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| **29 April 2020** |
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| Report by the Secretary-General |
| PROPOSED IMPROVEMENTS FOR THE PLENIPOTENTIARY CONFERENCE – COMPILATION OF PROPOSALS RECEIVED FROM MEMBER STATES AS A RESPONSE TO CL-19/57 |

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| SummaryAt its 2019 session, the Council requested the secretariat to continue to look at measures to improve the work of the plenipotentiary conference (PP) and possible reduction of its duration, taking into account in its preparation possible legal and financial consequences, and prepare a report to the next Council. The secretariat held a consultation with Member States via [CL-19/57](https://www.itu.int/md/S19-SG-CIR-0057/en), and based on responses to this consultation, the secretariat proposes a number of actions to improve the PP process. This document is a compilation of all inputs received from Member States, and is a complement to document [C20/13](https://www.itu.int/md/S20-CL-C-0013/en).Action requiredThis report is transmitted to the Council for information.\_\_\_\_\_\_\_\_\_\_\_\_References[C19/4](https://www.itu.int/md/S19-CL-C-0004/en), [C19/101](https://www.itu.int/md/S19-CL-C-0101/en), [C19/112](https://www.itu.int/md/S19-CL-C-0112/en), [CL-19/57](https://www.itu.int/md/S19-SG-CIR-0057/en) |

| Issue/action | Submitter | Proposed improvements for PP |
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| Strengthening inter-regional preparations | Proposed questions in CL-19/57 | * Q1: How to facilitate inter-regional negotiation before the conference?
* Q2: Should the inter-regional preparatory process be regularized and, if so, how?
* Q3: Could it be a step towards reducing the duration of the conference?
* Q4: Should the secretariat support the inter-regional preparatory process further and, if so, how?
* Q5: Should cooperation with the regional telecommunication organizations (RTOs) and the secretariat be strengthened on the occasion of a regional preparatory meeting?
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|  | Australia | * Australia supports the facilitation of inter-regional negotiations prior to the Plenipotentiary Conference and its potential to reduce the duration of the conference, but understands the challenges in implementing change.
* At this early stage of preparations, delegations have limited scope to compromise or work towards solutions, as this approach is generally reserved for Plenipotentiary Conference negotiations.
* We also note that each of the regional telecommunication organisations (RTOs) have different preparatory processes and meeting schedules in the lead-up to the Plenipotentiary Conference, which makes prescriptive outcomes and the formalisation of these inter-regional meetings difficult as issues may not yet be agreed within RTOs.
* Consultation with RTOs on preparatory processes would be required, with consideration given to regularity and synchronisation of meetings and respective stages of preparedness, before inter regional preparations could be properly strengthened.
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|  | Bahrain | Q1:* It is important to stress that inter-regional negotiations before the conference will assist in the outcomes of the conference. Engaging in inter-regional discussions before the conference will assist in identifying common inter-regional interests and issues of disagreement. This will allow regions the opportunity to consider middle-ground positions to achieve consensus between Member States earlier on during the conference.
* The benefits of inter-regional preparations will be more tangible and effective if the process of such meetings is formalised and clear outputs are achieved. Active participation of Member States will be key to ensuring the usefulness of these meetings.

Q2:* Yes, it would be advisable that meetings’ schedules should be announced ahead of time, as well as the number of meetings, in order for regional groups and members which are not part of regional groups to streamline their course of work/action.

Q3:* Yes, this could be a step to reduce the duration of the conference and relieve the financial implications on the host country, participating Member States and the ITU, alongside other measures such as shortening the election process, starting the elections sooner, etc.

Q4:* Yes, currently any inter-regional preparatory meetings happen informally. Therefore, the secretariat should make the effort to formalize the process and allow the option to negotiate positions prior to the conference. One suggested mechanism is for the secretariat to play an active role in coordinating the inter-regional meetings before the conference.

Q5:* Yes, strengthening this cooperation could assist after regional preparatory meetings take place to support the secretariat in coordinating inter-regional preparatory meetings, as suggested in the point above.
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|  | Bhutan | Q1:* Identify a time frame well before the conference to carry out inter-regional negotiations. ITU could facilitate in identifying a neutral location for negotiation between the regions and could also facilitate the negotiations as a neutral entity.

Q2:* While the inter-regional preparatory might not always be desired but if required, the option should be available for the regions to get into negotiations before the conference. As mentioned above, a negotiation/preparatory period could be identified but not mandating any regions to take up negotiations unless deemed necessary. If at all, any inter-regional preparatory meetings are undertaken, ITU should be aware of it.

Q3:* Reducing the duration of the PP Conference should indeed, be the intent. The inter-regional negotiations might also make decision-making process smoother.

