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| Geneva, 14-16 May 2013 |
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| Note by the Secretary-General |
| Rules of Procedure of the World TelecommunicationPolicy Forum (2009)[[1]](#footnote-1)\* |

**Article 1**

The forum shall be convened once or twice in the interval between two plenipotentiary conferences by decision of the Council, which shall set the date, duration and venue.

**Agenda and themes**

**Article 2**

The agenda and themes of the forum shall be set by the Council on the basis of a report by the Secretary-General, including input from any conference, assembly or meeting of the Union, and of contributions from **Member States** and organizations and entities covered by Article 19 of the ITU Convention.

**Composition**

**Article 3**

The forum shall be open to all **Member States** and to entities and organizations authorized to participate in the activities of the Union under Article 19 of the ITU Convention. In line with **No. 164 of the General Rules of conferences, assemblies and other meetings of the Union**, with the agreement of the Chairman of the forum and within the practical arrangements made by the Secretary-General, the public and press representatives may attend all or part of a forum.

**Article 4**

If the forum deems appropriate, it may in some cases restrict some sessions to **Member States** only. At the request of any delegation, supported by one other, and by decision of the majority of delegations, a session of the forum may be restricted to **Member States** only.

**Order of seating**

**Article 5**

At meetings of the forum, delegations shall be seated in the alphabetical order of the French names of the **Member States and Sector Members** represented.

**Chairman and vice-chairman**

**Article 6**

The forum shall select a chairman and, where appropriate, a vice-chairman on the basis of consultations conducted by the Secretary-General.

**Powers of the Chairman of the forum**

**Article 7**

The Chairman shall ensure that the Rules of Procedure are applied. He shall open and close each plenary meeting. He shall direct the deliberations and give the floor to speakers.

**Article 8**

**The Chairman** shall ensure that order is maintained at plenary meetings and it shall be his duty to protect the right of each delegation to express its opinion freely and fully on the point at issue.

**The Chairman** shall ensure that discussion is limited to the point at issue, and he may interrupt any speaker who departs therefrom and request him to confine his remarks to the subject under discussion.

**Organization of debates**

**Article 9**

As a general rule, the work of the forum shall be carried out in plenary.

**Article 10**

Discussions at the forum shall be based on contributions from **Member States** and organizations and entities covered by Article 19 of the ITU Convention, the report of the Secretary-General and the views expressed by the participants.

**Rules for debates**

**Article 11**

Persons wishing to speak must first obtain the consent of the Chairman. As a general rule, they shall begin by announcing in what capacity they are speaking.

**Article 12**

The plenary meeting may, if necessary, decide how many speeches any one delegation may make on any one particular point, and how long they may last.

**Article 13**

When a delegation has exceeded the time allowed, the Chairman may request it to conclude its remarks briefly.

**Outputs of the forum**

**Article 14**

The forum shall neither produce prescriptive regulatory outcomes nor produce outputs with binding force. It shall prepare reports, and, where appropriate, opinions for consideration by **Member States and Sector Members** and relevant ITU meetings.

**Approval of reports and opinions**

**Article 15**

The texts of reports and, where appropriate, opinions of the forum shall be considered as final after their adoption by the plenary meeting.

1. \* *Note by the General Secretariat:* The Rules of Procedure were adopted by the first World Telecommunication Policy Forum in 1996. Some small, purely editorial changes have been made in order to reflect amendments made to the Constitution, the Convention and the General Rules of conferences, assemblies and meetings of the Union by the 1998, 2002 and 2006 plenipotentiary conferences. These changes are marked in bold. [↑](#footnote-ref-1)