



General Secretariat (SG)

Geneva, 25 January 2018

Ref: **DM 18/1000**
Contact: Mr Christopher Clark
Telefax: +41 22 730 6675
E-mail: membership@itu.int

To all exempted entities

Subject: **Request for fee exemption for the coming four year period: 2019-2022**

Dear Madam/Sir,

Thank you for your participation in ITU. The purpose of this letter is to request confirmation of your organization's interest in continuing its ITU membership with fee exemption as we prepare documentation for the next Plenipotentiary Conference.

Due to its status as a regional/international organization, and based on the principle of reciprocity, your organization was exempted from ITU membership fees by the ITU Council. According to the procedures established by ITU Council, exemptions granted are valid until the following Plenipotentiary Conference, at which point they must be reconfirmed by Member States for the coming four year period. The next Plenipotentiary Conference will be held in Dubai, UAE, from 29 October to 16 November 2018.

If your organization would like to be included in the list to be submitted to the Plenipotentiary Conference for potential membership fee exemption, we invite you to formally request exemption status for the 2019-2022 period by replying to this letter by 31 March 2018, incorporating the text provided in Annex 1. Kindly attach documentation, which demonstrates that your organization meets the criteria approved by Council, including articles of incorporation establishing its legal status. For your convenience, the criteria for exemption, revised by Council 2017, are attached in Annex 2.

Thank you in advance for your cooperation.

Yours faithfully,

Signed

Houlin ZHAO
Secretary-General

Annex 1: (Letter template)

Annex 2: (Criteria for exemption from payment of membership fees)

LETTER TEMPLATE:

REQUEST FOR FEE EXEMPTION FOR THE COMING FOUR YEAR PERIOD: 2019-2022

Dear Secretary-General,

According to the procedures established by ITU Council, we kindly request exemption from ITU fees and other financial contributions.

In support of our request, we have attached the following information:

- Documentation confirming our legal status as a not-for-profit regional/international organization dealing with telecommunication matters (including articles of incorporation);
- Location of our headquarters and other offices;
- List of our members, their location and their status as non-profit organizations;
- Website address and electronic contact information, including of our top management and focal point for ITU;
- Most recent annual report [and/or other reports on the activities of the organization]; and, a
- Description of previous ITU engagement, including ITU participation in our activities, and our involvement in ITU and associated benefits for our respective organizations, as well as any planned activities for the future.

In addition, we recognize and commit to making arrangements to meet the requirement of your Council that ITU be invited to participate in our meetings free of charge, with rights and benefits available to our members, and that ITU have access to the relevant documentation, including information available only to our members.

Lastly, [Name of organization] commits itself to:

- Support in general the purposes and basic activities of the Sector(s) of which it wants to become a Sector Member (or Associate);
- Follow the rules and procedures of the ITU specified in the Constitution and Convention and other relevant resolutions and decisions of the ITU Conferences and Council;
- Accept the Secretary-General's action of deleting the organization from the list of Sector Members and Associates, in accordance with the criteria and procedures established by the Council, or in case the organization or the Member concerned has denounced its participation.

[Salutations and Signature of Organization Head]

CRITERIA FOR EXEMPTION FROM PAYMENT OF MEMBERSHIP FEES FOR ORGANIZATIONS OF AN INTERNATIONAL CHARACTER

Over the years, the Council has exempted certain organizations of an international character from their financial obligations in defraying the expenses of ITU conferences and meetings.

1 Criteria and guidelines

1.1 In accordance with No. 476 of the convention, the Council may exempt organizations of an international character from payment of membership fees, subject to "reciprocity". The "reciprocity" is taken to refer to the mutual and similar benefits that could accrue to both ITU and the organization concerned as a result of the latter participating in the relevant activities of ITU.

1.2 To fulfil the conditions which lead to such a reciprocal arrangement, the organization concerned shall meet all of the following criteria:

- be an organization of international character dealing with telecommunications;
- be a legally-recognized non-profit organization, representing members which also have non-profit status;
- have a significant membership, presence and activities in multiple Member States whose participation in ITU activities would be beneficial to the aims of the Union;
- allow ITU to be represented at and participate in the organization's meetings free of charge and with the rights and benefits available to their members;
- allow ITU access to relevant documentation, including information available only to their members.¹

1.3 In reaching a decision as to the granting of an exemption, the Council shall take account of views expressed by the Secretary-General. Such views shall identify:

- the advantages for ITU of participation of the organization in ITU's activities;
- the benefits arising from participation of ITU in the activities of the organization.

2 Procedure

2.1 Each application for exemption shall be submitted, in writing, to the Secretary-General. It shall be presented to the Council for consideration, accompanied by evidence justifying the application (§ 1.2) and by comments from the Secretary-General (§ 1.3).

2.2 The Secretary-General will examine the request for exemption according to the criteria as stipulated in §§ 1.2 and 1.3 above and will report to the forthcoming session of Council, as appropriate.

2.3 If the application for exemption is approved by the Council, it will take immediate effect from the date of the Plenary meeting at which the decision is taken. Unless otherwise decided by the Council in exceptional circumstances, the exemption shall not be granted retroactively. Entities exempted by the Council remain responsible for any amounts owed prior to the effective date of exemption.

2.4 The exemption shall be valid until the following plenipotentiary conference, although the Council may at any time choose to revoke the exemption status from an entity which no longer fulfils the criteria noted above. Each plenipotentiary conference will review the list of exempted entities and decide which ones will continue to benefit from exempted status.

2.5 The list of exempted entities shall be made publically available on the ITU website.

¹ This means providing reciprocal access to information/documentation similar to that provided by ITU to its members through the TIES restricted access system.