevant terms of reference to its lead study group. Working parties prepare draft reports, guidelines and other texts for consideration by the study groups. To limit the resource impact on the ITU Telecommunication Development Sector (ITU-D), Member States, Sector Members, Associates and Academia, a study group shall establish, preferably by consensus, and maintain only the minimum number of working parties.

4 Chairmen and vice-chairmen

4.1 Appointment of chairmen and vice-chairmen by WTDC shall be primarily based upon proven competence both in matters considered by the study group concerned and in terms of the

² Note by the secretariat: For details on the procedures of the other Sectors, see also the relevant resolutions from the Radiocommunication Assembly (RA) and the World Telecommunication Standardization Assembly (WTSA), with references to RA Resolutions ITU-R 6, ITU-R 7 and WTSA Resolution 18.

management skills required, taking into account the need to promote gender balance in leadership positions and equitable geographical distribution, in particular promoting the participation of developing countries through Member States and ITU-D Sector Members.

4.2 Within the mandate set out by WTDC Resolution 2, study group chairmen shall be responsible for establishing an appropriate structure to distribute the work, after consulting with study group vice-chairmen. The study group chairmen shall perform the duties required of them within their study groups or within joint coordination activities.

4.3 The mandate of the vice-chairmen shall be to assist the chairman in matters relating to the management of the study group, including substitution for the chairman at official ITU meetings or replacement of the chairman should he or she be unable to continue with study group duties. Each vice-chairman should be assigned specific functions by the chairman, after consultation with the study group vice-chairmen, including to assist the chairman and study groups as they produce the outputs called for by WTDC, including as indicated in § 5.6 below.

4.4 Study group vice-chairmen may in turn be selected as chairmen of working parties, JRGs or IRGs, or as rapporteurs, with the sole limitation that they may not occupy more than two posts at the same time in the study period.

4.5 The appointment of vice-chairmen is limited to two candidates from each region, taking into account WTDC Resolution 61 (Rev. Dubai, 2014) and Resolution 70 (Rev. Busan, 2014) of the Plenipotentiary Conference to ensure equitable geographical distribution among the six regions³.

4.6 In order to ensure equitable distribution of the tasks and to achieve greater involvement by the vice-chairmen in the management and work of the study groups, and in the work of TDAG, vice-chairmen should be considered first to assume the leadership role of any new or existing activity, including working party chairmanships within the ITU-D study groups.

4.7 Study group chairmen should participate in WTDC and in TDAG to represent the study groups.

5 Rapporteurs

5.1 Rapporteurs are appointed by a study group in order to progress the study of a Question based on contributions received and to develop new and revised reports, opinions and Recommendations. A rapporteur shall have responsibility for only one Question.

5.2 Rapporteurs of an IRG are appointed in accordance with WTDC Resolution 59.

5.3 Because of the nature of the studies, rapporteur appointments should be based both on expertise in the subject to be studied and on the ability to coordinate the work. Elements of the expected work carried out by the rapporteurs are described in Annex 5 to this resolution.

5.4 Clear terms of reference for the work of the rapporteur, including expected results and deliverables as specified in §§ 12.1 to 12.5 below, should be added to the corresponding Question, by the study group, as required.

5.5 One rapporteur and one or more vice-rapporteurs are appointed, as appropriate, by a study group for each Question. Exceptionally, co-rapporteurs may also be appointed where, for example, this would balance the workload and facilitate optimum results. One of the vice-rapporteurs shall take over the chairmanship when the rapporteur is not available. This also

³ Africa, Americas, Arab States, Asia and the Pacific, Commonwealth of Independent States, Europe.

includes the case of rapporteurs who are no longer representing the Member State or ITU-D Sector Member which nominated them as participant in accordance with § 8.1 below. Vice-rapporteurs may be representatives from Member States, ITU-D Sector Members, Associates or Academia⁴. When a vice-rapporteur is called upon to replace a rapporteur for the rest of the study period, a new vice-rapporteur may be appointed.

5.6 For all contributions that meet the deadline for translation as specified in § 13.2.2, rapporteurs, with assistance from all vice-rapporteurs, shall prepare, publish, and place on the meeting agenda a contribution that compiles all lessons learned and suggested best practices submitted to the meeting. To prepare this contribution, rapporteurs shall use information included in box 2 of the contribution template, as provided in Annex 2 referenced in § 17.4.

6 Powers of the study groups

6.1 Each study group may develop draft new or revised Recommendations based on contributions received during the study period for approval either by WTDC or pursuant to section 7 below. Recommendations approved in accordance with either procedure shall have the same status.

6.2 Each study group may also adopt draft Questions in accordance with the procedure described in § 18.2 and section 19.

6.3 In addition to the above, each study group shall be competent to approve guidelines, reports and handbooks.

6.4 In cases where the implementation of the results obtained is through activities of the Telecommunication Development Bureau (BDT), such as workshops, regional meetings, or surveys, these activities should be reflected in the annual operational plan and conducted in coordination with the relevant study Question.

6.5 In the cases where the terms of reference of a rapporteur group are completed prior to the end of the study period, the study group should issue guidelines, reports, best practices and Recommendations promptly for review by the membership.

6.6 Workshops, seminars or other events for exchanging information with invited experts from outside the ITU membership on key topics and issues may be held during or around study group meetings.

7 Meetings

7.1 The study groups and their relevant groups shall normally meet at ITU headquarters.

7.2 Study groups and their relevant groups may meet outside Geneva if invited by Member States, ITU-D Sector Members, or organizations other than administrations pursuant to Article 19 of the Convention (hereafter called other authorized entities and organizations) authorized in this respect by a Member State of the Union, having regard to facilitating the attendance of developing countries. Such invitations shall normally be considered only if they are submitted to WTDC, to the Telecommunication Development Advisory Group (TDAG) or to an ITU-D study group meeting. If such invitations cannot be submitted to any of these meetings, the decision to accept the invitation rests with the Director of BDT in consultation with the chairman of the study group concerned. They may be finally accepted after consultation with the Director if they are

⁴ The latter include colleges, institutes, universities and associated research institutions interested in telecommunication/ICT development.

compatible with the resources allocated to ITU-D by the ITU Council and the objectives, responsibility and mandates of the study groups.

7.3 Regional and subregional meetings offer a valuable opportunity for information exchange and for the development of management and technical experience and expertise. Every opportunity should be taken to provide additional opportunities for experts (study group participants) from developing countries to gain experience by participating in regional and subregional meetings which deal with study group work. To this end, invitations to regional and subregional meetings organized on topics dealt with by study groups should be extended to participants of the rapporteur groups, working parties or JRGs concerned.

7.4 The invitations referred to in § 7.2 above shall be issued and accepted, and the corresponding meetings outside Geneva organized, only if the conditions laid down in Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference and Council Decision 304 are met. Invitations to hold meetings of the study groups or their relevant groups away from Geneva shall be accompanied by a statement indicating the host's agreement to defray the additional expenditure involved and that it will provide at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries, equipment need not necessarily be provided free of charge by the host government, if the government so requests.

