



## General Secretariat (SG)

Geneva, 11 March 2019

Ref.: **CL-19/9**  
Contact: Ms Béatrice Pluchon  
E-mail: [gbs@itu.int](mailto:gbs@itu.int)

To: ITU Member States  
Regional Telecommunication Organizations

Subject: **Nomination of candidates for the positions of Chairs and Vice-Chairs of Council Working Groups (CWGs) and Expert Groups for the period/cycle 2019-2022**

Dear Sir/Madam,

As you will remember, the Extraordinary Session of Council 2019 appointed the Chairs of the Council Working Groups and the Council Expert Group on Decision 482. However, no decision was taken regarding the vice-chairs of the groups.

Therefore, at its June 2019 session, the Council will appoint:

- The vice-chairs of the Council Working Groups;
- The vice-chairs of the Council Expert Group on Decision 482; and
- The chair and the vice-chairs of an Expert Group on ITRs to be reconvened by the Council.

Following the previous letters sent to Member States inviting the official confirmation of existing candidates or the presentation new candidates for a new cycle ([CL-18/42](#) and [CL-18/51](#)), the candidature received so far have been posted on <https://www.itu.int/en/council/Pages/Chairs-Vice-Chairs-2019-2022.aspx>.

For the candidates received so far as well as new candidatures, Member States are invited to consult and coordinate within their region, through their respective Regional Telecommunication Organization (RTO) so that there would only be one vice-chair per region.

Following the regional consultation, the full name and biographical profile of the agreed candidate per region should be sent by the respective Member State or its corresponding RTO to [gbs@itu.int](mailto:gbs@itu.int) by 1 May 2019.

In identifying candidates, I invite you to take into consideration the following references:

- **Council Resolution 1333**, which provides that:
  - appointment of CWG Chairs and at least two Vice-Chairs for each CWG should be guided by provisions of Decision 11 (Rev. Dubai, 2014)
  - **term of office for Chairs and Vice-Chairs of CWGs 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 Chairs and Vice-Chairs;
- **Annex 2 of Council Resolution 1333** on competency qualifications of Chairs and Vice Chairs;

- **Decision 584 of Council 2015**, which provides:

- 2 that the current Chair and Vice-Chairs of a CWG shall be eligible for re-election to the same position;
- 3 that, notwithstanding the above, any chair or vice-chair of a CWG shall remain in office in the same position for a maximum of four (4) years, non-renewable term;

In addition, in line with my commitment as International Gender Champion, I would also like to encourage delegations to nominate women for chair and vice-chair positions.

Kindly note that the positions of Council Working Group Chairs and Vice-Chairs 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 the duties of the Chairs and Vice-Chairs will be borne by the candidates themselves and by their nominating administrations and/or organizations, up until the next Plenipotentiary Conference in 2022.

Yours faithfully,

*(signed)*

Houlin ZHAO  
Secretary-General

*Annexes: 2*

ANNEX A

DECISION 584 (C15)

**Creation and management of Council Working Groups**

The Council,

*decides*

- 1 that the current Chairmen and Vice-Chairmen of a CWG shall remain in office in the same position until PP-18;
- 2 that the current Chairmen and Vice-Chairmen of a CWG shall be eligible for reelection to the same position;
- 3 that, notwithstanding the above, any chairman or vice-chairman of a CWG shall remain in office in the same position for a maximum of four (4) years, non-renewable term;
- 4 keeping in mind the 3 points above, to instruct the Secretary-General to prepare a report/analysis on the principles and rules for the creation, management, termination of CWG as well as the selection process and the principles of geographical rotation and gender balance of Chairmen and Vice-Chairmen, to be reviewed by the CWG-FHR at its next meeting and to be received by the CWG-FHR at least six weeks before its meeting;
- 5 to instruct the CWG-FHR to review Resolution 1333 taking into account the report of the Secretary-General and Decision 11 (Rev. Busan, 2014) and to submit its conclusion in that respect to Council 2016.

*REF.: DOCUMENTS C15/116 AND C15/125.*

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.<sup>1</sup>
- 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.

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<sup>1</sup> 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.

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