



General Secretariat (SG)

Geneva, 14 March 2019

Ref: **DM-19/1000**
Contact: Ms Béatrice Pluchon
Telephone: +41 22 730 6266
Telefax: +41 22 730 6627
E-mail: gbs@itu.int

To Member States of ITU Council

Subject: **2019 Session of the Council**

Dear Councillor,

In accordance with Rule 1 of the Rules of Procedure of the Council, I have the pleasure to remind you that the 2019 session of the Council will be held at ITU headquarters from **Monday, 10 June 2019 (0930 hours) to Thursday, 20 June 2019**.

An informal briefing with Councillors will take place on Sunday 9 June from 1630 to 1730 hours.

Preliminary draft agenda

A preliminary draft agenda of the 2019 ordinary session is attached in Annex. A draft time management plan is under preparation and will be sent to you in due course.

As per Council rule of procedure 4.3, Member States of the Union shall communicate to the Secretary-General at least 8 weeks before the opening of the Session (before 15 April 2019), any further item they would like to propose.

Registration

Registration for the 2019 ordinary session of the Council will begin on **11 March 2019**. It will be carried out **exclusively online** at the Council website (www.itu.int/en/council/2019).

In line with ITU gender equality and mainstreaming policy, I would also like to take this opportunity to encourage you to include women in your delegation. As part of my commitments to the [International Gender Champions](#), ITU [reports on the representation of women in all ITU meetings](#).

Council identity badges can be collected at ITU Headquarters in Geneva (Montbrillant Building, main entrance), on **Monday 10 June 2019**, from 0830 hours onwards.

Documentation

In accordance with Annex 2 to Decision 5 (Rev. Dubai, 2018), paragraph 8, and in order to reduce cost of documentation, Council documents will be made available **exclusively online** at www.itu.int/en/council/2019. **No** paper copies of documents will be distributed before or during the 2019 Session of Council.

Similar to the previous Sessions of Council, an ITU C19 Sync Application will facilitate the download of C19 documents from the ITU server to your local drive. This application will be available on the Council website and is configured to synchronize the latest published documents. If you wish to be notified by e-mail when new or updated Council documents are posted, kindly update your TIES access at <http://www.itu.int/TIES/>.

Contributions to Council should be submitted as soon as possible to contributions@itu.int. In accordance with Council Decision 556, all contributions should be submitted **no later than 14 calendar days** before the opening of the meeting, i.e. **27 May 2019**. ITU secretariat documents calling for a decision of the Council will be posted on the relevant page of the website no later than 30 calendar days before the opening of the Council session.

As per [ITU information/document access policy](#), Council input documents will be publicly accessible, unless otherwise requested by the submitter(s) of the document.

In accordance with Council Decision 495, should a Member State of the Council consider that an information document needs to be considered by the Council for further action, the said Member State of Council should express its wish to have the information document translated in all six official languages, no later than five (5) calendar days after its publication on the Council website.

Travel, subsistence and insurance expenses

In accordance with No. 57 of the Convention of the ITU, “the travelling, subsistence and insurance expenses incurred by the representative of each Member State of the Council belonging to the category of developing countries, the list of which is established by the UNDP, in that capacity at Council sessions, shall be borne by the Union”. Councillors may wish to contact the ITU travel section for more information at travel@itu.int or christine.marechal@itu.int.

Hotel accommodation

Reductions on hotel prices in Geneva have been obtained for delegates participating in ITU meetings. The list of the hotels concerned along with a reservation form **to be sent directly to the hotel** can be found at <http://www.itu.int/travel/index.html>.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

Annex: 1

ANNEX

PRELIMINARY DRAFT AGENDA OF THE 2019 SESSION OF THE COUNCIL

PL 1	General Policy, Strategy and Planning
1.1	Report on the outcomes of the CWG-WSIS&SDG activities since Council 2018 (<i>Res. 140, R 1281, R 1332(MOD), R 1334(MOD)</i>)
1.2	Comprehensive report detailing the activities, actions, and engagements that the Union is undertaking in context to the WSIS Implementation and 2030 Agenda for Sustainable Development (<i>Res. 140, R 1332(MOD)</i>), including a report on the progress made in the implementation of the WSIS Forum website in at least the six official languages of the UN (<i>Res. 140</i>)
1.3	Report by the Chairman of the Council Working Group on International Internet-Related Public Policy Issues (CWG-Internet) (<i>R 1305, R 1336(MOD), R 1344(MOD)</i>)
1.4	Internet activities (<i>Res. 101, 102, 133 and 180</i>)
1.5	ITU activities on strengthening the role of ITU in building confidence and security in the use of ICTs (<i>Res. 130, 174</i>)
1.6	Report of the Council Working Group on Languages (<i>Res. 154, R 1372 (MOD)</i>)
	Detailed plan for pilot projects related to alternative translation, interpretation and captioning procedures
1.7	Terms of reference and working methods of EG-ITRs (<i>Res. 146</i>)
1.8	List of candidature for Chairmen and Vice-Chairmen of CWGs
1.9	ITU's activities related to Resolution 70 (Rev. Dubai, 2018)
1.10	ITU Operational Plans for 2020-2023 (<i>CV 87A, 181A, 205A, 223A, R 1390</i>):
	- Radiocommunication Sector
	- Telecommunication Standardization Sector
	- Telecommunication Development Sector
	- General Secretariat
PL 2	ITU events
2.1	ITU Telecom World events (<i>Res. 11, R 1292</i>)
2.2	World Telecommunication and Information Society Day (<i>Res. 68</i>)
2.3	Report on the 2018 Plenipotentiary Conference
2.4	Amendment of the PP electoral process (hearings and gender balance)
2.5	Report on preparations for the World Radiocommunication Conference (WRC-19)
2.6	Preparations for WTPF-21 (<i>Res. 2</i>)

