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| **Council 2020Geneva, 9-19 June 2020** |  |
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| **Agenda item: ADM 4** | **Document C20/50-E** |
| **13 March 2020** |
| **Original: English** |
| Report by the Chairman of the Council Working Group on Financial and Human Resources (CWG-FHR) |
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| **Summary**This document presents a report on the deliberations of the meetings of the CWG-FHR, which were held on 18 September 2019 and 3 and 4 February 2020, respectively.**Action required**The Council is invited **to take note** of the work of the CWG-FHR and also to **consider** and **offer views**, as appropriate, on the actions identified in the report.\_\_\_\_\_\_\_\_\_\_\_\_**References**[*C19/50*](http://www.itu.int/md/S19-CL-C-0050/en) *and* [*Council Decision 563*](https://www.itu.int/md/S19-CL-C-0142/en) |

Since the 2019 session of the Council, there have been two meetings of the Council Working Group on Financial and Human Resources (CWG-FHR). The meetings were held in Geneva on 18 September 2019 and 3 and 4 February 2020, respectively, with Mr Dietmar Plesse (Germany) as Chairman. The full reports of these meetings can be accessed at the following links: <https://www.itu.int/md/S19-CWGFHR10-C-0016/en> and <https://www.itu.int/md/S20-CWGFHR11-C-0020/en>. Council delegates should refer to these reports for an expansion of the various views expressed during the discussions.

**1 Fellowships**

 **Report on the practices of United Nations and UN specialized agencies and intergovernmental organizations fellowship policies (Document** [**CWG-FHR 10/14**](https://www.itu.int/md/S19-CWGFHR10-C-0014/en)**)**

1.1 This document was presented by the secretariat. It highlights the major achievements of the United Nations system organizations in terms of common approaches, simplification and harmonization of policies, procedures, entitlements, and terminology, including a definition of fellowships, their objectives and purposes. It indicates the consensus reached within these organizations on the following broad selection criteria for fellowships, which are expected to ensure transparency: academic meritocracy; professional aptitude; linguistic proficiency; leadership potential; long-term commitment of the fellows to the needs of their countries national capacity development needs; gender balance; and fair geographical distribution.

 **Improving, promoting, and strengthening ITU fellowships (Document** [**CWG-FHR 10/2**](https://www.itu.int/md/S19-CWGFHR10-C-0002/en)**)**

1.2 The secretariat introduced this document and informed the delegates that it had already been presented to the Council during its 2019 regular session. The document provides an overview on fellowships, their objective, eligibility, selection criteria, and their importance as a potentially effective tool for enhancing capacity building in the light of rapid technological innovation and increased convergence of services. It also provides an annex with a list of Member States eligible for fellowships classified by the United Nations as developing countries. These include the least developed countries, small island developing states, landlocked developing countries, and countries with economies in transition. One delegate indicated that the list of eligible countries (from UN) might be further looked at as some small islands not currently included in the list might also be considered as qualifying countries. The Chair noted that two options could be considered, either to rely on the lists established by other entities, e.g. UN or to develop a specific list for ITU.

 **Contribution by Ghana - Proposed amendments to measures to improve, promote and strengthen ITU fellowships (Document** [**CWG-FHR 10/12**](https://www.itu.int/md/S19-CWGFHR10-C-0012/en)**)**

1.3 The objective of Ghana is to improve accountability and transparency in the eligibility, application and award procedures as well as clear definition and application of the criteria for granting fellowships. The importance of efficient planning, control and reporting was also emphasized.

 **Contribution by El Salvador - Proposal for eligibility criteria, award and selection of fellowships for activities financed from the regular budget of the International Telecommunication Union (ITU) (Document** [**CWG-FHR 10/13**](https://www.itu.int/md/S19-CWGFHR10-C-0013/en)**)**

1.4 This document mainly focuses on the criteria for eligibility, selection, and award of fellowships also found in Document CWG-FHR 10/2 from the secretariat. It proposes a few additional provisions, for example, that members wishing to apply for an ITU fellowship must not have any type of debt related to the contributions derived from their contributory unit.

1.5 It was requested that the secretariat prepare a consolidated document reflecting the contributions and remarks made to be submitted for review to the meeting of the CWG-FHR to be held in February 2020.

 **Draft revised policy for awarding fellowships for events and activities funded through the ITU regular budget and revised list of eligible countries (Document** [**CWG-FHR-11/2**](https://www.itu.int/md/S20-CWGFHR11-C-0002/en)**)**

1.6 This document was introduced by the secretariat who informed delegates that based on the contributions of Ghana and El Salvador and the comments made by the delegates during the September meeting, Service Order No. 07/05 had been revised as well as its related list of eligible countries which is adapted from the United Nations annual report, *World Economic Situation and Prospects 2019*. The attention of the delegates was drawn to the fact that the United Nations report 2020 was released on 16 January 2020, way after this document was posted on the Council Working Group website. In view of this, the changes noted in the UN report 2020 will be reflected in the list to be presented to the Council in June.

 **Contribution by The Commonwealth of The Bahamas: Document on Improving Fellowships (Document**[**CWG-FHR-11/1**](https://www.itu.int/md/S20-CWGFHR11-C-0014/en)**4)**

1.7 The concern of the Bahamas is that taking into consideration that most of the Caribbean countries are classified as high-income developing Member States and that, as per the draft revised policy, consideration to grant fellowships to high-income developing countries shall be considered after first fulfilling requests from other eligible Member States, this could potentially impact prioritization of fellowship distribution.

1.8 During the discussion of the document the United States raised a proposal that fellowships shall not be granted to the Radiocommunication Assembly (RA), World Telecommunication Standardization Assembly (WTSA) and World Telecommunication Development Conference (WTDC).

1.9 The Chairman stressed that the 11th CWG-FHR had to reach a consensus on the draft revised policy for awarding fellowships for events and activities funded through the ITU regular budget and revised list of eligible countries for submission to Council 2020 for endorsement.

1.10 Comments from delegates during the meeting and an oral report from a drafting group which met on 4 February 2020, led to following results:

* Consensus was reached on the contribution of the Bahamas.

1.11 It is integrated in the draft revised policy as paragraph 12: “*When granting a fellowship, ITU could exceptionally take into consideration the particular needs of developing countries that have been affected by severe natural disasters during the previous year*”.

* Consensus was partially reached on the proposal of the United States.

1.12 It was agreed that fellowships are needed for WTDC because of the nature of the event. Currently, fellowships are not awarded to RA and so, there was no discussion on this. In the case of WTSA which currently uses fellowships, no consensus was reached.

1.13 The following text will be added to paragraph 11: “*Additionally, fellowships shall not be granted to the Radiocommunication Assembly [and to the World Telecommunication Standardization Assembly]*”. Document CWG-FHR-11/2 reflecting the proposed amendments are to be found in Annex 1 to this report.

**2 Regional presence**

 **Update on the review of ITU regional presence**

2.1 Resolution 25 (Rev. Dubai, 2018) resolved to strengthen the functions of the regional offices. It further instructed the Secretary-General to conduct an overall review of ITU’s regional presence. PricewaterhouseCoopers (“PwC”) was appointed to perform this review. In her remarks, the BDT Director mentioned that she saw this project as an opportunity. An opportunity to develop fresh ideas and rethink the way ITU implements projects, programmes and activities in the regions. PwC recalled that the purpose of the information session organized during the lunch break is to collect the membership input for the review.  In preparation for the information session, PwC further reminded delegates of the main objectives of the study launched on 4 November 2019: (1) profile the current structure of the regional presence, (2) identify performance parameters, (3) identify the profile of the desired structure, (4) establish an action plan for change, which addresses all related recommendations provided by the External Auditor, the Internal Auditor and IMAC.

2.2 The presentation made at the information session is reflected inDocument **[CWG-FHR-11/INF-9](https://www.itu.int/md/S20-CWGFHR11-INF-0009/en).**

**3 Tasks of CWG-FHR according to Council Decision 563 – Annex A - CWG-FHR Terms of reference**

 **Evaluation of the implementation of results-based management**

3.1 The Director of BDT introduced the new change process which has been under implementation in BDT for several months. It aims to fully implementing RBM as a priority in the way to transforming to a “Fit4Purpose” BDT. She also mentioned the ongoing processes of change management and project management and the corresponding ongoing trainings and capacity development undertaken, which are all well aligned with the RBM implementation.

