



General Secretariat (SG)

Geneva, 17 May 2017

Ref.: **CL-17/18** To ITU Member States
Contact: Ms Béatrice Pluchon
Telefax: +41 22 730 6627 *cc to Regional Telecommunication
Organizations (RTOs)*
E-mail: contributions@itu.int
Subject: **Invitation to nominate candidates for the positions of Chairman and Vice-Chairmen of the newly established Council Working Group for Strategic and Financial Plans for 2020-2023**

Dear Sir/Madam,

Following the decision taken at the Council 2017 Plenary meeting this morning, I would like to issue a call for candidatures for a Chairman and Vice-Chairmen of the newly established Council Working Group for Strategic and Financial Plans for 2020-2023 (see attached Resolution 1384 in Annex A). In accordance with Annexes 1 and 2 of Council Resolution 1333 (see Annex B), Member States are invited to submit candidatures taking into account gender balance and equitable geographical distribution.

The regional telecommunication organizations are copied so that they might assist in coordinating, at the regional level, for the designation of potential candidates for the chairmanship and vice-chairmanship of the Council Working Group.

Should your administration/organization wish to nominate a candidate, please send the candidate's full name and biographical profile, highlighting the qualifications of the individual concerned (as indicated in Resolution 1333), by e-mail to: contributions@itu.int by **12.00 Geneva time, 19 May 2017**.

The Chairman and Vice-Chairmen will be announced at the Plenary meeting on Monday, 22 May 2017, and the first meeting of this CWG will be held on Tuesday, 23 May 2017, at 12.30.

Kindly note that the positions of Council Working Group Chairman and Vice-Chairman are not considered "honorary" positions, and therefore, appointees will not be eligible to receive financial assistance from ITU. The commitment of time and resources required to fulfil their duties will be borne by the candidates themselves and by their nominating administrations and/or organizations, up until the next Plenipotentiary Conference in 2018.

I very much look forward to receiving your nominations.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

Annexes: 2

ANNEX A

RESOLUTION 1384
(adopted at the second plenary meeting)

**Establishment of the Council Working Group
for Strategic and Financial Plans for 2020-2023**

The Council,

considering

that No. 74A of the Constitution requires the Secretary-General to provide information necessary for the preparation of a Strategic Plan,

considering also

- a) Article 28 of the Constitution and Article 33 of the Convention pertaining to the finances of the Union;
- b) that in accordance with No. 62A of the Convention, a coordinated draft new strategic plan should be produced at least four months before the 2018 Plenipotentiary Conference;
- c) the provisions of Decision 5 (Rev. Busan, 2014) concerning the revenue and expenses for the Union for the period 2016-2019;
- d) the guiding principles for the creation, management and termination of Council working groups established in Council Resolution 1333 (revised 2016), which include the procedure for the appointment of Chairmen and Vice-Chairmen of Council working groups and the Qualifications of Chairmen and Vice-Chairmen,

noting

that, in conformity with Resolution 72 (Rev. Busan, 2014), progress in achieving the goals and objectives of ITU can be measured and considerably enhanced through the process of linking strategic, financial and operational plans,

taking into account

the Reports of the Financial management and Human Resources management Group as well as other relevant Council Working Groups, with a view to ensuring that all pertinent issues are taken into account,

resolves

to establish a Council Working Group to elaborate the draft Strategic and Financial Plans for consideration by the 2018 Session of the Council and presentation by Council to PP-18. The Working Group (CWG-SFP), open to Member States and, when addressing the draft Strategic Plan, also open to Sector Members, has the following terms of reference:

- a) to identify, with the assistance of the Secretary-General and the Directors of the Bureaux, sources of information to be used in the development of the draft Plans, and to take into account the discussion of this issue at the 2017 session of the Council;
- b) to develop drafts of the Strategic and Financial Plans for presentation to the 2018 session of the Council;
- c) to continue its discussions, if necessary, on the Financial Plan until the extraordinary session of the Council prior to the PP-18;

- d) to closely coordinate with other Council Working Groups which may work on items related to the draft Strategic and Financial Plans,

instructs the Secretary-General, with support of the Directors of the Bureaux

- 1 to provide the necessary support and documentation for the operation of the CWG-SFP,
- 2 to post on the PP-18 website the coordinated draft new Strategic Plan endorsed by the 2018 Session of Council, four months before the Plenipotentiary Conference;

invites the membership, the Council Working Group on Financial and Human Resources, the Elected Officials and the Sector advisory groups

- 1 to provide all contributions and all necessary assistance to the development of the draft Strategic and Financial Plans, and to make full use of electronic means of working;
- 2 to continue working on the synchronization and linkage among the strategic, financial and operational planning functions within ITU.