Q4:* The present system of APT organizing regional preparatory meetings for the Asia-Pacific region seems satisfactory. The ITU Secretariat could however, participate during the preparatory meetings and assist in consolidating the regional positions much ahead of the PP Conference. The number of preparatory meetings could be reduced as well from the current four such meetings.

Q5:* Asia-Pacific region does not have such RTOs. The country level delegation may nonetheless, comprise of representatives from telecommunication companies during the preparatory meeting(s).
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|  | Brazil | Q1:* It can be useful to have Inter regional preparatory workshops (between 3 to 6 months before the conference) where the regions can present their positions, proposals, contributions, wishes and visions for the next PP. Another suggestion is to have an inter regional preparatory virtual meeting one month before the conference to advance some issues that can be addressed before the PP.

Q2:* Yes, they should be an integral part of the preparatory process for the PP (see above).

Q3:* Yes, since they could advance some admisitrative matters (revision of Resolutions, for example) and free up time to the critical issues of PP.

Q4:* At the inter regional preparatory process the secretariat can organize the agenda, some steering committee meetings, point some possible difficult at the PP and other business.

Q5:* Certainly yes. RTOs can play a relevant role during the preparatory process.
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|  | Bulgaria | * Reducing the duration of the Conference is the main priority and it can be reached by precisely defining (well in advance) the period (for example: first week) during which statements and elections will be made. In this regard, all the delegates should have in mind that their statements should not be longer than explicitly stated time.
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|  | Canada | * Inter-regional meetings provide a good opportunity to exchange views and ideas on substantive and procedural matters. However, Canada does not support the notion that inter-regional meetings be mandated or regularized, or that they become a venue for negotiations between regions or between RTOs.
* Canada welcomes all efforts to reduce the duration of the Conference and offers the following suggestions:
	1. to the extent possible eliminate the two-day sessions allocated to speeches and statements, text of which could be sent electronically and posted to the ITU PP website for careful and timely reading
	2. effectively start the work of the conference on day 1
	3. further streamline resolutions and decisions, and reduce the number of proposals to modify existing or for new resolutions and decisions
	4. ensure that the Editorial Committee receives a timely input from other relevant committees
	5. establish a more expedient election/voting process, possibly through electronic means while maintaining the secrecy of the vote.
* In regards to the Americas Region, the preparatory meetings for PP are those of the Inter-American Telecommunication Commission (CITEL). Invitations to attend and participate as observers are extended to other RTOs on the basis of reciprocity. The ITU Secretariat is represented at these meetings by the ITU’s Americas Regional Office. There is no need to strengthen the existent cooperation between CITEL and other RTOs or for any additional support from the Regional Office. However, the Secretariat should continue to organize one meeting prior to the Conference in Geneva with representatives from all RTOs, focusing strictly on an exchange of views and information.
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|  | Egypt | * Prior to PP-18, two inter-regional meetings were held, the first was in Geneva after GSR-18 and the 2nd was after one of the Preparatory Meetings. We believe that these two inter-regional meetings were successful and facilitated the work of the Conference. We are also of the view that in preparing for future Plenipotentiary Conferences, interregional meetings can be particularly helpful for the following:
	+ Document allocation – this will save a lot of the work of the Conference
	+ Specifying chairs and vice chairs of the committees and deciding on the management of the conference
* With regards to the topics of the Conference, we believe it would be helpful if every region would specify one focal point for each topic, which would be shared in a list by ITU as one of the Conference documents. This can make the flow of the inter-regional meeting go smoother and the conference work more efficiently.
* Moreover, and in order to maximize the benefit of such inter-regional meetings, we believe that ITU secretariat should provide full support to the meetings. We can also build on the 2018 model, which we believe was successful, where two meetings can be held, on in Geneva back to back with one of the major events such as GSR, and another back to back with one of the preparatory meetings. The meeting can be held over one or one and a half day.
* ITU can start the process for inter-regional preparations early (2 years prior to the conference). Council can approve the timeline of the inter-regional meetings, as well as the venues and hot topics. Each regional group would present its proposed focal points for the various topics.
* Finally, the meeting can also be an opportunity for the nominees for elected positions to give an introduction about themselves and their plans for the sector.
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|  | France  | Feedback obtained from participants of the French delegation to Plenipotentiary Conferences (PP) show that there is a need to both:* + Rationalize processes, especially preparatory ones, in order to allow debates to focus on the most strategic issues involving political decisions;
	+ Reducing the duration of the conference, in order to be more efficient and to cut material and human organizational costs.

Three main levers to improve the PP can be identified:* + Strengthening the preparatory process of the PP (on this issue, despite differences in terms of configuration, level of technicity and political stakes, a comparison with the preparatory process of the World Radiocommunication Conference (WRC) can give useful insights);
	+ Involving ITU Council more strongly in the preparatory process;
	+ Seeking increased support from the Secretariat.