7.5 Relevant groups of study groups may benefit from meetings held via teleconference, having regard to the possibilities of developing countries and their ability to participate by teleconference, or other alternative arrangements, rather than at ITU headquarters or in a region. A request by a rapporteur for such a meeting should be submitted to and approved by the parent study group.

7.6 The dates, place and agenda for meetings of relevant groups shall be agreed by the parent study group.

7.7 Should an invitation be cancelled for any reason, it shall be proposed that the meeting be convened in Geneva, in principle on the date originally planned.

8 Participation in meetings

8.1 Member States, ITU-D Sector Members, Associates, Academia and other entities and organizations authorized to participate in ITU-D activities shall be represented, in the study groups and subordinate groups in whose work they wish to take part, by participants registered by name and chosen by them as representatives to make an effective contribution to the study of the Questions entrusted to those study groups. The chairman of a meeting may, in accordance with No. 248A of Article 20 of the Convention, invite individual experts, as appropriate, to present their specific point of view at one or more meetings, without the experts taking part in the decision-making process and without giving the expert the right to participate in any other meetings to which a specific invitation by the chairman has not been extended. Experts may present reports and submissions for information at the request of the chairmen of meetings; they may also participate in relevant discussions.

8.2 Informal roundtable discussions, seminars or illustrative workshops associated with each study Question featuring such experts and others are encouraged within the allocated resources in the financial plan and biennial budget, taking into account the provisions of WTDC Resolution 40 (Rev. Buenos Aires, 2017) on capacity building, to allow for coordinated effort between the activities of the Question and other work carried out by BDT.

Lessons learned and suggested best practices from these activities shall be recorded in a report prepared by the rapporteur group for its consideration and submitted as a contribution to the

corresponding study group. Lessons learned and suggested best practices recorded from workshops shall also be added to the website for any relevant ITU-D study Question in accordance with § 14.4 below.

8.3 The Director of BDT shall keep up to date a list of the Member States, ITU-D Sector Members, Associates, Academia and other authorized entities and organizations participating in each study group.

8.4 To the extent possible and practicable, study groups and their relevant groups shall endeavour to use remote participation technologies as part of efforts to encourage and enable broader participation in the work of the study groups by all Member States, ITU-D Sector Members, Associates and Academia, especially for persons with specific needs, such as persons with disabilities.

8.5 The rapporteur of each study Question shall coordinate and keep up to date a list of focal points from Member States, ITU-D Sector Members, Associates and Academia in order to facilitate the communication and exchange of information on specific matters in the context of study.

9 Frequency of meetings

9.1 The study groups shall in principle meet at least once a year during the interval between two WTDCs, preferably in the second half of the year so that working parties and rapporteur groups associated therewith may meet in the first half of the year to prepare the necessary reports and submit them to the parent study group. However, additional meetings may take place with the approval of the Director of BDT, having regard to the priorities laid down by the preceding WTDC and the resources of ITU-D.

9.2 Working parties and their associated rapporteur groups shall in principle meet twice a year, at least in the period between two WTDCs, one of the meetings being held in conjunction with the parent study group. However, additional meetings may be held with the consent of the parent study group and with the approval of the Director, having regard to the priorities laid down by the preceding WTDC and the resources of ITU-D.

9.3 Working parties should preferably meet back to back (organizing partly overlapping meetings or meeting immediately one after the other), although a working party may meet individually if the need arises or if the holding of a meeting is desirable (e.g. in association with seminars).

9.4 To ensure the best possible use of the resources of ITU-D and of those participating in its work, the Director, in collaboration with the study group chairmen, shall establish and publish a timetable of meetings not later than three months before the first meeting of the calendar year, including those held by study group management teams. The timetable shall take account of such factors as the capacity of the ITU conference services, document requirements for meetings and the need for close coordination with the activities of the other Sectors and other international or regional organizations.

9.5 In establishing the timetable of each meeting, to the extent possible, meeting sessions on Questions from the same working party shall not take place in parallel, in order to allow participants to attend the meetings on related Questions. On the other hand, if within the allocated resources of the budget as approved by the Council and the financial plan as approved by the Plenipotentiary Conference, sessions on Questions from different working parties, when deemed necessary by the management team, may be held in parallel, to allow sufficient time for each Question to develop its work and to extend the time allocated for Questions with a higher number of contributions.

9.6 When formulating a timetable for meetings in accordance with § 9.4, the Director, in cooperation with the study group chairmen, should make every possible effort, as far as practicable, in order that the planned period for meetings not be scheduled during a period which is considered a major religious period by a Member State.

9.7 In the establishment of the work plan, the timetable of meetings must take into account the time required for participating Member States, ITU-D Sector Members, Associates, Academia and other authorized entities and organizations to prepare contributions and documentation.

9.8 All study groups shall meet sufficiently in advance of WTDC in order to enable the final reports and draft Recommendations to be disseminated within the required deadlines.

10 Establishment of work plans and preparation of meetings

10.1 After each WTDC, a work plan shall be proposed by each study group chairman and rapporteurs, with the assistance of BDT. The work programmes shall take account of the programme of activities and priorities and they should be connected to the resolutions and Recommendations adopted by WTDC. The work programmes may organize the work of a specific study Question around sub-topics to be addressed sequentially during the study cycle, provided such sub-topics are within the terms of reference of the study Question. As an informational resource to support the development of the work plans, the Director of BDT shall, through the appropriate BDT staff, prepare information about all ITU projects relevant to the particular study Question or issue, including those being implemented by the regional offices and in the other Sectors. This information should be provided in a contribution to the study group chairmen and rapporteurs prior to the development of their work plans so as to allow them to take full advantage of new, existing and ongoing ITU work that could contribute to the study of their Questions.

10.2 Relevant study group chairmen, working party chairmen and rapporteurs shall establish a work plan for their study Question stating clearly the outputs planned to be developed and the time-frame by which they are expected to be delivered. The implementation of the work plan will, however, depend to a large extent on the contributions received from Member States, ITU-D Sector Members, Associates and Academia, other authorized entities and organizations and BDT, as well as on the opinions expressed by participants in the meetings. Outputs include those specified in §§ 6.1 to 6.6 above.

10.3 A circular with an agenda of the meeting, a draft work plan and a list of the Questions to be studied shall be prepared by BDT with the help of the chairman of the study group concerned.

10.4 The circular must include details about any study group management team meeting and must reach the ITU-D members and other authorized entities and organizations participating in the work of the study group/working party concerned at least three months before the opening of the meeting.

10.5 Details on registration, including a link to the online registration form, shall be included in the circular so that the representatives of the entities concerned can announce their intention to participate in the meeting. The form shall contain the names and addresses of intended participants and an indication of the languages required by participants. The form shall be submitted no less than 45 calendar days prior to the opening of the meeting, in order to secure interpretation and translation of documents in the requested languages.

