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| **COUNCIL WORKING GROUP ON FINANCIAL AND HUMAN RESOURCES** 7th meeting, Geneva, 30 January - 1 February 2017 |  |
| INTERNATIONAL TELECOMMUNICATION UNION |  |
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|  | **Document CWG-FHR 7/13** |
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| **English only** |

**CONTRIBUTION BY THE SECRETARIAT**

**ITU Publications**

**Objective:**

A question was raised at the Council-2016 meeting inquiring what criteria are used to decide whether a particular ITU publication would be sold or made available free of charge. A response in this regard is to be submitted to CWG-FHR.

**Response:**

Each Bureau makes its publications available for free with the intent to reach out to maximum number of users. The exceptions are: ITU-D’s Indicators Database; Yearbook of Statistics; Trends in Telecommunications; SMS4DC software; and some ITU-R Handbooks.

Since 2015 efforts have been made to reduce the cost associated with free publications by reducing their number and the number of printed copies of such publication. The tables below reflect the comparison of quantity and costs for years 2014, 2015 and 2016 for free publications:

|  |  |  |
| --- | --- | --- |
| Year | Total Qty (Copies) | Total Cost of Production |
| 2014 | 22,615 | 780,280 |
| 2015 | 3,335 | 463,640 |
| 2016 | 2,648 | 347,322 |

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| --- | --- | --- | --- | --- | --- |
| No. of titles produced by each Bureau in following years | | | | | |
| Year | BDT | SG | TSB | BR | Total |
| 2014 | 50 | 7 | 12 | - | 69 |
| 2015 | 61 | 6 | 3 | - | 70 |
| 2016\* | 42 | 5 | 3 | 1 | 51 |

* As of Nov 30, 2016

**Summary:**

1. Total cost of production in year 2014 for the period May-Dec has been significantly reduced from CHF780,280 to CHF347,322 in the whole year 2016, a savings of CHF750,000 over two year period.
2. The number of printed copies of free publications which stood at 22,615 in 2014 (May-Dec) has been drastically reduced to 2,648 in whole year 2016.
3. The number of titles has slightly reduced from 69 in year 2014 to 51 in year 2016.

**Conclusion**

The decision to sell publications or make them available free of charge to general public is a decision made by the originating ITU Bureau or General Secretariat. In almost all cases the decision is to make them available free of charge. In order to reduce associated costs efforts have been made to reduce the number of free publications, and the number of printed copies of free publications.

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