Strengthening the preparatory process of the PP* The absence of a formalized agenda makes the preparation and holding of the PP more difficult. If the agenda needs to remain open to allow adding new important topics at the time of the conference, some pre-identification and categorization efforts of the main topics to be discussed at the PP, which could be done by the Council (see next point), would allow Member States and Regional Telecommunication Organizations (RTO) to prepare beforehand position inputs that could be shared with other Member States and RTOs long before the Conference, in the same way as the report from the WRC Preparatory Meeting. This report gives a catalogue of solutions and methodologies for each of the main topics on the WRC agenda, which can, in some cases, help reach a consensus on some issues, especially the least sensitive ones, way before the Conference is held.
* The objective to reduce the duration of the conference must be a top priority. On top of categorizing topics on the agenda, the preparatory process of the PP could also be dedicated to updating and streamlining resolutions to be submitted to the PP, insofar as such work is essentially of an editorial nature and does not require political decisions. Updating resolutions is considered to be too time-consuming during the PP.

Involving ITU Council more strongly in the preparatory process * Although there is no need to organize a formal preparatory meeting similar to the WRC Preparatory Meeting, which would cancel all positive impacts from easing the organization and reducing the duration of the PP, it seems necessary to regularize the process. Since the Council is already involved in the preparation of the PP by drafting modifications to the Strategic Plan for the Union (resolution 71), its involvement could be broadened (either through a PP decision, or at its own initiative) to other strategic PP topics, but also to more editorial work. For the sake of optimizing ITU meetings, it could be proposed that the Council meeting and/or a dedicated Council Working Group could be tasked with categorizing the main issues (standardization, Radiocommunication, development…), and compiling solution proposals, so as to outline an agenda. The International Maritime Organization’s and the International Civil Aviation Organization’s experiences on that matter can be of interest, as they both use the three yearly meetings of the Council to prepare documents that are then submitted for approbation to the Assembly every two (IMO) or three (ICAO) years. Working documents are put onto the Council agenda for discussion and approbation before submission to the Assembly where they become resolutions.
* For all these preparatory processes which require going back and forth multiple times between the Secretariat, Member States and RTOs, exchanges by electronic means should be preferred as much as possible in order to limit physical meetings to its minimum.

Seeking increased support from the Secretariat* The Secretariat should bring their support to the preparation of the PP in order to facilitate Member States and RTOs pre-negotiation work, for instance by compiling and comparing contributions on a same topic, or by providing operational summaries on the most complex issues. From a practical point of view such work could ideally use a dedicated website that would classify contributions by topic or by resolution. This website could find inspiration from the site that was created by the Radiocommunication bureau for WRC-19 (<https://www.itu.int/net4/proposals/WRC19>). Such tools provided by the Secretariat beforehand could be also of great use during the Conference.
* Generally speaking, it could be requested from the Secretariat to make proposals to simplify and improve the format and reduce the length of resolutions and decisions, drawing from other international organizations practices.
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|  | Kuwait | * We first wish to make reference to the schedule of regional preparatory meetings for the Plenipotentiary Conference 2018, as set out in the table below:

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| **Region** | **Number of meetings** | **Number in 2017** | **Number in 2018** |
| Asia-Pacific Telecommunity (APT) | 4 | 1 | 3 |
| Arab Region (ARB) | 5 | 1 | 4 |
| African Telecommunications Union (ATU) | 4 | 3 | 1 |
| European Conference of Postal and Telecommunications Administrations (CEPT) | 7 | 2 | 3 |
| Inter-American Telecommunication Commission (CITEL) | 4 | 1 | 3 |
| Regional Commonwealth in the Field of Communications (RCC) | 5 | 3 | 2 |