11 Study group management teams

11.1 Each ITU-D study group has a management team composed of the chairman and vice-chairmen of the study group, the chairmen and vice-chairmen of working parties and the rapporteurs and vice-rapporteurs. The management team is encouraged to assist the chairman in managing the study group, for example in the responsibilities for liaison activities, cooperation and collaboration with other organizations, forums, etc. outside ITU, and promotion of the related study group activities.

11.2 Study group management teams should maintain contact among themselves and with BDT by electronic means to the extent practicable. Appropriate liaison meetings should be arranged, as necessary, with study group chairmen from the other Sectors.

11.3 The ITU-D study group management team should meet prior to the meeting of the study group, in order to properly organize the coming meeting, including the review and approval of a time-management plan. To support these meetings and identify any efficiencies, the Director of BDT shall, through the appropriate BDT staff (e.g. directors of regional offices, focal points), provide information to study group rapporteurs on all relevant existing and planned ITU projects, including those being implemented by the regional offices and in the other Sectors. The ITU-D study group management team may, when necessary, meet remotely.

11.4 A joint management team will be established, chaired by the Director, composed of the ITU-D study group management teams and the chairman of TDAG. The joint management team should meet during the annual meeting of the study groups, as required.

11.5 The role of the joint management team of the ITU-D study groups is to:

- a) advise BDT management on the estimation of the budget requirements of the study groups;
- b) coordinate issues common to study groups;
- c) prepare joint proposals to TDAG or other relevant bodies in ITU-D as required;
- d) finalize the dates of subsequent study group meetings;
- e) deal with any other issue that may arise.

12 Preparation of reports

12.1 Reports of the study group's work can be of four major types:

- a) Meeting reports
- b) Progress reports
- c) Output reports
- d) Chairman's report to WTDC.

12.2 Meeting reports

12.2.1 Prepared by the study group chairman or the working party chairman, assisted by BDT, meeting reports shall contain a summary of the outcome of the work. They must also indicate items which require further study at the next meeting or a recommendation for conclusion or completion of the work of a study Question or consolidation with another Question. The reports should also include reference to contributions and/or meeting documents, the main results (including Recommendations and guidelines), directives for future work (including referral of output reports to BDT for incorporation into relevant BDT programme activities as appropriate),

planned meetings of working parties, if any, rapporteur groups and joint rapporteur groups, and liaison statements endorsed at the study group level.

12.2.2 The rapporteur, assisted by vice-rapporteurs, shall prepare meeting reports. These reports shall contain a summary of the outcomes of the work. They must also clarify items requiring further study at a subsequent meeting. They should indicate the contributions to the meeting and/or documents, key outcomes, directives for future action and meetings planned on the Question concerned, and liaison statements endorsed at the study group level.

12.2.3 The report of a study group's first meeting in the study period shall include a list of the chairmen and vice-chairmen of working parties and/or rapporteur groups, if any, and of any other groups that may have been created, and of the rapporteur and vice-rapporteurs appointed. This list shall be updated, as required, in subsequent reports.

12.3 Progress reports

12.3.1 The following list of items is suggested for inclusion in progress reports:

- a) brief summary of the status and draft outline of the output report and all other output documents as specified in §§ 6.1 to 6.6 above;
- b) conclusions or titles of reports or Recommendations to be endorsed;
- c) status of work with reference to the work plan, including baseline document, if available;
- d) draft new or revised reports, guidelines or Recommendations, or reference to source documents containing the Recommendations;
- e) draft liaison statements in response to or requesting action by other study groups or organizations;
- f) reference to normal or delayed contributions considered part of the assigned study and a summary of contributions considered;
- g) reference to submissions received in response to liaison statements from other organizations;
- h) major issues remaining for resolution and draft agenda of future approved meetings, if any;
- i) reference to the list of attendees at meetings held since the last progress report;
- j) reference to the list of normal contributions or temporary documents containing the reports of all working party and rapporteur group meetings since the last progress report.

12.3.2 The progress report may make reference to meeting reports in order to avoid duplication of information.

12.3.3 Progress reports by working parties and rapporteur groups shall be submitted to the study group for approval. Progress reports on the work of the IRGs shall be submitted for consideration and approval to the study groups of the Sectors that established the IRGs.

12.4 Output reports

12.4.1 Such reports represent the expected deliverable, i.e. the principal results of a study. The items to be covered are indicated in the expected output of the Question concerned in accordance with the action plan adopted by WTDC. Such reports shall normally be limited to a maximum of 50 pages, including annexes and appendices, with relevant electronic references as needed. When reports exceed the 50-page limit, and after consultation with the study group chairman concerned, annexes and appendices may be included without translation when they are considered of particular relevance and provided that the body of the report is within the 50-page

limit. All reports shall be translated up to the number of pages agreed upon in the terms of reference for a Question, to the extent possible and within the available budget.

12.4.2 To help maximize the use of study group final output reports, study groups may place final output reports and associated annexes in an online library accessible from the ITU-D homepage as well as the study group document registry, until the study group decides that they have become outdated. Study group outputs should be incorporated into BDT programme and regional office activities and form part of the implementation of ITU-D strategic objectives.

12.4.3 To help ascertain the extent to which the ITU-D membership, and in particular developing countries, benefit from the outputs of studies, it would be useful for study group chairmen, with the help of the working party chairmen and Question rapporteurs, to prepare a joint survey to be sent to the membership at least six months before the end of the study period. The results of the joint survey will be analysed and submitted to the meetings of the study groups and TDAG before being transmitted to the next WTDC. They will serve to prepare for the next study period.

12.4.4 To assess the extent to which an issue generates interest among the ITU-D membership, in particular developing countries, statistics should be provided on the contributions presented by each rapporteur group or study group meeting, broken down by country or by region.

12.5 Chairman's reports to WTDC

12.5.1 The chairman's report of each study group to WTDC shall be the responsibility of the chairman of the study group concerned, with the assistance of BDT, and shall include:

- a) a summary of the results achieved by the study group during the study period in question, describing the work of the study group, the number of contributions on the Questions under study, and the outcome achieved, including discussion of the ITU-D strategic objectives that are linked to the study group's activities;
- b) reference to any new or revised Recommendations approved by correspondence by Member States during the study period;
- c) reference to any Recommendations deleted during the study period;
- d) reference to the text of any Recommendations submitted to WTDC for approval;
- e) a list of any new or revised Questions proposed for study during the next study period;
- f) a list of any Questions proposed for deletion, if any;
- g) summary of collaboration between the programmes and regional offices in undertaking the activities of the study group.

12.5.2 The preparation of Recommendations should follow the general practice of the Union. Examples include the Recommendations and resolutions of WTDCs. A Recommendation should stand alone. Information may be annexed to the Recommendations, in order to accomplish this. A template Recommendation is set out in Annex 1 to this resolution.