3.2 The Head of the Strategy and Planning Division (SPD) of SPM introduced the work that has been done with BDT and the continuation of this work with BR and TSB in the development of different components of RBM.

3.3 The Consultant, Prof. Achim Von Heynitz, introduced in detail the ongoing RBM implementation at BDT. He started by providing a case for BDT (ITU) change: the broader development context; followed by an introduction on the basics of RBM.

The presentation is to be found in Document [**CWG-FHR-11/INF-4**](https://www.itu.int/md/S20-CWGFHR11-INF-0004/en)**.** He explained what will change under RBM.

3.4 Participants welcomed the presentation and suggested that a more detailed (1 day?) presentation could be provided. BDT Director informed that such presentation will take place the day prior to TDAG in June 2020.

**4 Contribution by the Russian Federation: Draft revised Resolution 1333 - Guiding principles for the creation, management and termination of Council working groups (Document**[**CWG-FHR-11/1**](https://www.itu.int/md/S20-CWGFHR11-C-0010/en)**0)**

4.1 The delegate from the Russian Federation presented the proposal to amend Resolution 1333 (Revised 2016) which includes the suppression of paragraphs (c), (d) and (e) under *considering* and paragraph (4) under *resolves.* It is also being proposed under *instructs the Secretary-General* that it is sufficient to submit to each Plenipotentiary Conference a table identifying the tenure of office and region of the Chairs and Vice-Chairs of each CWG, and no longer to each Council.

4.2 It is also being proposed to add the following under the *resolves* paragraph pertaining to the planning of meetings: “CWG meetings shall not coincide in time with Sector assemblies, conferences and advisory group meetings”.

4.3 Some delegates expressed support on the proposed added text in paragraph 4 “*CWG meetings shall not coincide in time with Sector assemblies, conferences and advisory group meetings”.* The Chairman understood from the proposal that it may be difficult for some delegations to attend parallel meetings.

4.4 The Chairman invited delegations to submit proposals to the Russian Federation in a timely manner in order to be taken into account when revising the document for presentation to Council 2020.

 **Contribution by the Russian Federation: Suppression of Decision 584
 (Document**[**CWG-FHR-11/11**](https://www.itu.int/md/S20-CWGFHR11-C-0011/en)**)**

4.5 The delegate from the Russian Federation presented the proposal to suppress Decision 584 – Creation and management of Council Working Groups since it is already reflected in Decision 11 which has been revised during the 2018 Plenipotentiary Conference in Dubai. The delegate made clear the understanding that it is only the Plenipotentiary Conference who can decide on modifying or suppressing decisions.

4.6 In principle, the Chairman supports the streamlining of resolutions and decisions. He expressed appreciation to the efforts made by the delegate from the Russian Federation in being proactive in proposing the standardization and streamlining of documents.

4.7 The delegate from the United States did not accept the proposal to suppress Decision 584 as it refers to “*instruct the CWG-FHR to review Resolution 1333…”* and believes that the majority of the provisions of this resolution are necessary. Furthermore, the terms of office of the Chair and Vice-Chair of Council Working Groups should be maintained, according to the delegate.

4.8 The Chairman requested that an informal consultation be made between the delegates of the Russian Federation and the United States to come up with a proposal on how to move forward with this issue.

**5 Provisional forecast of the surplus 2019 (oral presentation) and
Documents**[**CWG-FHR-11/INF-3**](https://www.itu.int/md/S20-CWGFHR11-INF-0003/en) **and** [**CWG-FHR-11/INF-3**](https://www.itu.int/md/S20-CWGFHR11-INF-0003/en) **(Rev.1)**

5.1 Following the oral presentation made by the secretariat, some delegates requested the publication of the list of proposed allocations of the provisional forecast of the 2019 surplus to be able to properly review the allocations and provide inputs. The list was then provided in Document CWG-FHR 11/INF-3. However, following the request of the Chairman, a revised document CWG-FR 11/INF-3(Rev.1) was issued to replace “Provision for New Building unforeseen costs” with “Provision for New Building: Risk Register Fund”.

* Estimated 2019 surplus: CHF 6,300,000 total;
* Approved by Council: CHF 4,185,000 total;
* Approved by the Secretary-General (not yet by Council): CHF 1,976,500 total;
* Total cost of requests approved by the Council and by the Secretary-General: CHF 6,161,500;
* Not approved by the Secretary-General: CHF 665,000 total.

5.2 One delegate queried as to whether the five requests from BR which have been approved by the Secretary-General totalling CHF 686,500 are linked with the decisions in WRC-19. The secretariat informed the Group that these requests are not linked to the outcome of WRC-19 but are needed to improve the internal functioning and activities of ITU-R. Details on the outcome of WRC-19 will be provided during the presentation of Document CWG-FHR 11/5.

5.3 Similarly, in response to a query from another delegate, the secretariat informed the Group that the ITU-T projects totalling CHF 390,000 are needed to help alleviate the Bureau’s need to meet the growing demand and allow it to continue providing an appropriate and efficient ICT support for the functioning of the Sector. Additional information will be furnished during the forthcoming TSAG meeting next week.

5.4 Following another query from a delegate, the secretariat informed the Group that the result of the actuarial study on After-Service Health Insurance (ASHI) is still being awaited. The figures will be presented to Council 2020. However, it is expected that the deficit will increase taking into account the lower discount rate which will have a negative impact on the result. The move from Cigna to UNSMIS as of 1 January 2020 will also have to be taken into consideration in ASHI liability.

5.5 The Chairman highlighted the importance of giving priority in the allocation of budget implementation surplus to ASHI fund and the new building project in line with Decision 5 (Rev. Dubai, 2018). The secretariat agreed while referring to Article 12 of the Financial Regulations wherein the Secretary-General may commit an expense which is not covered in the financial plan or the budget in the interest of the Union. Therefore, the Secretary-General can set priorities which can be the basis in the allocation of budget surplus.

**Recommendation:**  The Council is invited to review the proposed allocations of the estimated 2019 budget implementation surplus.

**6 Human Resources**

 **Human Resources Strategic Plan for 2020-2023: Draft revision to Resolution 1299 (Document [CWG-FHR 10/5](https://www.itu.int/md/S19-CWGFHR10-C-0005/en))**

6.1 This document presents some limited revisions to Resolution 1299 for subsequent transmittal to the 2020 session of the Council.

 **Contribution by the United States - Establishment of an ITU Strategic Plan for Human Resources (Document** [**CWG-FHR 10/10**](https://www.itu.int/md/S19-CWGFHR10-C-0010/en)**)**

6.2 A delegate from the United States introduced this document that aims at reflecting the changes made to Resolution 48 at PP-18 into Resolution 1299.

 **Consolidated proposed amendments to Council Resolution 1299**

 **(Document** [**CWG-FHR 10/DL/1**](https://www.itu.int/md/S19-CWGFHR10-190918-DL-0001/en)**)**

6.3 The Chairman introduced Document CWG-FHR 10/DL/1 that reflects the proposals made by all proponents relevant to Resolution 1299. It was stressed that most of the proposals were if not similar, consubstantial.

6.4 In the light of the manifold interventions and comments, it was decided that the main proponents meet during the day and prepare a consensual draft revision of Resolution 1299. The meeting then endorsed this consensual draft revision. The proposed modifications are to be found in Annex 2 to this report.

 **Information document concerning Circular Letter 2015 on the secondments from administrations (Document**[**CWG-FHR-11/INF-1**](https://www.itu.int/md/S20-CWGFHR11-INF-0001/en)**) and** **Report on the implementation of PP Resolution 48: Human Resources Reporting and Statistics (Document**[**CWG-FHR-11/**](https://www.itu.int/md/S20-CWGFHR11-C-0013/en)**13)**

6.5 The following clarifications were provided regarding the ITU Programmes.

* The difference in between loan and secondment:  the first option does not imply any financial arrangements with the organization, as the staff member being loaned to the ITU continues to be under the payroll of the releasing entity.  For a secondment, a Fund in Trust agreement (FIT) is signed with the releasing organization for covering the payments of the agreed compensation benefits to be done by the ITU to the person concerned;
* Both loans and secondment can be agreed either at the initiative of a Member State or upon request from the ITU administration.