* Regions prepare for the Plenipotentiary Conference one and a half years in advance of the conference and hold an average of four to five preparatory meetings, which indicates that interregional meetings are crucial for reaching a convergence of views and facilitating negotiations at the interregional level. We therefore propose that two interregional meetings be held prior to the conference: one before the meetings of the Council working groups held at the beginning of the year in which the conference takes place; and the other before the Council session held at ITU Headquarters prior to the conference.
* These should be official ITU meetings, held at the invitation of the Secretary-General and supervised by secretariat staff, aimed at achieving a convergence of views on joint proposals to be submitted to the conference. This would preclude the establishment of small working groups during the conference and save the conference’s time, with the secretariat reporting to the ITU Council on what was accomplished during the two meetings to support the interregional preparatory process and promote cooperation with regional telecommunication organizations.
* Reducing the time spent on discussing the topics proposed for the conference would enable the ITU to progress towards reducing the duration of the conference.
* The secretariat’s commendable efforts in organizing three informal joint interregional meetings before the 2018 Plenipotentiary Conference proved successful in assisting the regions to exchange views on proposals submitted to the conference.
* As we all noted, the general policy statements delivered during the Plenipotentiary Conference took up a great deal of time, with some 103 heads of delegation making their statements during the plenary sessions in the first week of the conference. Although the ITU set a three-minute time-limit for general policy statements, some delegations failed to comply with the limit and exceeded the time specified for delivery. On this basis, with a view to reducing the duration of the conference we propose that a ministerial week be organized on the sidelines of the conference to give ministers and heads of telecommunication authorities the opportunity to discuss the aims, purposes and commitments of their administrations. Instead of the usual delivery of general policy statements, the outcomes of the ministerial week should be reported to plenary and included on the official agenda of the conference.
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|  | Russian Federation | The legal basis for interregional preparations has already been established in Resolution 58 (Rev. Busan, 2014):“resolves1 that the Union should continue developing stronger relations with regional telecommunication organizations, including the organization of six ITU regional preparatory meetings for plenipotentiary conferences, as well as other Sector conferences and assemblies as necessary;(…)resolves furtherto invite regional telecommunication organizations to continue their preparations for plenipotentiary conferences, including, to the extent possible, the convening of interregional coordination meetings”.Q1:It would be helpful to:* create a Council group on preparations for the ITU plenipotentiary conference for preliminary discussion of draft resolutions, similar to the corresponding groups under the Telecommunication Standardization Advisory Group and Telecommunication Development Advisory Group; and to invite Member States to submit for the consideration of this group (with a subsequent short report for the 2021-2022 sessions of the Council):
1. a list of the most pressing issues and corresponding resolutions which are to be discussed at the plenipotentiary conference;
2. preliminary drafts of revised and new resolutions;
3. detailed draft guidance on the preparation of revised and new resolutions, including corresponding clarifications on the various sections of the resolutions;
* encourage reciprocal participation of representatives of regional organizations in the preparatory meetings of other regional organizations, for the purpose of which interpretation into English should be arranged for one or two days of such meetings;
* hold a first interregional preparatory meeting immediately before the Council session in the year of a plenipotentiary conference;
* hold the final interregional meeting in August/September (no later than 60 days) before the beginning of the plenipotentiary conference.

Q2:* Yes, it should. The procedure and preliminary schedule of regional meetings should be agreed at the Council session one year before the plenipotentiary conference.
* Regional organizations should be invited to submit to the ITU Secretary-General information on the preliminary position of organizations and draft contributions. The Secretary-General should be invited to create and regularly update a dedicated website on regional preparations for the plenipotentiary conference, including documents submitted by organizations and other useful information.

Q3:* If progress is made in the preliminary discussion of draft revised and new resolutions, the length of the plenipotentiary conference could be reduced by several days.

Q4:* It would be appropriate to strengthen and streamline this work. At the same time, such work is only possible within the available financial resources, which should be decided in advance by the Council.

Q5:* While Resolution 58 (Rev. Busan, 2014) makes direct reference to such cooperation, actual participation is determined by finances and the absence of specific tasks assigned to regional offices by the Council, and not by the Director of the Telecommunication Development Bureau.
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|  | Turkey | * Inter-regional coordination has a significant positive effect on the better roll out of the major activities and events of ITU especially for the PP. Therefore, organisation of informal inter-regional meetings during the preparatory process of PP would help efficient use of time and resources. Before PP-18, three informal inter-regional meetings were held and it is obvious that all this meetings strengthened the process of pre-PP coordination. Strengthening inter-regional preparations seems to be the best way for saving time for reaching consensus by all Member States in a limited time during PP. Possibility of remote participation in this inter-regional meetings should be provided and electronic meeting facilities should be used as appropriate. Additionally, participation of least developed states to the preparatory process should be facilitated both regional and interregional level. More efficient participation of the ITU secretariat in regional preparatory meetings would result a better organisation of the work of PP. Such participation would enable the secretariat to be well informed about the nature of the contributions of the Regional Telecommunication Organizations (RTOs) beforehand. Additionally, contributions could be classified by the Secretariat according to the subject or the concept so that Member States and RTOs could incorporate their positions.
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|  | United States | Q1:* We believe preparation for the PP could benefit from better exchange of information and ideas between regional groups. For instance, any effort to improve participation from one region in the other region’s meeting as observers may improve the exchange of ideas. Although inter-regional negotiation could occur organically between the regions, we do not support ITU mandated and facilitated inter-regional negotiations. Moreover, unlike ITU-R’s WRC preparatory process, PP Conference does not have a fixed agenda that is ripe for negotiation at the regional and inter-regional level.