SECTION 4 – Submission, processing and presentation of contributions

13 Submission of contributions

13.1 Contributions to a world telecommunication development conference (WTDC) should be submitted not later than 30 calendar days before the opening of a WTDC, and in any event the submission deadline for all contributions to WTDC shall be no later than 14 calendar days before the opening of the conference to allow for their timely translation and thorough consideration by delegations. The Telecommunication Development Bureau (BDT) shall immediately publish all contributions submitted to WTDC in their original language(s) on the WTDC website, even before their translation into the other official languages of the Union. All contributions shall be published not less than seven calendar days before WTDC.

13.2 The submission of contributions to the meetings of the Telecommunication Development Advisory Group (TDAG), the study groups and their relevant groups shall be as follows:

13.2.1 Each contribution should clearly indicate the Question, resolution or topic and the group for which it is intended, and be accompanied by the details of a contact person as may be needed to clarify the contribution.

13.2.2 Contributions must be received not later than 45 days before a meeting if they are to be translated for the meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which it may have been translated by the author. Contributions that do not meet this 45-day deadline but are received at least 12 days before the opening of the meeting shall be published but not translated.

13.2.3 Member States, ITU Telecommunication Development Sector (ITU-D) Sector Members, Associates, Academia, other authorized entities and organizations and the chairmen and vice-chairmen of study groups, working parties or their relevant groups should submit their contributions to current ITU-D studies to the Director of BDT using the official templates made available online and included in Annex 2 to this resolution.

13.2.4 Such contributions should, *inter alia*, deal with the results of experience gained in telecommunication development, describe case studies and/or contain proposals for promoting balanced worldwide and regional telecommunication development.

13.2.5 In order to facilitate the study of certain Questions, BDT may submit consolidated documents relevant to the Question or the results of case studies, including information on existing programme and regional office activities. Such documents will be treated as contributions.

13.2.6 In principle, documents submitted to the study groups as contributions should not exceed five pages. For existing texts, cross-references should be used instead of repeating material *in extenso*. Information material can be placed in annexes or provided on request as an information document. An example of the template for the submission of contributions is set out in Annex 2 to this resolution.

13.2.7 Member States, ITU-D Sector Members, Associates and Academia are invited to include specific lessons learned and suggested best practices, as appropriate, when submitting contributions to the meetings of the study groups, TDAG and other relevant ITU-D groups. The contribution template in Annex 2 to this resolution contains a designated section for this purpose. Lessons learned and suggested best practices submitted in the appropriate box of the contribution template shall be published in accordance with § 14.4 below.

13.2.8 Contributions should be submitted to BDT using the online template in order to fast-track their processing by minimizing the need for reformatting, without any modification to the content of the text. Any contribution submitted by participants shall be immediately transmitted by BDT to the chairman of the study group and to the rapporteur in accordance with § 16.1.

13.2.9 The collaboration between members of study groups and their relevant groups should be, as far as possible, by electronic means. BDT should provide all study group members with appropriate access to electronic documentation for their work, and promote the provision of appropriate systems and facilities to support the conduct of study group work by electronic means in all the official languages of ITU.

14 Processing of contributions

Input to study group, working party or rapporteur group meetings may be of three types:

- a) Contributions for action (documents included on the meeting agenda for discussion)
- b) Contributions for information (information documents not included on the meeting agenda or discussed at the meeting)
- c) Liaison statements.

14.1 Contributions for action

14.1.1 All contributions for action received 45 calendar days before a study group/working party meeting or a block of rapporteur group meetings shall be translated and published not less than seven calendar days before the said meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which it may have been translated by the author.

14.1.2 After consultation with the chairman of the study group/working party or rapporteur group concerned, it may be agreed to accept contributions for action that exceed the page-limit of five pages. In such cases, it may be agreed to publish a summary, which shall be drawn up by the author of the contribution.

14.1.3 All contributions received less than 45 calendar days but at least 12 calendar days before a study group/working party meeting or a block of rapporteur group meetings shall be published but not translated. The secretariat shall publish these delayed contributions as soon as possible and not later than three working days after receipt.

14.1.4 Contributions received by the Director of BDT less than 12 calendar days before a meeting shall not be entered on the agenda. They shall not be distributed but held for the next meeting. Exceptionally, contributions judged to be of extreme importance and urgency might be admitted by the chairman, in consultation with the Director, in derogation to the above deadlines, provided that these contributions are available to participants at the opening of the meeting. For such late contributions, no commitment can be made by the secretariat to ensure the document will be available at the opening of the meeting in all the required languages.

14.1.5 No contributions for action shall be accepted after the opening of the meeting.

14.1.6 The Director should insist that authors follow the rules established for the presentation and form of documents set out in this resolution and annexes and the timing given therein. A reminder should be sent out by the Director whenever appropriate. The Director, with the agreement of the study group chairman, may return to the author any document that does not comply with the general directives set out in this resolution so that it may be brought into line with those directives.

14.2 Contributions for information

14.2.1 Contributions submitted to the meeting for information are those which do not require any specific action under the agenda (e.g. descriptive documents submitted by Member States, Sector Members, Associates, Academia or duly authorized entities and organizations, general policy statements, etc.), as well as other documents considered by the study group chairman and/or the rapporteur, in consultation with the author, as being for information. They should be published in the original language only (and in any other official language into which they may have been translated by the author) and appear under a separate numbering scheme from the contributions submitted for action.

14.2.2 Information documents considered to be of extreme importance may be translated after the meeting if requested by more than 50 per cent of the participants at the meeting, within the budgetary limit.

14.2.3 The secretariat shall prepare a list of information documents that provides summaries of the documents. This list shall be available in all the official languages.

14.3 Liaison statements

Liaison statements are requests for actions or information from other study groups, ITU Sectors, other United Nations agencies, other relevant organizations, or documents that provide a response to a request for coordination from these entities. Liaison statements shall be approved by the chairman of the study group/working party concerned before their transmission to the destination entity. Incoming liaison statements shall not be translated. A template for liaison statements is set out in Annex 4 to this resolution.

14.4 Publication of lessons learned and suggested best practices

BDT shall revise the website for each ITU-D study Question to include a section for lessons learned and suggested best practices relating to each study Question. It shall update the website for each ITU-D study Question to include all lessons learned and suggested best practices received as part of contributions for action or for information/background in accordance with §§ 5.6, 8.2 and 13.2.7 above. The compiled lessons learned and suggested best practices published on the website for each ITU-D study Question are intended to function as a continually-updated information resource.

15 Other documents

15.1 Background documents

Reference documents containing only background information relating to issues addressed at the meeting (data, statistics, detailed reports of other organizations, etc.) should be available upon request in the original language only and, if available, also in electronic format.

15.2 Temporary documents

Temporary documents are documents produced during the meeting to assist in the development of the work.