6.6 One delegation witnessed that they have had three officials being seconded to the ITU in the course of 2019 and that it had been of great benefit to the persons concerned.

6.7 Comments were made by delegates on the situation of the geographical distribution and gender balance, noting that progress had been made.  However, further efforts are still to be made for improving the situation, not only in the Professional and higher categories, but also in the General Service category.  It was suggested that ITU could undertake an evaluation exercise of its recruitment processes on the model of the one undertaken by ILO, with the objective of identifying potential unconscious bias which may be having an influence on the capacity of the organization to achieve better results in those areas.  The secretariat indicated that it would contact ILO in this regard.

6.8 A delegation suggested a deeper analysis should be undertaken in view of the statistics showing a decrease in the number of professional staff in the General Secretariat versus the increase of the budget allocated to that sector.

**7 Follow-up on the recommendations of the External Auditor (Document**[**CWG-FHR-11/8**](https://www.itu.int/md/S20-CWGFHR11-C-0008/en)**)**

7.1 The secretariat presented the document containing the recommendations made by the External Auditor (Corte dei Conti), the comments by the Secretary-General and the status as reported by ITU Management with updates as of 31 December 2019:

* Recommendations made in the External Auditor’s Report on the audit of financial statements for 2018;
* Recommendations made in the External Auditor’s Report on the Audit of the Union’s accounts on ITU Telecom World 2018;
* Recommendations made in the Special Report of the External Auditor on Regional Offices.

7.2 All recommendations have been reviewed by the External Auditor during the audit of the 2018 accounts.

7.3 The External Auditor presented seventeen (17) recommendations relating to the ITU Financial Operating Report on the 2018 accounts. Updates were provided by the ITU Management on open recommendations pertaining to 2017 (6 recommendations), 2016 (6 recommendations) and 2015 (2 recommendations), 2014 (2 recommendations) and 2012 (3 recommendations).

7.4 Three (3) recommendations have been made by the External Auditor on ITU Telecom World 2018 for which updates were provided by ITU Management as of December 2019. An update was also provided on open recommendations pertaining to 2017 (1 recommendation).

7.5 ITU Management Updates provided updates on the twenty-two (22) recommendations made by the External Auditor in 2017 relating to Regional Offices.

7.6 The open recommendations will be reviewed and discussed further with the External Auditor during the audit of the 2019 accounts.

7.7 One delegate requested the secretariat to implement outstanding recommendations as soon as possible especially those which have been open for a significant period of time which may expose the secretariat to certain risks.

7.8 In response to several queries from the delegates, the secretariat informed the Group on the following:

* Bank account in the field office signatories are ITU staff in the professional category and not the General Service. Dual signatories are possible whenever there are 2 professional staff in the field office. However, if there is only one staff in the professional category, it will be difficult to obtain the second signature.
* Discussions will be made with the External Auditor during the forthcoming audit exercise on the possibility of closing some open recommendations. However, the recommendation pertaining to ASHI may be maintained to allow on-going internal control.
* The Procurement Manual was published in June 2019, trainings on which have been on-going. Remote training will also be given to field office colleagues. The manual has been translated from English into French and Spanish to allow better dissemination and understanding on the guidelines for procurement.

**8 Revenue generation by selling/leasing part of the ITU IPV4 address block
(Document**[**CWG-FHR-11/3**](https://www.itu.int/md/S20-CWGFHR11-C-0003/en)**)**

8.1 The secretariat presented Document CWG-FHR-11/3 concerning the possibility of revenue generation by selling or leasing part of the ITU IPv4 address block at the CWG.

8.2 Several delegates raised the concern who is the rightful owner of the IP addresses. ITU was one of the legacy agencies that was assigned a large IPv4 address block, probably even before RIPE was created. If ITU does not need to use the full address block, it may be more appropriate to return the unused addresses to RIPE and eventually to IANA for redistribution. ITU should investigate carefully if it has the right to sell or lease these addresses and must ensure the that code of conduct is maintained for its eventual actions. Delegates also raised the concern that new owners of the ex-ITU IPv4 address block may be seen by others as related to ITU, particularly if their websites got compromised.

8.3 The Chairman concluded that it was clear that the CWG is not in favor of the Union to sell or lease the IPv4 address block at this stage. The secretariat, after hearing the comments from the CWG, could collect more information and resubmit the document for Council’s consideration.

**9 Progress report on the Union’s headquarters premises project
(Document**[**CWG-FHR-11/4**](https://www.itu.int/md/S20-CWGFHR11-C-0004/en)**)**

9.1 Since the Document CWG-FHR-11/4was published on 19 December 2019 and in anticipation of the Council Working Group session, an informal information session on the new building construction took place on Monday, 3 February 2020 where the secretariat took the opportunity to provide updated information on the progress of the project. The secretariat was able to address some initial questions and has included some clarifications in the PowerPoint presentation to be found in Document [**CWG-FHR-11/INF-7**](https://www.itu.int/md/S20-CWGFHR11-INF-0007/en)**.**

9.2 Document CWG-FHR-11/4contains information on the progress of the project design in particular ongoing discussion with the host country related to the provision of conferences and meeting rooms during the construction phase, the establishment of a Staff Working Conditions Strategy and Implementation Plan and a study on the impact on the value of the tower evaluation if ITU retains the use of the Popov room.

9.3 During the information session, some very useful suggestions were made. One was on the need to establish a Risk Register Fund as called for in Decision 619 *decides 3*, another for the secretariat to provide an updated risk register, and to make more efforts to identify the dates of meetings during the transitional period.

**10 Outcome of WRC-19 with financial implications (Document**[**CWG-FHR-11/5**](https://www.itu.int/md/S20-CWGFHR11-C-0005/en)**)**

The ITU secretariat expressed its sincere appreciation to the Government of the Arab Republic of Egypt for their generosity and the excellent organization and facilities which had been accorded to the RA-19, WRC-19 and CPM23-1. This sentiment was shared by the delegations present.

10.1 The secretariat highlighted the financial implications of Decisions and Resolutions of WRC-19 as contained in the report of the Budget Control Committee which was submitted to the Plenary meeting of WRC-19 in Document 337 Rev 2, which was approved by the 11th Plenary Meeting of WRC-19. The secretariat noted that the level of additional funds required to implement the results of the WRC-19 was 1.721 Million CHF, which is significantly smaller than the amounts requested by previous assemblies and conferences of other sectors of the ITU.

10.2 The definitive numbers of the WRC Resolutions are to be found in Document C20/56. The implementation of these items should be considered as mandatory, as they are required for the Member States to exercise their treaty obligation.

10.3 Addressing a query as to whether the additional cost of certain decisions of WRC-19 could be covered by the Union’s 2020-2022 draft Budget, the secretariat clarified that since the 2020-2024 Financial Plan had been approved by PP-18 without this cost element, the 2020-2022 Budget and the 2022-2024 draft Budget do not include these additional expenses. As in the similar situation after WRC-15, should the secretariat have unutilized budget (savings), this could be the source of funding this additional cost. However, although the secretariat will try to do its best to implement the decisions, it cannot guarantee that it will be able to provide funding if the expense has not been included in the Budget. In case the secretariat could not absorb the cost, a request to the Council will be submitted to cover the expense through other measures.

10.4 One delegate noted that the Budget Control Report cited references to the Financial Responsibilities of Conferences as in Article 34, paragraphs 488 and 489 of the Convention as well as Article 18 paragraph 115 (PP-98) of the Constitution which states that “…When adopting resolutions and decisions, the assemblies shall take into account the foreseeable financial implications and should avoid adopting resolutions and decisions which might give rise to expenditure in excess of the financial limits laid down by the Plenipotentiary Conference.” However, in this case these decisions appeared to be obligatory. The secretariat explained that the changes to the Radio Regulations impose consequential changes to the software applications and tools provided by the BR for the practical implementation of the next edition of the Radio Regulations. In the future, it may be wise to include in the biennial budget an estimated cost for implementing WRC decisions, which could be based on historical data, since this cost element can always be foreseen.