Q2:* We believe the inter-regional preparatory process does not needed to be regulated. Each region is responsible for its preparatory process and to coordinate with other regions to best serve its needs. It is neither desirable nor recommended to have a “top down one size fits all” inter-regional preparatory process. Moreover, what would a “regulated regional preparatory process” look like? Are the regulations directed to create uniform participation requirement and working methods between the regions?

Q3:* We applaud any proposal to reduce the duration of the Conference. There are many ways to reduce the duration of the Conference including by reducing the number of proposals to draft new and revise existing Resolutions submitted to the Conference. Inter-regional agreement achieved through mutual understanding between the regions could help reduce the number of such proposals. However, considering that elections are one of the most important functions of the Conference and many countries do not participate actively in regional groups, we believe that any inter-regional agreement on candidates may prevent them from expressing their true preference.

Q4:* We believe the level of support of the ITU Secretariat should be kept at the current level. Any additional material support from the Secretariat may have budgetary impact. The ITU Secretariat could, however, continue to organize a meeting prior to the Conference inviting representatives from all regional groups to exchange ideas and information. Any attempt to increase the support of the ITU Secretariat may replicate and compete with the work of regional telecommunication organization’s preparatory work.

Q5:* We welcome cooperation between the RTOs and the Secretariat as long as the purpose is to inform each other.
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| Preparation and training of delegates | Proposed questions in CL-19/57 | * Q1: What are the training needs of delegations: on subjects such as elections, techniques of chairing meeting, the Rules of Procedures, overall training for new delegates?
* Q2: What kind of support do delegates expect from the secretariat?
* Q3: Would RTOs and Member States be interested to host and co-organize training of delegates?
* Q4: Should these trainings be held during the regional or inter-regional preparatory meetings?
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|  | Australia | * Australia supports addressing the training needs of delegations as a potentially effective means of improving the Plenipotentiary Conference. In preparation for the Plenipotentiary Conference, training of delegates needs to include practical information about the conference, such as where to find the daily meeting schedule, how committees and ad hoc groups function, and basic information about how the conference operates day-to-day. It could also include training on how to engage with and add value to the conference proceedings, such as how to phrase interventions, how to find common ground on difficult issues, and how to negotiate with other delegations on the ground. A number of services which are already provided could be better coordinated and packaged to make the event more attractive for ministers: rooms for bilaterals, media opportunities, announcements of projects, meeting with young policy leaders, speaking opportunities in selected side events, etc.
* Australia further suggests that the ITU utilise RTO preparatory processes in the lead-up to the Plenipotentiary Conference and put together a training package for delegations to be presented at RTO preparatory meetings. This training package could also be circulated among the membership so those unable to attend the meeting can also benefit from the training. This would ensure that Member States who are unable to attend inter-regional meetings are able to benefit from training at their respective regional preparations.
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|  | Bahrain | Q1:* Yes, we agree that training for delegations is required on all the above subjects. It would also be beneficial in terms of time and cost to have remote participation available (as mentioned below). Training materials related to these topics can also be delivered in form of educational videos/recordings accessible at any time the ITU website.

Q2:* The secretariat is expected to monitor these trainings and be involved in the creation of the training materials to ensure smooth delivery of accurate information.

Q3:* Yes, in addition to the availability of online and remote workshops and training.

Q4:* Yes, however, it is preferable to allow wider groups of delegates to participate either by offering online courses or a day prior to the event itself.
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|  | Bhutan | Q1:* For a new delegate, especially from developing countries, it is usually difficult to keep up with the proceedings of the conference. Thus, training on the overall process of the conference including preparatory meetings would be very helpful. Such training could also prepare delegates in effectively taking up their country’s concerns and making meaningful contribution.

Q2:* Training covering the areas indicated in the answer above;
* Information on regional proceedings as taking part in all meetings are challenging, especially for small and developing nations;
* Funding support to facilitate participation in the preparatory meetings.

Q3:* While the expertise and resources might be limited, hosting such training might provide an advantage in learning, especially for developing nations where more local participants could attend the training.

Q4:* Such training could be held prior to the regional preparatory meetings so that the delegates are adequately prepared for the regional preparatory meetings and the main conference.
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|  | Brazil | Q1:* Training needs are very much welcomed, and they could be delivered starting at least 6 months before the conference. A mentorship program can be implemented on the preparatory process in order to the more experienced people (chairmen, rapporteurs, older delegates, Sector Directors, Secretariat) can teach and explain about some procedures, how to manage and chairmanship a meeting, how to prepare documents, etc. These mentoring presentations could be placed virtually and/or one day in the inter regional preparatory workshop.

Q2:* By preparing training material and making it available to the membership. The secretariat need know how to guide the delegates about the procedures, the mean documentation, and all the ITU and PP process.

Q3:* Training support should be headed by secretariat and due to budget constraints, be delivered virtually. It could be available on-line for a certain period of time before the Conference.