16 Electronic access

16.1 BDT will post all input and output documents (e.g. contributions, draft Recommendations, liaison statements and reports) as soon as electronic versions of these documents are available.

16.2 A website dedicated to the study groups and their relevant groups shall be constantly updated to include all input and output documents as well as information related to each of the meetings. While the website of the study groups shall be in six languages, those of specific meetings shall be in the languages of the meeting concerned as per § 10.5.

16.3 It must be ensured that the website dedicated to the study groups is available in the six languages of the Union on an equal footing and constantly updated.

16.4 The website shall enable users of the TIES system to have real-time access to temporary and draft documents.

17 Presentation of contributions

17.1 Contributions for action shall be relevant to the Question or the subject under discussion as agreed by the chairman, the rapporteur for the Question, the coordinator of the study group and the author. Contributions must be clear and concise. Documents that are not directly related to the Questions under study should not be submitted.

17.2 Articles that have been or are to be published in the press should not be submitted to ITU-D, unless they relate directly to Questions under study, and in this case should be fully attributed to their source, including, if possible, the relevant webpage address.

17.3 Contributions that include passages of an unduly commercial nature shall be deleted by the Director of BDT in agreement with the chairman; the author of the contribution shall be advised of any such deletions.

17.4 The cover page of a contribution shall indicate the relevant Question(s), agenda item, date, source (originating country and/or organization, address, telephone number and e-mail address of the author or contact person of the submitting entity), and the title of the contribution. Indication should also be made as to whether the document is a contribution for action or for information and the action required, if any. As specified in Annex 2 to this resolution, an abstract should be provided containing (i) a summary of the contribution, and (ii) lessons learned and suggested best practices (if deemed appropriate by the contribution author). A template is set out in Annex 2 to this resolution.

17.5 If existing text needs to be revised, the number of the original contribution shall be indicated and revision marks (track changes) shall be used in the original document.

17.6 Contributions submitted to the meeting for information only (see § 14.2) should include a summary prepared by the author. When summaries have not been provided by authors, BDT shall, to the extent possible, prepare such summaries.

SECTION 5 – Proposal, adoption and approval of new and revised Questions

18 Proposal of new and revised Questions

18.1 Proposed new Questions for the ITU Telecommunication Development Sector (ITU-D) shall be submitted at least two months prior to a world telecommunication development conference (WTDC) by Member States, ITU-D Sector Members and Academia authorized to participate in the activities of the Sector.

18.2 However, an ITU-D study group may also propose new or revised Questions at the initiative of a member of that study group if there is consensus on the subject. These proposals shall be treated in accordance with sections 18 and 19 of this resolution.

18.3 Each proposed Question should state the reasons for the proposal, the precise objective of the tasks to be performed, the urgency of the study and any contacts to be established with the other two Sectors and/or other international or regional bodies. Authors of Questions should use the online template for the submission of new and revised Questions based on the outline found in Annex 3 to this resolution, in order to ensure that all relevant information is included.

19 Adoption and approval of new and revised Questions by WTDC

19.1 Before a WTDC, the Telecommunication Development Advisory Group (TDAG) shall meet to examine proposed new Questions and, if necessary, recommend amendments to take account of ITU-D's general development policy objectives and associated priorities, and to review the reports of the ITU regional preparatory meetings for WTDC.

19.2 At least one month before a WTDC, the Director of the Telecommunication Development Bureau (BDT) shall communicate to Member States, ITU-D Sector Members and Academia a list of the Questions proposed for consideration at WTDC, together with any changes recommended by TDAG, and make these available on the ITU website along with the results of surveys referred to in § 12.4.3 above.

19.3 The proposed Questions may be approved by WTDC in accordance with the General Rules of conferences, assemblies and meetings of the Union.

19.4 WTDC is recommended to approve a limited number of Questions/subjects per study period and per study group, preferably not more than five.

20 Adoption and approval of proposed new and revised Questions between two WTDCs

20.1 Between two WTDCs, the ITU-D membership and other duly authorized entities and organizations participating in ITU-D activities may submit proposed new and revised Questions to the study group concerned.

20.2 Each proposed new and revised Question should be based on the template referred to in § 17.4 above.

20.3 If the study group concerned agrees, preferably by consensus, to study the proposed new and revised Question and some Member States, Sector Members or other duly authorized entities and organizations (normally at least four) have committed themselves to supporting the work (e.g. by contributions, provision of rapporteurs or editors and/or hosting of meetings), it shall address the draft text thereof to TDAG with all the necessary information.

20.4 After adoption by TDAG, the Member States can approve new or revised Question(s) by correspondence in accordance with §§ 20.5-20.8 below.

20.5 The Director of BDT, within one month of the adoption of a draft new or revised Question by TDAG, shall circulate the new or revised Question(s) to Member States, and shall request that they indicate whether or not they approve the proposal within two months.

20.6 If two or more Member States object, the draft new or revised Question will be referred back to the study group for further consideration. If there are less than two objections, the draft new or revised Question shall be approved.

20.7 Those Member States that indicate disapproval are requested to provide their reasons and indicate the possible changes that would facilitate further study of the Question.

20.8 Notification of the result will be given in a circular, and TDAG will be informed by a report from the Director. In addition, the Director shall publish a list of new or revised Questions whenever appropriate, but at least once by the middle of a study period.

SECTION 6 – Deletion of Questions

21 Introduction

Study groups may decide to delete Questions. In each individual case, it has to decide which of the following procedures is the most appropriate.

21.1 Deletion of a Question by WTDC

Upon agreement by the study group, the chairman shall include the request to delete a Question in the report to the World Telecommunication Development Conference (WTDC), for decision.

21.2 Deletion of a Question between WTDCs

21.2.1 A study group meeting may agree, by consensus among its participants, to delete a Question, e.g. because work has been terminated. Member States, Sector Members and Academia shall be notified of the decision by circular, including an explanatory summary of the reasons for the deletion. If a simple majority of the Member States having replied has no objection to the deletion within two months, the deletion comes into force. Otherwise the issue is referred back to the study group.

21.2.2 Those Member States that indicate disapproval are invited to provide their reasons and to indicate the possible changes that would facilitate further study of the Question.

21.2.3 Notification of the result will be given in a circular, and the Telecommunication Development Advisory Group (TDAG) will be informed by a report from the Director of the Telecommunication Development Bureau (BDT). In addition, the Director shall publish a list of deleted Questions whenever appropriate, but at least once by the middle of a study period.

SECTION 7– Approval of new or revised Recommendations

22 Introduction

After adoption at a study group meeting, Member States can approve Recommendations, either by correspondence or at a world telecommunication development conference (WTDC).

22.1 When the study of a Question has reached a mature state resulting in a draft new or revised Recommendation, the approval process to be followed is in two stages:

- adoption by the study group concerned (see § 22.3);
- approval by the Member States (see § 22.4).

The same process shall be used for the deletion of existing Recommendations.