10.5 Addressing a query about whether satellite network cost recovery could be used to cover these expenses, the secretariat explained that the software development was to the benefit of all 193 Member States and not an expense related to an individual satellite network filing. As such, these costs did not fit within a cost recovery framework. This opinion was supported by another delegate to the meeting.

**11 Contribution by the United States: Discussion paper – Consideration of conditions for on-site emergency medical support at ITU conferences and meetings held away from Geneva (Document**[**CWG-FHR-11/16**](https://www.itu.int/md/S20-CWGFHR11-C-0016/en)**)**

11.1 The delegate from the United States presented the document which provided as background a critical medical incident during WRC-19. The United States requested to have an initial discussion regarding review and possible improvements to the medical requirements that are included in the Host Country Agreements to ensure the safety of ITU delegates and staff in meetings and conferences outside of the headquarters.

11.2 The secretariat provided the following information to the Group:

* The Host Country Agreement (HCA) for this event already contains provisions in two areas where both safety and security are discussed (i.e., Article and Annex 4);
* There is always a compliance requirement wherein ITU prepares an event security plan which is shared with the host country Security Focal Point and UNDSS to ensure that a joint design and mitigation requirements for safety and security during the event is built into the plan. This HCA and Event Security Plan was formulated for WRC-19;
* In terms of lessons learned experience after the cardiac arrest incident at WRC-19, the ITU Safety and Security Division (SSD/IS) has prepared more prescriptive requirements guidelines that will be included in future security plans (as Annex) that will describe ITU’s standardized expectations on the type of personnel and equipment that are needed to be provided for onsite ambulance services and medical clinics;
* Two draft documents have been prepared in December 2019 by the ITU Medical Adviser and the Head of ITU SSD/IS. These guidelines are expected to be implemented during the forthcoming events this year, i.e., ITU Digital World 2020 (Hanoi) and WTSA-20 (Hyderabad);
* SSD/IS will also contact UNDSS – DHSS (New York) to inquire if there are other standards used by them when preparing safety and security operations relating to emergency medical support during events outside of Geneva.

11.3 It was requested that the secretariat present to Council 2020 a document describing the measures taken by ITU on the above-mentioned request in light of recent experience and taking into account any standards used by other UN organizations.

**12 Intersectoral coordination and risk management**

 **Strengthening Intersectoral Coordination (Document [CWG-FHR 10/7](https://www.itu.int/md/S19-CWGFHR10-C-0007/en))**

12.1 The secretariat introduced the presentation on “Strengthening Inter-Sectoral Coordination”, highlighting the continued efforts within the secretariat in this area. The context and guiding principles provided by Resolution 191 (Rev. Dubai, 2018), as well as the relevant parts of the ITU Strategic and Operational Plans were reminded to the delegates, while further improvements to the existing model for inter-sectoral coordination were presented. Delegates thanked the secretariat for the contribution, supported the continued efforts in this area and urged the secretariat to report back to membership on the results achieved in this area.

 **Contribution by Canada, Czech Republic, Denmark, France, Germany, The Netherlands, Poland, Romania, Sweden, Switzerland, and United Kingdom - Accelerating the implementation of risk management arrangements and ensuring ongoing accountability for risks  (Document [CWG-FHR 10/9](https://www.itu.int/md/S19-CWGFHR10-C-0009/en))**

12.2 Document CWG-FHR 10/9 was introduced by Switzerland. While acknowledging the efforts deployed by ITU in implementing risk management, the proponents stressed the importance of risk management and requested ITU to accelerate the introduction of risk in ITU. The proponents invited the Secretary-General to:

* Present to the CWG-FHR meeting in February 2020 a detailed action plan (including project milestones and deliverable dates for these) for the implementation of a systematic, enterprise-wide, and integrated operational risk policies, processes, and accountabilities;
* Present to Council 2020 a draft at an advanced level of the Governance and organizational Structure;
* Strongly consider calling for external expertise (consultancy) in order to be assisted in the implementation of best practices in an integrated manner across the organization;
* Associate IMAC as closely as possible with this process drawing on its expert advisory capacity; and
* Ensure that while these policies, processes and accountabilities are being implemented, Membership is kept informed on how current risks are being managed, including who is accountable for specific risks.

 **Conclusion**

12.3 The delegations expressed their appreciation to the secretariat for the two presentations on intersectoral management and risk management. Furthermore, they recognized that steps had been taken to limit duplication and improve coordination among sectors. Nonetheless, delegates also stressed the limits to these improvements and coordination to avoid duplications. Delegates also welcomed the contribution contained in Document CWG-FHR 10/9 and a majority supported the recommendations included in this report.

 **Progress report on strengthening ITU risk management framework: action plan
 (Documents**[**CWG-FHR-11/12**](https://www.itu.int/md/S20-CWGFHR11-C-0012/en) **and** [**CWG-FHR-10/8)**](https://www.itu.int/md/S19-CWGFHR10-C-0008/en)

12.4 The plan is based in a Reference Maturity Model (RMM) for Risk Management endorsed by HLCM at its 38th session. The secretariat presented in Document CWG‑FHR 10/8 the recommended actions and high-level roadmap to be implemented at ITU, in order to advance in the RMM and improve the risk management arrangements in the organization. Based on the document presented to CWG-FHR and considering the contributions and feedback from Member States, a detailed action plan has been developed (in 10 points, with deadlines in 2020 for all the actions aiming to strengthen the risk management framework in ITU). A critical success factor in embedding risk management into the ITU business processes, is demonstrating its practical application and benefits in contributing to increasing the probability of achieving the organizational results. Members welcomed the presentation. It was explained that the updated Risk registers will be presented to Council 2020.

**13 Fraud case at a regional office and related matters**

 **Follow-up on remedial actions taken in response to the fraud case at a regional office (Documents** [**CWG-FHR 10/15**](https://www.itu.int/md/S19-CWGFHR10-C-0015/en) **and** [**CWG-FHR-11/INF-5**](https://www.itu.int/md/S20-CWGFHR11-INF-0005/en)**)**

13.1 The follow-up on ITU working group – Internal controls - was presented by the Director of the Telecommunication Development Bureau:

* 7 meetings were held;
* 23 measures related to the fraud rood causes were identified by the working group based on IMAC, external audit, internal audit and JIU recommendations;
* 12 systems and measures were already implemented;
* 11 procedures were under review.

13.2 Many actions have been implemented of which new procurement procedures, strengthening of the oversight at the project levels, strengthening of the asset management procedures to include Project Assets, implementation of common IT systems, mobility policy, full review of the ITU accountability framework to be reported to Council 2020, review of the recruitment of experts procedure, etc.

13.3 Questions were raised concerning the implementation of measures related to staff mobility and the recruitment of consultants. The Director of the Telecommunication Development Bureau provided explanations on these topics.

13.4 Questions were raised concerning the status of the legal action against the former staff member implicated in the fraud and the recovery of the fraud losses. The ITU secretariat, through the Head of Legal Affairs Unit, clarified that the secretariat obtained a legal opinion from law firm in relation to the possible civil and criminal proceedings in Thailand. The secretariat is studying the most suitable actions and will liaise with the Thai authorities accordingly.

 **Contribution by the United States - Proposal for a sub-working group in response to Council Decision 613 (Document** [**CWG-FHR 10/11**](https://www.itu.int/md/S19-CWGFHR10-C-0011/en)**)**

13.5 A delegate from the United States introduced Document CWG-FHR 10/11 containing a proposal for the CWG-FHR to establish a sub-working group to recommend actions for ITU Council that would strengthen the independence of ITU’s oversight and audit functions, ethics framework, and investigation procedures in view of the UN system-wide best practice and UN Joint Inspection Unit recommendations, as appropriate.

 **Conclusion**

13.6 The meeting expressed strong support to the contribution by the secretariat and commended the measures implemented to strengthen internal controls and improve management in ITU. Concerning the proposal by the United States to create a sub-working group, several delegates had concerns either with the creation of the sub-working group or with the terms of reference of such a sub-group. It was instead agreed that this topic of fraud and related matters be a permanent agenda item of the CWG-FHR.