ANNEX B

RESOLUTION 1333 (MODIFIED 2016)

(adopted at the eleventh Plenary Meeting)

**Guiding principles for the creation, management and termination of
Council working groups**

The Council,

considering

- a) Articles 7 and 10 of the Constitution, according to which, in the interval between plenipotentiary conferences, the Council acts as governing body of the Union, on behalf of the Plenipotentiary Conference within the limits of the powers delegated to it by the latter;
- b) Decision 11 (Rev. Busan, 2014) on the creation and management of Council Working Groups, identifying the main principles of the creation and work of the Council Working Groups;
- c) Annex 2 to Decision 5 (Rev. Busan, 2014) on options for reducing expenditure, *inter alia*, the reduction of the number of Council Working Groups (CWGs) to the absolute minimum necessary and reduction as much as possible of the number and duration of physical meetings of working groups of the Council;
- d) Decision 584 of the Council 2015, identifying the principles for appointment and term of office for CWG Chairmen and Vice-Chairmen;
- e) WTSA Resolution 35 (Rev. Dubai, 2012), Resolution ITU-R 15-5, and WTDC Resolution 61 (Rev. Dubai, 2014) on appointment and maximum term of office for chairmen and vice-chairmen of study groups and advisory groups,

resolves

- 1 that CWGs shall address issues, goals, strategies, and priorities identified in the Strategic and Financial Plans of the Union and in the decisions of the Plenipotentiary Conferences and the Council, and provide advice to the Council for its consideration;
- 2 that in creating a Council Working Group, the terms of reference (ToR) of CWGs shall be clearly defined, and duplication and overlapping of tasks shall be avoided with other CWGs; ToRs may be modified, as appropriate, in order to respond to changing requirements;
- 3 that appointment of CWG Chairmen and at least two Vice-Chairmen for each CWG should be guided by provisions of Decision 11 (Rev. Busan, 2014) and the Procedure of the Annex 1, including submission of the information given in the Annex 2;
- 4 that term of office for Chairmen and Vice-Chairmen of CWG should not exceed the interval between consecutive Plenipotentiary Conferences; that the period in office in one CWG does not count towards the period in office in other CWG; that steps should be taken to provide some continuity between CWG Chairmen and Vice-Chairmen;
- 5 that it is necessary to plan and conduct CWG meetings in an efficient and cost effective manner, within the limits of the budget allocated by the Council; a CWG should normally hold one meeting and not more than two CWG meetings per year; and, if appropriate, one meeting of the CWGs can be integrated into the time allocation of the annual sessions of the Council; electronic meetings should be envisaged when necessary and feasible;

6 that, as far as possible, CWGs should advance their activity by electronic means and working methods;

7 that termination of a CWG is executed after completion of tasks within the framework of the group's mandate or in accordance with other decisions of the Council and/or the Plenipotentiary Conference, including Decision 11 (Rev. Busan, 2014),

resolves further

1 that the number and mandates of the CWGs, in particular, on any modifications required to existing groups in response to this resolution and to changing requirements should be examined, on an ongoing basis,

instructs the Secretary-General

1 to submit to each Plenipotentiary Conference and to each Council a table that identifies the Chairmen and Vice-Chairmen of each CWG, their tenure of office and region;

2 to ensure uniformity of the CWG websites that includes, at a minimum, terms of reference, the objective, composition, chairman and vice-chairmen, the secretariat, key Decisions and Resolutions, CWG documents and Reports.

ANNEX 1

Procedure for the appointment of Chairmen and Vice-Chairmen of Council working groups

- 1 After a decision on the creation of a Council working group is adopted by the Plenipotentiary Conference or by the Council, the Secretary-General, in consultation with Member States, will prepare and publish, on the Council's webpage, a list of candidates and their profiles for each working group.¹
- 2 Appointment decision shall be taken on the corresponding session of the Council (immediately after the Plenipotentiary Conference or on the Council's session which has taken the decision to create a CWG) taking into account the competency of candidates and with a view to promoting equitable geographical distribution and gender balance.
- 3 If a CWG Chairman could not continue his/her activity, a new Chairman is nominated, as a rule, from the existing Vice-Chairmen of this CWG; with the "partial" term of office not taken into account in the appointment for the next term.

¹ Chairman and Vice-Chairmen of the working group on use of the six official languages of the Union are appointed through linguistic groups. Their term of office is determined by the Council considering proposals from corresponding linguistic groups.

ANNEX 2

Qualifications of Chairmen and Vice-Chairmen

In appointing Chairmen or Vice-Chairmen, particular consideration shall also be given to the following data on competency and qualifications:

- knowledge and experience in the corresponding field;
- experience in ITU meetings and other intergovernmental organizations;
- managerial skills;
- ability to immediately proceed to duties and continue working until the next Plenipotentiary Conference or the CWG termination;
- succession planning.

Particular reference to the above qualifications should be included in the biographical profile to be published by the Secretary-General.