Q4:* It’s more effective if they be delivered virtually and stay available for membership during a certain period of time before the Conference. Maybe a one day training during the regional or inter-regional preparatory meetings could be helpful, but virtual training should be mandatory.
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|  | Bulgaria | * It would be useful for the delegates (new-comers and experienced as well) to be published well in advance concrete guidelines for the work of the Conference (structure, organization and function);
* The secretariat can remind with circular letter that all the guidelines are published on the website of the ITU;
* If there will be trainings, so it is preferably to be held during the regional or inter-regional preparatory meetings.
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|  | Canada | * Although all delegations attending a PP should be familiar with the basic texts of the ITU (CS/CV; Administrative Regulations; General Rules of Conferences, Assemblies and Meetings; full text of all decisions, resolutions and recommendations in force; FINREGs; Rules of Procedure of Council and Staff Regulations and Staff Rules), the RTOs should be encouraged to continue to facilitate, with the support of the Secretariat, some basic training during their respective regional preparatory meetings. Such is the case with CITEL with excellent support from the ITU’s Regional Office in Brasilia.
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|  | Egypt | * Egypt is of the view that training and preparation of delegates for ITU meetings and conferences is essential to make the conferences more efficient, fruitful, and successful.
* We believe that the ITU regional offices would be very helpful in training the delegates, about many topics, including:
	+ elections: rules and procedures of elections, rights, what to do and what not to do, all issues related to credentials and voting rights. Legal session about the legal aspect of the voting procedure.
	+ techniques of chairing meetings: working methods and working process of meeting. How to build consensus. What types of documents are there? Rights as a chair and duties. What is allowed and what is not allowed. No insulting and no ignoring of any opinion,
	+ rules of procedures: regarding working methods itself, structure of the conference, how to write contributions, how to express views in contributions, how to get support to your idea, how to make your idea regional and then get it inter-regional.
* We suggest that RTOs and Member States in cooperation with the Regional Office can organize such workshops, and one of the well-experienced ITU delegates can assist the secretariat in such training. They can provide the new comers with their experience, in particular in how to write contributions, getting support to your position, and negotiation training.
* With regards to whether or not to hold it with regional or inter-regional meetings, we believe that it is better to hold it as a separate event. This because normally it is the more-experienced colleagues, who attend regional and inter-regional meetings, therefore it will not be beneficial for them to attend the training. It is also difficult for many administrations to send large delegations to regional meetings, therefore, the main target of the training might be achieved.
* It could be possible to hold these meetings twice, once back to back with a regional meeting and another separately. This way we will guarantee reaching the largest number of participants as possible.
* We also recommend the use of fellowships to attend these meetings.
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|  | France | Q1:* No specific training needs came up from the French delegates. However it is always useful for delegates, whether they are new-comers or more experienced, to have a reminder of PP rules regarding its functioning, organization and structure.

Q2:* More than training sessions, circulating information documents, or even online tutorials must be favored as much as possible in order to make it easier for delegates to self-train and limit the organization of physical training sessions.

Q3:* No wish was expressed as of today to host or co-organize training sessions for delegates.

Q4:* Since training needs vary a lot from one region to another, it seems preferable that preparation and training of delegates be dealt with at RTO level.
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|  | Kuwait | * It was also noted at the 2018 Plenipotentiary Conference that the General Secretariat was keen to engage the largest number of delegates in the work of the conference. It prepared the necessary information concerning participation in the conference by posting on the website a PowerPoint presentation explaining the aims of the conference, the electoral process, the preparation of proposals and access to conference documents and also providing full details of the meeting venue and schedules. A special training session was held for new participants on the Sunday before the opening of the conference.
* We therefore propose that the secretariat should hold remote training sessions for delegates in order to avoid any additional expenses and that these sessions should take place well before the preparatory meetings for the Plenipotentiary Conference so that participants can benefit from them when preparing for the conference.
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|  | Russian Federation | Q1:* Such training would be very useful, in particular for delegates who are unable to participate regularly in the work of the Council and its working and expert groups. It would be helpful to invite the Secretary-General to send secretariat staff participate in regional meetings. If requested by the corresponding regional organizations, experienced ITU staff and/or experts should be sent to train delegates.

Q2:* Provision of timely and detailed information on the forthcoming plenipotentiary conference; support from the website in the form of transparent, user-friendly and full access to all documents.

Q3:* The issue needs to be considered at the meetings of each regional organization and the answer may differ depending on the organization.