22.2 In the interest of stability, revision of a Recommendation should not normally be considered for approval within two years, unless the proposed revision complements rather than changes the agreement reached in the previous version.

22.3 Adoption of a new or revised Recommendation by a study group

22.3.1 A study group may consider and adopt draft new or revised Recommendations, when the draft texts have been prepared and made available in all the official languages four weeks in advance of the study group meeting.

22.3.2 A working party or rapporteur group or any other group which feels that its draft new or revised Recommendation(s) is (are) sufficiently mature can send the text to the study group chairman to start the adoption procedure in accordance with § 22.3.3 below.

22.3.3 Upon request of the study group chairman, the Director of the Telecommunication Development Bureau (BDT) shall explicitly indicate, in a circular, the intention to seek approval of new or revised Recommendations under this procedure for adoption at a study group meeting. The circular shall include the specific intent of the proposal in summarized form. Reference shall be provided to the document where the text of the draft new or revised Recommendation may be found. This information shall be distributed to all Member States and ITU Telecommunication Development Sector (ITU-D) Sector Members and should be sent by the Director so that it shall be received, so far as practicable, at least two months before the meeting.

22.3.4 Adoption of a draft new or revised Recommendation must be unopposed by any Member State present at the study group meeting.

22.3.5 A Member State objecting to the adoption shall inform the Director and the chairman of the study group of the reasons for objection, and, when the objection cannot be resolved, the Director shall make reasons available to the next meeting of the study group and its relevant working party.

22.3.6 If there is an objection to the text that cannot be resolved and there is no other study group meeting scheduled before WTDC, the chairman of the study group shall forward the text to WTDC.

22.4 Approval of new or revised Recommendations by Member States

22.4.1 When a draft new or revised Recommendation has been adopted by a study group, the text shall be submitted for approval by Member States.

22.4.2 Approval of new or revised Recommendations may be sought:

- at a WTDC;
- by consultation of the Member States as soon as the relevant study group has adopted the text.

22.4.3 At the study group meeting during which a draft is adopted, the study group shall decide to submit the draft new or revised Recommendation for approval, either at the next WTDC or by consultation of the Member States.

22.4.4 When it is decided to submit a draft to WTDC, the study group chairman shall inform and request the Director to take the necessary action to ensure that it is included in the agenda of the conference.

22.4.5 When it is decided to submit a draft for approval by consultation, the conditions and procedures hereafter will apply.

22.4.5.1 At the study group meeting, the decision of the delegations to apply this approval procedure must also be unopposed by any Member State present.

22.4.5.2 Exceptionally, but only during the study group meeting, delegations may request more time to consider their positions, while explaining the reasons. Unless advised of formal opposition, with reasons given, from any of these delegations within a period of one month after the last day of the meeting, the approval process by consultation shall continue. In this case, the draft shall be submitted to the next WTDC for consideration.

22.4.5.3 For the application of the approval procedure by consultation, within one month of the adoption of a draft new or revised Recommendation by a study group, the Director shall request Member States to indicate within three months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text, in the official languages, of the proposed new or revised Recommendation.

22.4.5.4 The Director shall also advise ITU-D Sector Members participating in the work of the relevant study group under the provisions of Article 19 of the ITU Convention that Member States are being asked to respond to a consultation on a proposed new or revised Recommendation, but only Member States are entitled to respond. This advice should be accompanied by the complete final texts, for information only.

22.4.5.5 If 70 per cent or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the study group.

22.4.5.6 Any comments received along with responses to the consultation shall be collected by the Director and submitted to the study group for consideration.

22.4.5.7 Those Member States which indicate that they do not approve are requested to state their reasons and to participate in the future consideration by the study group and its relevant groups.

22.4.5.8 The Director shall promptly notify, by circular, the results of the above consultation approval procedure.

22.4.5.9 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the approval of the chairman of the relevant study group.

22.4.5.10 ITU shall publish the approved new or revised Recommendations in the official languages as soon as practicable.

23 Reservations

If a delegation elects not to oppose the approval of a Recommendation but wishes to enter reservations on one or more aspects, such reservations shall be mentioned in a concise note appended to the text of the Recommendation concerned.

SECTION 8 – Deletion of Recommendations

24.1 Each study group is encouraged to review the maintained Recommendations and, if they are found to be no longer necessary, should propose their deletion.

24.2 The deletion of existing Recommendations shall follow a two-stage process:

- agreement to the deletion by a study group if no delegation representing a Member State attending the meeting opposes the deletion;
- following this agreement to delete, approval by Member States, by consultation (applying the procedure in §22.4.5).

24.3 The World Telecommunication Development Conference (WTDC) may also delete existing Recommendations based on proposals by the membership.

SECTION 9 – Support to the study groups and their relevant groups

25 The Director of the Telecommunication Development Bureau (BDT) should ensure that, within the limits of existing budgetary resources, the study groups and their relevant groups have appropriate support to conduct their work programmes as outlined in the terms of reference and as envisioned by the work plan for ITU-D. In particular, support may be provided in the following forms:

- a) appropriate administrative and professional staff support from BDT and the other two Bureaux and the General Secretariat, as appropriate;
- b) contracting of outside expertise, as necessary;
- c) coordination with relevant regional and subregional organizations.

SECTION 10 – Other groups

26 As far as applicable, the same rules of procedure as for study groups in this resolution should also apply to other groups referred to in Nos. 209A and 209B of the ITU Convention and their meetings, for example with respect to the submission of contributions. However, these groups shall not adopt Questions nor deal with Recommendations.

SECTION 11 – Telecommunication Development Advisory Group

27 In accordance with No. 215C of the ITU Convention, the Telecommunication Development Advisory Group (TDAG) shall be open to representatives of administrations of Member States and representatives of ITU Telecommunication Development Sector (ITU-D) Sector Members and to chairmen and vice-chairmen of the study groups and other groups, and will act through the Director of the Telecommunication Development Bureau (BDT). Academia may participate in accordance with Resolution 169 (Rev. Busan, 2014) of the Plenipotentiary Conference. Resolution 24 of the World Telecommunication Development Conference (WTDC) also assigned to TDAG several specific matters between two consecutive WTDCs including, among others: review the relationship between the ITU-D objectives outlined in the strategic plan for the Union and the budgetary appropriations available for activities, particularly programmes and regional initiatives, with a view to recommending any measures necessary to ensure the efficient and effective delivery of the principal products and services (outputs) of the Sector; review the implementation of the rolling four-year operational plan for ITU-D and provide guidance to BDT on the elaboration of the draft ITU-D operational plan to be approved by the following ITU Council session; etc.

28 In accordance with WTDC Resolution 61 (Rev. Dubai, 2014), WTDC shall appoint the TDAG bureau, comprising the chairman and the vice-chairmen of TDAG. The chairmen of ITU-D study groups are members of the TDAG bureau.