 **Contribution by the United States: Proposal for a new investigation function and process (Document**[**CWG-FHR-11/15**](https://www.itu.int/md/S20-CWGFHR11-C-0015/en)**)**

13.7 This proposal was introduced by the delegate from the United States. It is based on the 2019 Council Decision 613 and in response to CWG-FHR’s previous decision for “Fraud and Related Matters” to continue as a permanent agenda item. The USA proposed that the CWG-FHR discuss and consider two options to recommend to the Council regarding the establishment of an investigation function and process. Several delegations took the floor and raised questions and sought clarifications. One of them questioned whether the proposal was a sustainable one, another would like to see best practices in the UN system, budgetary implications, a distribution of various types of investigations throughout the ITU secretariat, implications of reclassification of posts. Another delegation appreciated that the proposal would make the investigation work to become independent from the audit work. The request for having information on other UN practices was raised on several occasions. It was further clarified that new proposals, if any, should not contradict what was being discussed at this meeting. When the discussion resumed at a later stage of the meeting, the secretariat informed the meeting that recently the creation of the investigation function had been decided by the ITU Management.

13.8 A proposal would be submitted by the secretariat to the Council at its upcoming session which would include responses to the various queries raised by the delegates. The USA accepted that way forward on the condition that the secretariat’s proposal was submitted well ahead of the Council meeting so that delegates could have sufficient time to review the matter. It was so agreed.

**14 Proposed amendments to the Financial Regulations and Financial Rules
 (Document**[**CWG-FHR-11/9**](https://www.itu.int/md/S20-CWGFHR11-C-0009/en)**)**

14.1 The secretariat presented the following amendments to the Financial Regulations and Financial Rules in order to be aligned with the International Public Sector Accounting Standards (IPSAS) and the recommendations of the External Auditor.

14.1.1 Article 18, Rule 18.6

* Title: inserted “and assets”;
* Paragraph 2 on assets: threshold of CHF 5,000 replaced by a text to meet IPSAS capitalization criteria;
* Paragraph 2 on procedures governing inventories: inserted “and assets”

14.1.2 Article 21 Capital budget fund, paragraph 2: inserted “that meet IPSAS capitalization criteria”.

14.2 Following a request from the Chair, the secretariat clarified that by removing the threshold of CHF 5,000 in Article 18, Rule 18.6, paragraph 2, and by using as basis the IPSAS capitalization criteria on what shall be capitalized and inventoried, there will be more items capitalized.

14.3 In response to a query from one delegate, the secretariat informed the Group that any modification to the Financial Regulations and Financial Rules shall be presented to CWG-FHR so that the Chair can transmit such proposed modification to the Council for approval. The secretariat emphasized that the proposed modifications also take into consideration some recommendations from the External Auditor on the need for alignment with IPSAS.

**Recommendation:**  The Council is invited to review and approve the proposed amendments to the Financial Regulations and Financial Rules as reflected in Annex 3 to this report.

**15 ITU Telecom review:**

 **ITU Telecom Events: Strategic and financial assessment – Phase I Deliverables – October 2019 (Document**[**CWG-FHR-11/6**](https://www.itu.int/md/S20-CWGFHR11-C-0006/en)**), ITU Telecom Events: Strategic and financial assessment – Phase II Deliverables December 2019 (Document**[**CWG-FHR-11/7**](https://www.itu.int/md/S20-CWGFHR11-C-0007/en)**), ITU Telecom Events: Strategic and financial assessment – Phase III Deliverables – January 2020 (Document**[**CWG-FHR-11/17**](https://www.itu.int/md/S20-CWGFHR11-C-0017/en)**) and ITU Telecom Events: Strategic and financial assessment – Presentation (Document**[**CWG-FHR-11/18)**](https://www.itu.int/md/S20-CWGFHR11-C-0018/en)

15.1 PP-18, through a revised version of Resolution 11, required ITU to hire an independent external management consultancy to perform a strategic and financial assessment and review of ITU Telecom events and to submit its report to the 2020 session of the Council. The Terms of Reference for hiring the consultancy were submitted to, and approved, by the ninth meeting of CWG-FHR in January 2019 and, subsequent to the call for bids process, Dalberg was appointed to carry out the assessment and review.

15.2 Dalberg (represented by Mr Wijnand de Wit and Mr Jean-Charles Guinchard) presented its findings (document CWG-FHR-11/18) having completed the project in three phases, each supported by detailed documentation provided through CWG-FHR-11/6, 11/7 and 11/17. Namely: phase 1 – landscape analysis and strategic foundation; phase 2 –assessment of ITU Telecom events in the current business model; and phase 3 – option evaluation and recommendation.

15.3 Dalberg’s work was appreciated by the delegates, who raised the following questions and remarks:

* Caution about holding a redesigned event in Geneva where hotel/transport costs can be high thereby limiting those who can afford to participate;
* Although combining ITU Telecom events with other existing ITU events is welcomed in order reduce the number of events, careful analysis is needed to ensure there is a value added;
* There are significant financial risks and an option is to focus on Forum only with a reduced duration of 2/3 days;
* The report provides valuable information that needs careful evaluation and discussion within the Member State;
* A large event with high participation numbers should not necessarily be the goal. Quality is also a key factor;
* Is complete termination of ITU Telecom events still an option;
* Outsourcing the event to a third party should also be considered;
* If the redesigned event addresses the SDGs the scope should be narrower than WSIS;
* Does the current secretariat have sufficient human resources to organize a redesigned event;
* The opportunity cost should be carefully considered, including whether the resources of the secretariat could be better employed on other ITU activities.

15.4 In its response, Dalberg stressed that these points would all need to be taken into account in the next phase of the project, i.e. to develop a redesigned ITU Telecom event, should the Council so decide. Furthermore, that careful consideration should be given to what the ICT industry needs, what ITU needs and the potential for financial viability/revenue generation.

15.5 A summary of the report, including its recommendations and strategies, will be presented at the 2020 session of the Council for action.

15.6 The Chairman recommended that a prior information session should also be held due to the extensive supporting documentation.

**16 Other business**

16.1 A new Chair will be appointed during Council 2020, if possible, among the current Vice-Chairs. The Chairman announced that Europe supported the nomination of a non-European chairperson during the COM-ITU January 2020 meeting in Copenhagen. He asked the secretariat to conduct informal consultations with all the regions concerned to present the nomination to Council 2020 for decision.

 **Update on the process to select an external company specialized in financial crime investigations following the case of fraud at a Regional Office**

16.2 A call for interest was issued and the secretariat will analyse the bids and proceed with the selection of the external company.

16.3 A presentation was made by the secretariat. It refers to the Decision 613 that Council 2019 adopted. The presentation gave an overview of the various objectives, the performer of the forensic audit, the scope and the output expected. The discussion with inputs from the External Auditor and from delegates clarified that the forensic audit to be undertaken was a major exercise but would provide assurance for the External Auditor, and for the Union as to whether additional cases of fraud were found or whether the unqualified opinion could be considered by the External Auditor. The secretariat committed to making the presentation available to delegates via the CWG webpages. The presentation is reflected in Document [**CWG-FHR-11/INF-6**](https://www.itu.int/md/S20-CWGFHR11-INF-0006/en)**.**

 **Update on the process to select the new External Auditor**

16.4 This presentation was made by the secretariat and informed the meeting of the various timelines that the Appraisal Committee had established for conducting the selection of the most suitable Member State Supreme Audit Institution as new ITU External Auditor. The Appraisal Committee was to hold a meeting (in person and/or by remote participation, as appropriate) the day after the CWG-FHR meeting to discuss the proposed request for proposals and the evaluation methodology for the Appraisal Committee to conduct its work and be able to submit a report to the Council at its 2020 session for consideration and appointment of a new External Auditor. One delegation asked whether the presentation would be made available to delegates via the CWG web pages and the Chairperson confirmed this was the case. The presentation is reflected in Document [**CWG-FHR-11/INF-8**](https://www.itu.int/md/S20-CWGFHR11-INF-0008/en)**.**

 **Code of conduct to prevent Harassment at UN system event will be applicable to ITU meetings**

16.5 The zero-tolerance stance for sexual harassment in force in the UN system has been embraced by ITU. A task force was created to monitor its implementation in ITU.