2.7	Proposed dates and duration of the 2020, 2021 and 2022 sessions of the ITU Council (<i>Res. 77, 111, D 604</i>)
2.8	Scheduling of future conferences, assemblies and meetings of the Union (2019-2022) (<i>Res. 77, 111</i>)
PL 3	Other reports for consideration
3.1	Report on the Implementation of the Strategic Plan and the activities of the Union for 2018-2019 (<i>CV61, CV 82, CV 102</i>)
3.2	Strengthening the regional presence (<i>Res. 25</i>)
3.3	Report on the Standing Committee on Administration and Management
PL 4	Other matters
4.1	Obsolete Council Resolutions & Decisions
ADM	Administration and Management
1	Draft Biennial budget of the International Telecommunication Union for 2020-2021
	Choice of class of contribution for defraying the Union's expenses
2	Revenue and expenses (<i>Dec. 5</i>):
	- Annual review of revenue & expenses (<i>Dec. 5</i>)
	- Cost recovery for the processing of Satellite Network Filings (<i>D 482(MOD)</i>)
	- Report of the Council Expert Group on recommendations about the possible revision of Decision 482 with regard to complex non-GSO satellite filings
	- Efficiency measures (<i>Dec. 5</i>)
3	Provisional participation of entities dealing with telecommunication matters in the activities of the Union
4	Report by the Chairman of the Council Working Group on Financial and Human Resources (CWG-FHR) (<i>Res. 151, 152, 158, 169, 170, D 558, D 563(MOD), R 1360</i>)
5	Status Report on Implementation of Council Decision 600 and 601 (UIFN, IIN)
6	Detailed plan of action on Electronic Working Methods (EWM) measures (<i>Res. 167</i>)
7	ITU participation in memoranda of understanding with financial and/or strategic implications (<i>Res. 192</i>)
8	Improvement of management and follow-up of the defrayal of ITU expenses by Sector Members, Associates and Academia
	Arrears and special arrears accounts (<i>Res. 41</i>)
9	Requests for exemption
10	Information and Communication Technologies Development Fund (ICT-DF) (<i>Dec. 11</i>)

11	Report of the Independent Management Advisory Committee (IMAC) (<i>Res. 162, D 565</i>)
	Report of the Selection Panel on the Appointment of the new IMAC members
12	Appointment of a new External auditor (<i>Res 94</i>)
13	Audited accounts: Audited financial operating report for 2018
14	External Auditor reports:
	- The Union's accounts 2018
	- The Union's account on the ITU TELECOM World 2018
15	The After-Service Health Insurance (ASHI) liability
16	Report of the Internal Auditor on internal audit activities
17	Strategy for the coordination of efforts among the three Sectors of the Union (<i>Res. 191</i>)
18	Report on progress on the Union's headquarters premises project (<i>Res. 212</i>)
	Summary report on the work of the Member States Advisory Group on the Union's Headquarters premises project
19	Implementation of Resolution 131 (Rev. Dubai, 2018) - Measuring information and communication technologies to build an integrating and inclusive information society
20	UNSDG on the United Nations development sustainable development group
21	Coordination Levy
22	Decisions of the UNGA on the conditions of service under the UN common system
23	Progress report on the implementation of the Human Resources strategic plan and of Resolution 48 (Rev. Dubai, 2018)
24	Four-year Human Resources strategic plan (<i>Res. 48</i>)
25	Membership of the ITU Staff Pension Committee (<i>R 1326 (MOD)</i>)
26	Report from the Ethics Office
27	ITU fellowships
28	Implementing PP-18 Resolution 209 on SME participation
29	Criteria for the creation of an area office
INFORMATION REPORTS	
1	Situation of arrears of the Union
2	Report of the Budget Control Committee of the Plenipotentiary Conference (PP-18)
3	Collaboration with the UN System
4	UN-Swap Letter
5	Strengthening the regional presence (<i>Res. 25</i>)

6	ITU Council contribution to the High Level Political Forum on Sustainable Development (HLPF) (<i>Res 140</i>)
----------	-----------------------------------------------------------------------------------------------------------------