29 In accordance with Annex 2 to WTDC Resolution 61 (Rev. Dubai, 2014), in appointing the chairman and the vice-chairmen, particular consideration shall be given to the requirements of competence and the need to promote gender balance in leadership positions and equitable geographical distribution, and to the need to promote more efficient participation by developing countries.

30 In accordance with No. 213A of the Convention, a WTDC may assign specific matters within its competence to TDAG, indicating the recommended action on those matters. WTDC should assure itself that the specific matters assigned to TDAG do not require financial expenses exceeding the ITU-D budget. The report on TDAG activity on the fulfilment of specific functions

shall be submitted to the next WTDC. Such assignment shall terminate when the following WTDC meets, although WTDC may decide to extend it for a designated period.

31 TDAG shall hold regular scheduled meetings, included in the ITU-D timetable of meetings. The Director, in cooperation with the TDAG chairman, should make every possible effort, as far as practicable, in order that the planned period for meetings not be scheduled during a period which is considered a major religious period by a Member State.

32 Physical meetings should take place at least once a year. The timing of meetings should be such as to allow TDAG to effectively review the draft operational plan before its adoption and implementation. TDAG meetings should not take place in conjunction with the study group meetings. Meetings of the advisory groups of the three Sectors of the Union should preferably be held consecutively whenever possible.

33 In the interest of minimizing the length and costs of the meetings, the chairman of TDAG should collaborate with the Director in making appropriate advance preparation, for example by identifying the major issues for discussion.

34 In general, the same rules of procedure as for study groups in this resolution should also apply to TDAG and its meetings, for example in respect of the submission of contributions. However, at the discretion of the chairman, written proposals may be submitted during the TDAG meeting, provided they are based on ongoing discussions taking place during the meeting and are intended to assist in resolving conflicting views which exist during the meeting.

35 The TDAG bureau should maintain contact among themselves and with BDT by electronic means to the extent practicable and meet not less than once per year, including one meeting prior to the meeting of TDAG, in order to properly organize the coming meeting, including the review and approval of a time-management plan.

36 In order to facilitate its task, TDAG may complement these working procedures with additional or revised procedures. It can establish other groups to study a particular topic, where appropriate, as provided in WTDC Resolution 24 (Rev. Dubai, 2014) and within existing financial resources.

37 After each TDAG meeting, a concise summary of conclusions shall be drawn up by the secretariat, in collaboration with the TDAG chairman, to be distributed in accordance with normal ITU-D procedures. It should contain only TDAG proposals, recommendations and conclusions in respect to the above items.

38 In accordance with No. 215JA of the Convention, at its last meeting prior to WTDC, TDAG shall prepare a report for WTDC. This report should summarize TDAG's activities on the matters assigned to it by WTDC, including its work to facilitate linkages to the strategic plan of the Union and the four-year rolling operational plan for ITU-D, and offer advice on allocation of work, proposals on ITU-D working methods, strategies and relations with other relevant bodies inside and outside ITU, as appropriate. Likewise, it shall provide advice on the implementation of regional actions, initiatives and projects. This report shall be transmitted to the Director for submission to the conference.

39 In addition to other duties, the TDAG vice-chairmen should engage with their respective regional and area offices, and with the membership in their region, as appropriate, in order to follow the progress of regional initiatives.

SECTION 12 – Regional and world meetings of the Sector

40 In general, the same working methods as found in this resolution, and in particular those relating to the submission and processing of contributions, apply, *mutatis mutandis*, to other regional and world meetings of the Sector, with the exception of those referred to in Article 22 of the ITU Constitution and Article 16 of the ITU Convention.

ANNEX 1 TO RESOLUTION 1 (Rev. Buenos Aires, 2017)

Template for drafting Recommendations

The ITU Telecommunication Development Sector (ITU-D) (*general terminology applicable to all Recommendations*),

The World Telecommunication Development Conference (*terminology only applicable to Recommendations approved at a WTDC*),

considering

This section should contain various general background references giving the reasons for the study. The references should normally refer to ITU documents and/or resolutions.

recognizing

This section should contain specific factual background statements such as "the sovereign right of each Member State" or studies which have formed a basis for the work.

taking into account

This section should detail other factors that have to be considered, such as national laws and regulations, regional policy decisions and other applicable global issues.

noting

This section should indicate generally accepted items or information that support the Recommendation.

convinced

This section should contain details of factors that form the basis of the Recommendation. These could include objectives of government regulatory policy, choice of financing sources, ensuring fair competition, etc.

recommends

This section should contain a general sentence, leading into detailed action points:

specific action point

specific action point

specific action point

etc.

Note that the above list of *action verbs* is not exhaustive. Other *action verbs* may be used when appropriate. Existing Recommendations provide examples.

ANNEX 2 TO RESOLUTION 1 (Rev. Buenos Aires, 2017)

**Template for submission of contributions
for action/for information⁵**

| | | |
|----------------------------------|---|----------------------------------|
| Venue and date of meeting | Document No./Study Group No.-E | |
| | Date | |
| | Original language | |
| | FOR ACTION (Place on the agenda) | |
| | FOR INFORMATION (For reference only; not to be placed on the agenda or discussed) | Indicate which is appropriate |

QUESTION:**SOURCE:****TITLE:****Revision to previous contribution (Yes/No)**

If yes, please indicate the document number

Any changes in a previous text should be indicated with revision marks (track changes)

Action required

Please indicate what is expected from the meeting (for contributions submitted for action only)

Abstract

Include here a summary of a few lines outlining your contribution

Include here lessons learned and suggested best practices (if appropriate)

Start your document on the following page
(maximum 4 pages)

Contact: Name of author submitting the contribution:
Phone number:
E-mail:

⁵ This model outlines the information to be submitted and the format of the contribution. The contribution is, however, submitted through an online template.

ANNEX 3 TO RESOLUTION 1 (Rev. Buenos Aires, 2017)

**Template for proposed Questions and issues
for study and consideration by ITU-D**

* *Information in italics describes the information which should be provided by the author under each heading.*

Title of Question or issue (the title replaces this heading)

1 Statement of the situation or problem *(the notes follow these headings)*

* *Provide an overall general description of the situation or problem which is proposed for study, with specific focus on:*

- *the implications for developing countries and LDCs;*
- *gender perspective; and*
- *how a solution will benefit these countries. Indicate why the problem or situation warrants study at this time.*

2 Question or issue for study

* *State the Question or issue that is proposed for study, expressed as clearly as possible. The tasks should be tightly focused.*

3 Expected output

* *Provide a detailed description of the expected output of the study. This should include a general indication of the organizational level or status of those who are expected to use and to benefit from the output. Outputs may include a set of actions, activities, work and work products specific to the work of the study Question, including those undertaken pursuant to programmes and regional initiatives that are relevant to the work of the Question (e.g. documented best practices, guidelines, workshops, capacity-building events, seminars, etc.). More specifically, study outputs may promote gender equality and greater access by women to communications technologies and as well as to employment, health and education.*

4 Timing

* *Indicate the required timing for all outputs, noting that the urgency of the output, including the annual output report, will influence both the method used to carry out the study and*

the depth and breadth of the study. Outputs and the work of a Question may be completed in less than the four-year study cycle.