***Annexes:*** 3

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| --- |
| ANNEX 1**Council Working Group on Financial and Human Resources****Eleventh meeting – Geneva, 3 and 4 February 2020** |
|  |  |
|  | **Document CWG-FHR-11/2** |
| **20 December 2019** |
| **English only** |

**Contribution by the Secretariat**

DRAFT

REVISED POLICY FOR AWARDING FELLOWSHIPS FOR EVENTS AND ACTIVITIES FUNDED THROUGH THE ITU REGULAR BUDGET AND
REVISED LIST OF ELIGIBLE COUNTRIES

This report comprises a draft-revised policy for awarding fellowships for events and activities funded through the ITU regular budget and a revised list of eligible countries.

**Summary**

The Council at its session in June 2019 tasked its Council Working Group on Financial and Human Resources (CWG-FHR) to examine matters related to fellowships. At its tenth session in September 2019, CWG-FHR considered the following:

1. [Document CWG-FHR 10/14](file:///C%3A%5CUsers%5Cjouvenet%5CDesktop%5CS19-CWGFHR10-C-0014%21%21MSW-E.docx): *Practices of United Nations and UN specialized agencies and intergovernmental organization fellowship policies*. This document highlights the broad consensus of these organizations in terms of selection criteria for fellowships: academic meritocracy, professional aptitude, linguistic proficiency, leadership potential, long-term commitment of a candidate to the country’s national capacity development needs, gender balance, and fair geographical distribution. In most organizations, fellowships are awarded only to candidates nominated by their governments.
2. [Document CWG-FHR-10/2](file:///C%3A%5CUsers%5Cjouvenet%5CDesktop%5CS19-CWGFHR10-C-0002%21%21MSW-E.docx): *Improving, promoting, and strengthening ITU fellowships* and its annex, comprising a revised list of Member States eligible for fellowships funded through the ITU regular budget. This document provides an overview on fellowships, their objective, eligibility, selection criteria and their importance as a potentially effective tool for enhancing capacity building in the light of rapid technological innovation and increased convergence of services.
3. [Document CWG-FHR-10/3](file:///C%3A%5CUsers%5Cjouvenet%5CDesktop%5CS19-CWGFHR10-C-0003%21%21MSW-E.docx): *Measures to improve, promote and strengthen ITU fellowships* (Resolution 213 (Dubai, 2018)). This document is a reproduction of Resolution 213 and was provided to the meeting for information purposes.
4. [Document CWG-FHR-10/4](file:///C%3A%5CUsers%5Cjouvenet%5CDesktop%5CS19-CWGFHR10-C-0004%21%21PDF-E.pdf): *Service Order No. 07/05 on policy for awarding fellowships for activities funded through the ITU regular budget*. This Service Order, which has been in force since March 2007, was reproduced for information purposes.
5. [Document CWG-FHR-10/12](file:///C%3A%5CUsers%5Cjouvenet%5CDesktop%5CS19-CWGFHR10-C-0012%21%21MSW-E.docx): Contribution by Ghana - *Proposed amendments to measures to improve, promote and strengthen ITU fellowships*. This contribution seeks to improve accountability and transparency in the eligibility, application and award procedures as well as to establish a clear definition and application of the criteria for granting fellowships. It also stresses the importance of efficient planning, control and reporting.
6. [Document CWG-FHR-10/13](file:///C%3A%5CUsers%5Cjouvenet%5CDesktop%5CS19-CWGFHR10-C-0013%21%21MSW-E.docx): Contribution by El Salvador *- Proposal for eligibility criteria, award and selection of fellowships for activities financed from the regular budget of ITU*. This contribution mainly focuses on the criteria for eligibility, selection and award of fellowships and reproduces verbatim a number of criteria found in Document CWG-FHR 10/2. It makes new proposals, for example, that members wishing to apply for an ITU fellowship must not have any type of debt related to the contributions derived from their contributory unit.

**Action required**

The draft-revised policy takes into account the comments made during the September 2019 meeting and in particular on Document CWG-FHR-10/2. CWG-FHR is invited to consider and endorse the draft-revised policy for awarding fellowships for events and activities funded through the ITU regular budget and to also endorse the revised list of eligible countries provided in annex for information purposes. Once approved by the Council, the list will be posted on the fellowship website as a link and updated as and when the status of countries change following decisions of the United Nations.

DRAFT

**Revised policy for awarding fellowships for events and activities funded through the ITU regular budget and revised list of eligible countries**

A fellowship in the United Nations system is a specially tailored or selected training activity that provides a monetary grant to a qualified individual for the purpose of fulfilling special learning objectives.

In the ITU context, fellowships are further intended to promote inclusiveness and participation by Member States[[1]](#footnote-1) in ITU events and activities, which also include trainings, study-tours and in-service trainings, the primary objective being to enhance expertise in telecommunications and information and communication technologies, particularly in developing countries.

The following policy applies to fellowships funded through the ITU regular budget and awarded to eligible Member States requesting financial support from the Union to attend ITU events and activities that offer fellowship opportunities. Such events and activities, organized by the General Secretariat or by any of the three Bureaux will be published on a dedicated website for fellowships.

Within the approved budget for the event or activity in question, and within the stipulated deadline for the receipt of requests, the following criteria shall apply:

1. Member States eligible to receive ITU fellowships are those classified by the United Nations as developing countries, which also include the least developed countries, small island developing States, landlocked developing countries and countries with economies in transition.
2. Consideration to grant fellowships to high-income developing countries on the list shall only be made subject to available resources and after first fulfilling requests from other eligible Member States listed as low-income, lower-middle-income, and upper-middle-income developing countries.
3. Member States wishing to apply for an ITU fellowship must not have any type of debt related to the contributions derived from their contributory unit, except those who have agreed to a repayment plan and are in compliance with their obligations.
4. A fellowship application shall be made online and duly approved by a national designated focal point and/or a senior official from an administration of a Member State.
5. In awarding a fellowship, account shall be taken of:
* The candidate’s professional background, current position and the practical use the beneficiary intends to make of the knowledge and experience to be gained.
* The long-term commitment of a candidate to the country’s national capacity development needs.
* The candidate’s academic meritocracy.
* The candidate’s linguistic proficiency.
* The candidate’s leadership potential.
* The candidate’s conduct, in terms of presence and commitment, during any previous event or activity for which a fellowship was granted.
* Candidates that make a significant contribution to the work of the event or activity, including written contributions.
1. One full fellowship, or one or two partial fellowships can be granted per eligible Member State for an event or an activity.

A full fellowship includes one return economy class air ticket by the most direct and economical route from the duty station to the venue of the event or activity as well as an appropriate daily subsistence allowance to cover accommodation, meals and incidental expenses based on the rates established by the International Civil Service Commission (ICSC).

A partial fellowship covers either a return economy class air ticket or a daily subsistence allowance. In the case of partial fellowships, ITU will bear the cost of air tickets or daily subsistence allowances; the Member State concerned shall cover the remainder of the fellowship. Partial fellowships are to be encouraged to the extent possible to ensure efficient use of the available funds.

1. Trainings, study-tours and in-service trainings may incur training charges which shall be included in the cost of the fellowship.
2. To ensure good governance in the use of fellowships, any one individual may not be awarded more than one full fellowship, or two partial fellowships in a financial year. In this respect, the amount granted to any one individual shall not exceed ten thousand (10 000) Swiss Francs in a financial year.
3. Fellowships shall be awarded in a fair and transparent manner with a view to maintaining equitable geographical distribution, gender balance and the inclusion of people with disabilities and people with specific needs[[2]](#footnote-2). In particular, the fellowship programme should be expanded in order to enable people with disabilities and with specific needs to participate in the events and activities of ITU.
4. The highest-ranking officials (Head of State, Head of Government, Minister, Vice-Minister, Secretary of State or equivalent, high-ranking diplomats) shall not be considered for fellowships.
5. Fellowships shall not be granted for treaty-making conferences (Plenipotentiary Conferences, World and Regional Radiocommunication Conferences and World Conferences on International Telecommunications)and for the ITU Council). Additionally, Fellowships shall not be granted to the Radio Assembly [and to the World Telecommunication Standardization Assembly.]
6. When granting a fellowship, ITU could exceptionally take into consideration the particular needs of developing countries that have been affected by severe natural disasters during the previous year.

