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| **Council 2017 Geneva, 15-25 May 2017** |  |
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| **Agenda item: ADM 4** | **Document C17/66-E** |
| **14 March 2017** |
| **Original: English** |
| Report by the Secretary-General | |
| IMPLEMENTATION OF THE ITU INFORMATION/DOCUMENT ACCESS POLICY | |

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| Summary  This document provides a report on the first months of implementation of the ITU information/document access policy adopted by Council 2016.  Action required  The Council is invited **to note** the report.  \_\_\_\_\_\_\_\_\_\_\_\_  References  [ITU Information/document Access policy](https://www.itu.int/en/access-policy/Documents/ITU-Information-access-policy-en.pdf) |

1. **BACKGROUND**
   1. The 2014 ITU Plenipotentiary Conference decided:

* To provide public access to all input and output documents of all conferences and assemblies of the Union starting from the beginning of year 2015 unless where disclosure would cause potential harm to a legitimate private or public interest that outweighs the benefits of accessibility.
* To instruct the Council Working Group on Financial and Human Resources (CWG-FHR), through the Council to:

1. continue to review document access policy in ITU to determine the extent to which documentation should be made publicly accessible, and to prepare a draft document access policy for submission to the Council;
2. consider the necessity to establish a dedicated group for that purpose.

* To instruct the Council Working Group on Financial and Human Resources, through the Council, to transmit the proposed access policy to the Council for its consideration and provisional approval and its implementation, as appropriate.
* To instruct and authorize the Council to consider the report of the Council Working Group and, as appropriate, approve and implement the policy on an interim basis.
* To instruct the Council to submit the policy to 2018 Plenipotentiary Conference for final decision.
  1. At its meeting on 5 February 2015, the Council Working Group on Financial and Human Resources resolved to create a dedicated group to review the document access policy. The terms of reference of the Dedicated Group on information/document access policy, chaired by Mr Petko Kantchev (Bulgaria), and open to all Member States and Sector Members, can be found in [Document CWG‑FHR 4/19 (Rev.2)](http://www.itu.int/md/S15-CLCWGFHRM4-C-0019/en).
  2. The Dedicated Group on information/document access policy met twice physically on 11 May 2015 and on 6 October 2015 in order to prepare a draft information/document access policy for submission to the 2016 meeting of the CWG-FHR. The CWG-FHR agreed to submit the draft policy to Council 2016.
  3. The 2016 session of Council endorsed the draft policy for interim implementation pending final approval by the 2018 Plenipotentiary Conference. Council 2016 instructed the ITU Secretary-General to develop the necessary procedures and processes, and to begin implementing the policy by 1 January 2017. Council further instructed the Secretary-General to report to Council 2017 and 2018 on the implementation of the policy, including any suggestions for ways the policy could be improved.

1. **STEPS TAKEN BY THE SECRETARIAT TO IMPLEMENT THE POLICY**

***Preparations in 2016***

* 1. Modifications were made to the central Document Management System (DMS) to allow access restrictions to be applied to a single document only and to handle instances of redacted versions of documents.
  2. The secretariat reviewed the documents typically created for the conferences, assemblies and meetings concerned by the policy and reached a common categorization of “input” and “output” documents.
  3. An email address ([access@itu.int](mailto:access@itu.int)) for requests was created and a small team of staff was assigned responsibility for handling requests.
  4. Information to all staff: On 15 December 2016, the ITU Secretary-General issued an internal memorandum informing Directors of Bureau and Directors of Department that the policy would enter into force on 1 January 2017. The Directors of Bureau and Directors of Department were invited to communicate this information to all concerned staff in the Sector/Department and ensure that the Policy is implemented. In addition, an internal webpage with detailed information for staff is being developed.
  5. Information to all delegates: Since January 2017, invitations to ITU meetings covered by the policy have informed delegates that documents submitted for the meeting will be open to the public unless the submitter of the documents advises the ITU secretariat otherwise. This information has also been posted on the websites for the various meetings.
  6. In line with point 4.4 of the policy, the secretariat posted the Information/Document Access Policy in six languages on the ITU website. A specific webpage was created (<http://www.itu.int/en/access-policy>) which includes an introduction to the policy, a PowerPoint presentation explaining the policy, and the implementation procedures. A link to this page is available from the ITU home page under the “Governance” box.
  7. A press release announcing the entry into effect of the new policy was published on 1 January 2017. The information was picked up and published in a number of trade journals.

***Documents made available to the public since 1 January 2017***

* 1. Since 1 January 2017, the policy has been applied to the input and output documents of the Regional Preparatory Meetings for WTDC-17, the cluster of Council Working Group meetings, the meetings of RAG, TSAG and TDAG, and the 2017 Session of Council. The Circular Letters of the Secretary-General have also been made available to the public. The policy will be applied to the input and output documents of the WTDC-17 in October 2017.
  2. Requests from submitters to close access to specific documents as per Article 3.2 of the policy have been handled in the Document Management System.

***Requests for access received since 1 January 2017***

* 1. Since 1 January 2017, two requests for documents were received from the general public. The team responsible for handling requests replied to both requests.

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