5 Proposers/sponsors

* *Identify by organization and contact point those proposing and supporting the study.*

6 Sources of input

* *Indicate what types of organizations are expected to provide contributions to further the work, e.g. Member States, ITU-D Sector Members, Associates, Academia, other UN agencies, regional groups, other ITU Sectors, BDT focal points, as appropriate, etc.*

* *Also include any other information, including potentially useful resources, such as expert organizations or stakeholders, that will be helpful to those responsible for carrying out the study.*

7 Target audience

* *Indicate expected types of target audience, by noting all relevant points on the matrix which follows:*

| Target audience | Developed countries | Developing countries* |
|-----------------------------|---------------------|-----------------------|
| Telecom policy-makers | * | * |
| Telecom regulators | * | * |
| Service providers/operators | * | * |
| Manufacturers | * | * |
| ITU-D programme | * | * |

Where appropriate, please provide explanatory notes as to why certain matrix points were included or excluded.

a) Target audience – Who specifically will use the output

* *Indicate as precisely as possible which individuals/groups/regions within the target organizations will use the output. In addition, indicate as precisely as possible which ITU-D programmes, regional initiatives and strategic objectives the work of the study Question could/will be relevant to, and how the results of the work of the study Question can/could be used to fulfil the objectives of those relevant programmes, regional initiatives and strategic objectives.*

b) Proposed methods for the implementation of the results

* *In the author's opinion, how should the results of this work best be distributed to and used by the target audience and the specified relevant programmes and/or regional offices.*

* These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

8 Proposed methods of handling the Question or issue**a) How?**

* *Indicate the suggested handling of the proposed Question or issue*

- 1) Within a study group:
 - Question (over a multi-year study period)
- 2) Within regular BDT activity (*indicate which programmes, activities, projects, etc. will be involved in the work of the study Question*):
 - Programmes
 - Projects
 - Expert consultants
 - Regional offices
- 3) In other ways – *describe* (e.g. regional, within other organizations with expertise, jointly with other *organizations*, etc.)

b) Why?

* *Explain why you selected the alternative under a) above.*

9 Coordination and collaboration

* *Include, inter alia, the requirements for coordination of the study with all of:*

- regular ITU-D activities (including those of the regional offices);
- other study group Questions or issues;
- regional organizations, as appropriate;
- work in progress in the other ITU Sectors;
- expert organizations or stakeholders, as appropriate.

* *The Director shall, through the appropriate BDT staff (e.g. regional directors, focal points), provide information to rapporteurs on all relevant ITU projects in the regions. This information should be provided to the meetings of the rapporteurs when work of the programmes and regional offices is in the planning stages and when it is completed.*

* *Identify which programmes, regional initiatives and strategic objectives are related to the work of the Question and list specific expectations for collaboration with the programmes and regional offices.*

10 BDT programme link

* *Note the programme and regional initiatives of the action plan that would best contribute to, help facilitate and make use of the outputs and results of this Question, and list specific expectations for collaboration with the programmes and regional offices.*

11 Other relevant information

* *Include any other information that will be helpful in establishing how this Question or issue should best be studied, and on what schedule.*

ANNEX 4 TO RESOLUTION 1 (Rev. Buenos Aires, 2017)

Template for liaison statements

Information to be included in the liaison statement:

- 1) List the appropriate Question numbers of the originating and destination study groups.
- 2) Identify the study group or rapporteur group meeting at which the liaison was prepared.
- 3) Include a concise and clear subject. If this is in reply to a liaison statement, make this clear, e.g. "Reply to the liaison statement from (*source and date*) concerning...".
- 4) Identify the study group(s), if known, or other organizations to which sent.

NOTE – Can be sent to more than one organization.

- 5) Indicate the level of approval of such liaison statement, e.g. study group, or state that the liaison statement has been agreed at a rapporteur group meeting.
- 6) Indicate if the liaison statement is sent for action or comments, or for information only.

NOTE – If sent to more than one organization, indicate this for each one.

- 7) If action is requested, indicate the date by which a reply is required.
- 8) Include the name and address of the contact person.

NOTE – The text of the liaison statement should be concise and clear using a minimum of jargon.

NOTE – Liaison statements among ITU-D groups should be discouraged and problems should be solved through informal contacts.

Example of a liaison statement:

QUESTIONS: A/1 of ITU-D Study Group 1 and B/2 of ITU-D Study Group 2

SOURCE: Chairman of ITU-D Study Group X or Chairman of Working Party Y

MEETING: Geneva, September 2018

SUBJECT: Request for information/comments by [deadline when it is an outgoing liaison statement] – Reply to liaison statement from ITU-R/ITU-T WP 1/4

CONTACT: Name of chairman of the study group or chairman of the working party, or rapporteur for Question [number]
Tel./fax/e-mail

ANNEX 5 TO RESOLUTION 1 (Rev. Buenos Aires, 2017)

Rapporteur's checklist

- 1 Establish a work plan in consultation with the vice-rapporteurs or relevant working parties. The work plan should be reviewed periodically by the relevant working party and study group and contain the following:
 - list of tasks to be completed;
 - target dates for milestones in consideration of annual output reports;
 - results anticipated, including titles of output documents and annual output reports;
 - liaison required with other groups, and schedules for liaisons, if known;
 - proposed meeting(s) of rapporteur group and estimated dates, with request for interpretation, if any.
 - 2 Adopt work methods appropriate to the group. Use of electronic document handling (EDH), electronic and facsimile mail to exchange views is strongly encouraged.
 - 3 Act as chairman at all meetings of the relevant Question. If special meetings on the Question are necessary, give appropriate advance notice.
 - 4 Delegate portions of the work to vice-rapporteurs or other collaborators, depending on the workload.
 - 5 Keep the working party and study group management team regularly informed of the work progress. In case no progress can be reported on a given Question between two study group meetings, the rapporteur should nevertheless submit a report indicating the possible reasons for the lack of progress. To allow the chairman and BDT to take the necessary steps for the work to be done on the Question, reports should be submitted at least two months before the study group meeting.
 - 6 Keep the study group informed of the progress of work through reports to study group meetings. The reports should be in the template of white contributions (when substantial progress has been made such as completion of draft Recommendations or a report) or temporary documents.
 - 7 The progress report mentioned in §§ 12.1 and 12.3 above should, as far as applicable, comply with the format given in those sections of this resolution.
 - 8 Ensure that liaison statements are submitted as soon as possible after all meetings, with copies to the study group chairmen and BDT. Liaison statements must contain the information described on the *Template for liaison statements* in Annex 4 to this resolution. BDT may provide assistance in distributing the liaison statements.
 - 9 Oversee the quality of texts up to and including the final text submitted for approval.
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