The above criteria shall be indicated clearly in the invitation letters for events and activities offering fellowship opportunities.

In line with the relevant provisions of Resolution 213 (Dubai, 2018) of the Plenipotentiary Conference on measures to improve, promote and strengthen ITU fellowships:

1. an annual report shall be prepared to the ITU Council covering, *inter alia*, information and analysis on ITU Sectors and the General Secretariat; number of fellowships awarded per region and per country; gender; people with disabilities and people with specific needs; and on expenses.
2. Member States shall be encouraged, through invitation letters for events and activities offering fellowships, to consider gender balance and the inclusion of persons with disabilities and persons with specific needs when proposing candidates for fellowships.

A dedicated website for fellowships shall serve as a one-stop shop for all information on ITU fellowships, including an annual list of events and activities offering fellowship opportunities, statistical reports as well as guidelines for fellowship beneficiaries.

**Member States eligible for fellowships funded through the ITU regular budget**

Member States eligible for fellowships are those classified by the United Nations[[3]](#footnote-3) as developing countries. These include the least developed countries, small island developing states, landlocked developing countries (Table 1) and countries with economies in transition (Table 2).

**Table 1**

|  |  |
| --- | --- |
|  | **Developing countries** |
|  | **Country** | **Least developed countries** | **Small island developing States** | **Landlocked developing countries** |
| **Africa** | **Low-income (USD 995 or less)** |
| Benin | **✓** |  |  |
| Burkina Faso | **✓** |  | **✓** |
| Burundi | **✓** |  | **✓** |
| Central African Rep. | **✓** |  | **✓** |
| Chad | **✓** |  | **✓** |
| Dem. Rep. of the Congo | **✓** |  |  |
| Eritrea | **✓** |  |  |
| Ethiopia | **✓** |  | **✓** |
| Gambia | **✓** |  |  |
| Guinea | **✓** |  |  |
| Guinea-Bissau | **✓** | **✓** |  |
| Liberia | **✓** |  |  |
| Madagascar | **✓** |  |  |
| Malawi | **✓** |  | **✓** |
| Mali | **✓** |  | **✓** |
| Mozambique | **✓** |  |  |
| Niger | **✓** |  | **✓** |
| Rwanda | **✓** |  | **✓** |
| Senegal | **✓** |  |  |
| Sierra Leone | **✓** |  |  |
| South Sudan | **✓** |  | **✓** |
| Tanzania | **✓** |  |  |
| Togo | **✓** |  |  |
| Uganda | **✓** |  | **✓** |
| Zimbabwe |  |  | **✓** |
| **Lower-middle-income (USD 996 - USD 3895)** |
| Angola | **✓** |  |  |
| Cabo Verde |  | **✓** |  |
| Cameroon |  |  |  |
| Congo (Rep. of the) |  |  |  |
| Côte d’Ivoire |  |  |  |
| Eswatini |  |  | **✓** |
| Ghana |  |  |  |
| Kenya |  |  |  |
| Lesotho | **✓** |  | **✓** |
| Nigeria |  |  |  |
| Sao Tome and Principe | **✓** | **✓** |  |
| Zambia | **✓** |  | **✓** |
| **Upper-middle-income (USD 3896 - USD 12 055)** |
| Botswana |  |  | **✓** |
| Equatorial Guinea |  |  |  |
| Gabon |  |  |  |
| Mauritius |  | **✓** |  |
| Namibia |  |  |  |
| South Africa |  |  |  |
| **High-income (USD 12 056 and above)** |
| Seychelles |  | **✓** |  |

|  |  |
| --- | --- |
|  | **Developing countries** |
|  | **Country** | **Least developed countries** | **Small island developing States** | **Landlocked developing countries** |
| **Americas** | **Low-income (USD 995 or less)** |
| Haiti | **✓** | **✓** |  |
| **Lower-middle-income (USD 996 - USD 3895)** |
| Bolivia (Plurinational State of) |  |  | **✓** |
| El Salvador |  |  |  |
| Honduras |  |  |  |
| Nicaragua |  |  |  |
| **Upper-middle-income (USD 3896 - USD 12 055)** |
| Belize |  | **✓** |  |
| Brazil |  |  |  |
| Colombia |  |  |  |
| Costa Rica |  |  |  |
| Cuba |  | **✓** |  |
| Dominica |  | **✓**   |  |
| Dominican Rep. |  | **✓** |  |
| Ecuador |  |  |  |
| Grenada |  | **✓**   |  |
| Guatemala |  |  |  |
| Guyana |  | **✓** |  |
| Jamaica |  | **✓** |  |
| Mexico |  |  |  |
| Paraguay |  |  | **✓** |
| Peru |  |  |  |
| Saint Lucia |  | **✓**   |  |
| Saint Vincent and the Grenadines |  | **✓**   |  |
| Suriname |  | **✓** |  |
| Venezuela |  |  |  |
| **High-income (USD 12 056 and above)** |  |  |
| Antigua and Barbuda |  | **✓**   |  |
| Argentina |  |  |  |
| Bahamas |  | **✓** |  |
| Barbados |  | **✓** |  |
| Chile |  |  |  |
| Panama |  |  |  |
| Saint Kitts and Nevis |  | **✓** |  |
| Trinidad and Tobago |  | **✓** |  |
| Uruguay |  |  |  |
| **Arab States[[4]](#footnote-4)** | **Low-income (USD 995 or less)** |
| Comoros | **✓** | **✓** |  |
| Somalia | **✓** |  |  |
| Syrian Arab Republic |  |  |  |
| Yemen | **✓** |  |  |
| **Lower-middle-income (USD 996 - USD 3895)** |
| Djibouti | **✓** |  |  |
| Egypt |  |  |  |
| Mauritania | **✓** |  |  |
| Morocco |  |  |  |
| Sudan | **✓** |  |  |
| Tunisia |  |  |  |
| **Upper-middle-income (USD 3896 - USD 12 055)** |
| Algeria |  |  |  |
| Iraq |  |  |  |

|  |  |
| --- | --- |
|  | **Developing countries** |
|  | **Country** | **Least developed countries** | **Small island developing States** | **Landlocked developing countries** |
| **Arab States1** | Jordan |  |  |  |
| Lebanon |  |  |  |
| Libya |  |  |  |
| **High-income (USD 12 056 and above)** |
| Bahrain |  | **✓** |  |
| Kuwait |  |  |  |
| Oman |  |  |  |
| Qatar |  |  |  |
| Saudi Arabia |  |  |  |
| United Arab Emirates |  |  |  |
| **Asia-Pacific** | **Low-income (USD 995 or less)** |
| Afghanistan | **✓** |  | **✓** |
| Dem. People’s Rep. of Korea |  |  |  |
| Nepal (Republic of) | **✓** |  | **✓** |
| **Lower-middle-income (USD 996 - USD 3895)** |
| Bangladesh | **✓** |  |  |
| Bhutan | **✓** |  | **✓** |
| Cambodia | **✓** |  |  |
| India |  |  |  |
| Indonesia |  |  |  |
| Kiribati | **✓** | **✓** |  |
| Lao P.D.R. | **✓** |  | **✓** |
| Micronesia |  | **✓**   |  |
| Mongolia |  |  | **✓** |
| Myanmar | **✓** |  |  |
| Pakistan |  |  |  |
| Papua New Guinea |  | **✓** |  |
| Philippines |  |  |  |
| Solomon Islands | **✓** | **✓** |  |
| Sri Lanka |  |  |  |
| Timor-Leste | **✓** | **✓** |  |
| Vanuatu | **✓** | **✓** |  |
| Viet Nam |  |  |  |
| **Upper-middle-income (USD 3896 - USD 12 055)** |
| China |  |  |  |
| Fiji |  | **✓** |  |
| Iran (Islamic Republic of) |  |  |  |
| Malaysia |  |  |  |
| Maldives |  | **✓** |  |
| Marshall Islands |  | **✓**   |  |
| Nauru |  | **✓**   |  |
| Samoa |  | **✓** |  |
| Thailand |  |  |  |
| Tonga |  | **✓** |  |
| Tuvalu | **✓** | **✓** |  |
| **High-income (USD 12 056 and above)** |
| Brunei Darussalam |  |  |  |
| Korea (Rep. of) |  |  |  |
| Singapore |  | **✓** |  |
| **Europe** | **Upper-middle-income (USD 3896 - USD 12 055)** |
| Turkey |  |  |  |
| **High-income (USD 12 056 and above)** |
| Israel |  |  |  |

Source: Adapted from the United Nations report *World Economic Situation and Prospects 2019*.