Q4:* It would be appropriate for such training to be carried out during regional meetings with a broad involvement of experts from the region. At interregional meetings, it would be helpful if the secretariat provided a summary briefing and information on the host, including in relation to the possibility of advance booking of affordable hotel rooms in the vicinity of the conference location.
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|  | Turkey | * Before PP-18, the secretariat prepared tutorial packages and posted on the website to provide information on the conference operation, document preparation, election procedures, etc. This was very useful and should continue in order to provide more support, especially for new delegates. Online presentations or documents regarding functioning, organization and structure of PP should be published online at ITU’s and host country’s website and also presented by ITU staff attending regional preparatory meetings. A face-to-face training session (New Delegates Briefing) was organised right before PP-18, which we found very useful. Secretariat could continue organising such trainings at the beginning of the conference and during the course of the conference for newcomers.
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|  | United States | We welcome training of delegates by the Secretariat. Q1:* Except for the elections we see value in training conducted by the Secretariat on the areas listed above.

Q2:* Delegates need a better tool and method for the scheduling of bilateral or multi-country meeting space. For example, there should be an online method to reserve a room. Delegates should also be able to designate an email and phone number to be reached during the conference. We recommend that delegates be asked to provide this information at the time they register for a conference.
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| Green conference | Proposed questions in CL-19/57 | * Q1: How could the UN Sustainability Strategy 2020-2030 be further implemented in the context of the PP? For example, the Strategy calls for all large UN events (over 300 attendees) to be sustainable and climate neutral. As such, how can GHG emissions be reduced (and offset) for PP?
* Q2: How could sustainability requirements be integrated into the host country agreement and negotiations, while also considering the local context?
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|  | Bahrain | Q1:* Bahrain supports the implementation of the UN Sustainability Strategy 2020-2030 through actions such as reducing GHG emission for large UN conferences such as PP. We believe that measures taken during ITU PP-18 Conference exemplify such efforts.

Q2:* Whilst we support the integration of sustainability requirements into the host country agreement, we also are aware that stringent requirements may potentially be financially or practically onerous. In order to strike an appropriate balance in terms of a legal obligation threshold, sustainability requirements may be incorporated in such a way which requires the measure to be taken only so far as practicable and /or reasonable.
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|  | Bhutan | Q1:* Reduce face to face meetings through the use of video conferencing tools, remote participation. The other option is to paper the meetings completely paperless, while making the conference/meeting papers available online for people to access easily.
* The UN events could also incorporate activities like planting trees in the locality of the host nation.