**Table 2**

| *C* | **Countries with economies in transition** |
| --- | --- |
|  | **Country** | **Least developed countries** | **Small island developing States** | **Landlocked developing countries** |
| **CIS** | **Low-income (USD 995 or less)** |
| Tajikistan |  |  | **✓** |
| **Lower-middle-income (USD 996 - USD 3895)** |
| Kyrgyzstan |  |  | **✓** |
| Uzbekistan |  |  | **✓** |
| **Upper-middle-income (USD 3896 - USD 12 055)** |
| Armenia |  |  | **✓** |
| Azerbaijan |  |  | **✓** |
| Belarus |  |  |  |
| Kazakhstan  |  |  | **✓** |
| Russian Federation |  |  |  |
| Turkmenistan |  |  | **✓** |
| **Europe** | **Lower-middle-income (USD 996 - USD 3895)** |
| Georgia |  |  |  |
| Moldova |  |  | **✓** |
| Ukraine |  |  |  |
| **Upper-middle-income (USD 3896 - USD 12 055)** |
| Albania |  |  |  |
| Bosnia and Herzegovina |  |  |  |
| Montenegro  |  |  |  |
| North Macedonia |  |  | **✓** |
| Serbia |  |  |  |

Source: Adapted from the United Nations report *World Economic Situation and Prospects 2019*.

ANNEX 2

CONSOLIDATED PROPOSED AMENDMENTS TO RESOLUTION 1299

Draft revised RESOLUTION 1299 (C08, last amended C20)

ITU Strategic Plan for Human Resources

The Council,

recognizing

*a)* No. 154 of the ITU Constitution, according to which ITU’s paramount consideration in the recruitment of staff and in the determination of the conditions of service shall be the necessity of securing for the Union the highest standards of efficiency, competence and integrity;

*b)* Resolution 71 (Rev. Dubai, 2018), which establishes, in its Annex 1, table 11, as an objective to ensure efficient use of human resources in a work-conducive environment and to develop and implement the HR framework fostering a sustainable and satisfied workforce, including the elements of career development and training;

*c)* Resolution 48 (Rev. Dubai, 2018) on human resources management and development which recognizes the high value of the human resources of ITU and of the effective management of those resources for the fulfilment of its goals during the period 2020-2023, and contains references to resolutions and decisions that address issues relating to the planning and management of the Union’s human resources,

noting

*a)* that Resolution 48, *inter alia,* instructed the Secretary-General to prepare and implement, with the assistance of the Coordination Committee, and in collaboration with the regional offices, a four-year Human Resources Strategic Plan (HRSP) aligned with the ITU strategic and financial plans, to respond to the needs of the Union, its membership and its staff;

*b)* that, in accordance with Resolution 48, it is necessary to improve and implement recruitment policies and procedures designed to facilitate equitable geographical and gender representation among appointed staff,

considering

that long-term planning in the area of human resources is essential for the proper management and development of ITU staff, succession planning, and to effectively address the needs of the Union,

resolves

1 to approve the four-year Human Resources Strategic Plan (HRSP) for the period 2020-2023, drawn up in accordance with *instructs the Secretary-General* 2 in Resolution 48 (Rev. Dubai, 2018);

2 to consider contributions submitted by Council Members during Council sessions from 2020 to 2023 with a view to address the issues listed in the annexes to Resolution 48 (Rev. Dubai, 2018), and ensure that any measures considered and taken are in support of HRSP implementation;

3 to consider annual reports of the Secretary-General on the implementation of the HRSP and Resolution 48 and decide on the measures needed,

resolves further to instruct the Secretary-General

1 to make any necessary changes to the HRSP, in cooperation with the ITU Staff Council, in accordance with *resolves* 2 above, and to submit the updated HRSP to the Council for consideration;

2 to monitor recommendations made by the International Civil Service Commission (ICSC) and approved by the UNGA with a view to making the necessary changes to the ITU Staff Regulations and Staff Rules applicable to appointed staff, in accordance with the rules and procedures adopted by the Council.

ANNEX 3

Proposed amendments to the
Financial Regulations and Financial Rules - 2018 Edition

**Introduction**

1 This document proposes amendments to referenced Articles of the Financial Regulations and Financial Rules that need to be aligned with the International Public Sector Accounting Standards (IPSAS) and the recommendations of the External Auditor.

**Article 18, Rule 18.6**

2 Article 18, Rule 18.6 covers inventories and assets of the Union. The title has been adjusted accordingly by inserting the text “and assets”.

**Article 18, Rule 18.6, paragraph 2**

3 Article 18, Rule 18.6, paragraph 2 requires capitalization of assets with a purchase value above CHF 5,000 only. This complicates the application of IPSAS capitalization rules for assets below CHF 5,000. The capitalization rules are very clear and well guided under the IPSAS rules. Therefore, a text to meet IPSAS capitalization criteria is inserted to replace the capitalization threshold of CHF 5,000.

**Article 18, Rule 18.6, paragraph 3**

4 Article 18, Rule 18.6, paragraph 3 does not include a procedure for governing assets. The text “and assets” is inserted to cover procedures for assets.

**Article 21, paragraph 2**

5 Article 21 paragraph 2 refers to capitalization of expenses from the capital budget fund. IPSAS rules are very strict and clear on the capitalization criteria. Therefore, the text “that meet IPSAS capitalization criteria” is added to be aligned with the IPSAS rules.

|  |  |  |
| --- | --- | --- |
| **Current Financial Regulations and Financial Rules 2018** | **Proposal** | **Comments** |
| **Article 18, Rule 18.6 Title**.Rule 18.6 Inventories | Rule 18.6 Inventories and assets | Adjusting the heading accordingly with the purpose of the rule 18.6 |
| **Article 18, Rule 18.6, paragraph 2**2. Any assets acquired having a unit value exceeding CHF 5 000 shall be not only inventoried but also entered in the appropriate accounts on the assets side of the financial position. They shall then be amortized over a period corresponding to their expected useful lifetime. | **Article 18, Rule 18.6, paragraph 2**2. Any assets acquired that meet IPSAS capitalization criteria shall be capitalized and inventoried and shown in the statement of financial position. They shall then be amortized over a period corresponding to their expected useful lifetime. | The capitalization rules are very clear and well guided under IPSAS rules |
| **Article 18, Rule 18.6, paragraph 2**3. The Secretary-General shall establish the procedures governing the inventories of the Union. | **Article 18, Rule 18.6, paragraph 2**3. The Secretary-General shall establish the procedures governing the inventories and assets of the Union. | The text includes reference to procedures governing the assets of the Union  |
| **Article 21 Capital budget fund, paragraph 2**2. All the expenses shall be capitalized and entered as assets in the statement of the financial position of the Union. | **Article 21, Capital budget fund, paragraph 2**2. All the expenses that meet IPSAS capitalization criteria shall be capitalized and entered as assets in the statement of the financial position of the Union. | IPSAS rules are very strict and clear on the capitalization criteria |

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1. This policy shall apply, *mutatis mutandis*, to fellowships awarded to the State of Palestine, Resolution 99 (Rev. Dubai, 2018). [↑](#footnote-ref-1)
2. Within the context of this policy, the expression “people with specific needs” shall be understood to include indigenous people. [↑](#footnote-ref-2)
3. United Nations report World Economic Situation and Prospects 2019, published in January 2019. In the report, countries with a gross national income (GNI) per capita of USD 995 or less are classified as low-income countries; those with a GNI per capita between USD 996 and USD 3895 as lower-middle-income countries and between USD 3896 and USD 12 055 as upper-middle-income countries; and those with a GNI per capita of USD 12 056 and above as high-income countries. [↑](#footnote-ref-3)
4. This list shall apply mutatis mutandis to the State of Palestine, Resolution 99 (Rev. Dubai, 2018), a lower-middle-income economy. [↑](#footnote-ref-4)