Q2:* The host country could propose activities to address some key challenges related to sustainability & climate change of the locality. No specific suggestion at this stage.
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|  | Brazil | * Firstly, it will be needed a number to compare with. That means, if there is no figure for the last PP meetings, it should be estimated. Then, a goal to reduce the overall carbon footprint of the next PP can be set up.
* Each person that comes to the event will bring notebooks, laptops, tablets, smartphones, cellphones, cameras and other gadgets. Each of that equipment has an estimated carbon impact. It changes according to the manufacturer and model, but a minimum average can be established.
* The venue infrastructure to serve the demand above should be evaluated in terms of carbon emissions: the datacenter, file servers, mail servers, print servers, web servers and so on.
* Will be required any adjustments to a cloud or edge computing? Which model is more environmentally economic? Is it viable to the country host?
* Will it be needed investment in low-carbon options for infrastructure and buildings? Even the wall painting counts! It will help to save energy.
* Other examples are installing solar panels to save electricity and systems control to the air conditioning, lightning circuits, alarms and water use.
* The number of printers available and how much paper will be printed during all sessions (try to reduce it).
* To expand the concept, the transportation used to get the facility maybe analyzed in terms of carbon emissions.
* Last but not least, to put an e-waste collector inside the facility or around it.
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|  | Bulgaria | * It would be better if choosing eco-friendly transport to the event (during the event when organizing social events);
* It would be nice and eco-friendly providing a proper disposal and recycling during and after the Conference. In this regard, it would be useful if the host country could provide a recycling spots for the promotional materials left after the Conference.
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|  | Canada | * Canada supports all efforts towards a Green Plenipotentiary Conference, including the necessary analysis of energy efficiency measures that could be included in the host country agreement.
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|  | Egypt | * The UN Sustainability Strategy 2030 sets out ambitious plans for the UN system to improve its performance across all operations and programs over the next 10 years in line with the Sustainable Development Goals. This means:
* mainstreaming energy efficiency and sourcing electricity from renewables for all major UN building;
* adapting transport policies and practices to encourage and reward cleaner choices;
* making all procurement sustainable and reducing our consumption of resources, including single use plastics whilst disposing of waste responsibly;
* Delivering this strategy will help us achieve our ambitions including reducing greenhouse gas emissions by 2030 in line with IPCC recommendations. This will require the support of Member States as well as personnel at all levels of the UN.
* ITU has started working on getting conferences “greener”, yet a lot more can be done. Making conferences paperless is an important first step that ITU has done to reach this goal. We can also build on this by using e-interpretation, which will save more paper.
* It is important to have a section in the Host Country Agreement (HCA) for conferences held outside of the ITU premises that is related to “Green Conference”. This section will specify what the host country can do to help achieve the UN Sustainability Strategy 2030. We do not believe that it is helpful to set specific rules for all conferences in all countries because the local context must be taken into consideration, and capabilities of countries are different. However, some basic principles can be applied and these include:
	+ paperless conference
	+ encouraging remote participation
	+ non-smoking venue
	+ reduction of single use plastics
	+ possibility of using recycled paper
	+ the use of e-interpretation
	+ controlling the electricity of the venue, in particular the air conditioning system
* ITU could also encourage delegates who regularly attend ITU events to re-use the blue ITU lanyards they had received from previous events.
* The possibility of using an e-badging system is also helpful, or a permanent badge, which is used in other major events such as the Mobile World Congress by the GSMA.
* If possible, the host country could coordinate locally in order to get waste material from the conference recycled.
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|  | France | * France has a significant experience in organizing eco-friendly conferences that also promote gender equality, with the organization of both the Conference of Parties in Paris in 2015 (COP 21) and its Presidency of the G7 in 2019:
* The COP 21 in 2015 and all G7 ministerial meetings and Leaders Summit, which were organized throughout 2019, were certified with ISO 20121 standard (a social and environmental standard). This eco-friendly approach was achieved through several actions aiming at reducing the carbon footprint of all the events organized (waste separation, printing restrictions, plastic use restrictions, communication on eco-actions, use of glassware, use of organic ink and recycled paper, use of electronic documents, etc.). The French Environment and Energy Management Agency website recalls the main steps of this approach (in French: <https://eco-communication.ademe.fr/eco-evenement>);
* The French G7 Presidency created an ‘Equality’ Label, designed specifically for large events and aiming at ensuring full inclusion of gender equality, not only in the content of the event (putting on the event agenda gender issues such as fighting against cyber harassment) but also in its organization (G7 human resources management and governance, unbiased internal and external communication).
* Regarding the organization of a PP, the host-country agreement could include a provision making it necessary for the country to engage into similar certification/labeling, not only from a sustainability (for example ISO 20121 certification) but also a gender equality perspective.
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|  | Kuwait | In accordance with the Strategy for Sustainability Management in the United Nations System 2020-2030, conferences and meetings of United Nations agencies with over 300 participants should be sustainable and climate neutral. We therefore believe that the host country agreement should include measures taken during the 2018 Plenipotentiary Conference in conjunction with the United Arab Emirates. Such measures for greening the conference include the following:* Taking the necessary action to reduce greenhouse gas emissions to the lowest possible minimum;
* Reducing emissions from travel by requesting countries participating in the conference to choose appropriate and modern means of travel (such as opting for the shortest routes to the conference);
* Ensuring that the host country selects hotels that are close to the conference venue or to means of public transport and that pursue sustainable energy management practices (environmentally responsible hotels);
* Being paperless;
* Posting on the website full instructions for saving energy at the conference venue and hotels;
* Ensuring that the host country provides tableware sets and equipment that are either usable for all catering during the conference or recyclable;
* Requiring the host country to recycle the waste generated by conference participants.
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|  | Russian Federation | Q1:* It would be appropriate to consider the experience of the United Arab Emirates in organizing the 2018 Plenipotentiary Conference and of Egypt for the 2019 World Radiocommunication Conference. To minimize the use of transport, it would be helpful if the conference location were chosen in advance, taking into account criteria such as the possibilities for arranging affordable hotel accommodation within walking distance.

Q2:* All questions concerning the host, including the possibility of organizing a “green” conference, should be discussed with the candidate country before a decision is made on host selection. A deadline should be set in advance for the submission of proposals from countries for the holding of conferences/assemblies and a list of requirements should be drawn up for the host, including with respect to the environment.
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|  | Turkey | * It is in the financial interest of the Union and the interest of the environment to make the conference as green as possible. We are pleased to see that PP-18 was designed, organised and implemented in a way to minimise the negative environmental impacts of travel, accommodation, paper use and energy.
* To implement a successful green meeting, it is important to raise awareness and to ensure all stakeholders including host country’s organization staff and the delegates as well as the subcontractors to be motivated in this regard. A strategy document could be prepared to enable the delegates to access the sustainable and reusable/recyclable products, services and techniques which would minimise negative environmental effect and maximise positive social impact. As practised at PP-18, a “green conference” link should be added at the ITU’s and host country’s webpage to explain what the organizers do and the participants can do for a sustainable and climate neutral event.
* To provide a structural framework, the requirements of a green conference should be included in the model host country agreement and the draft should be consulted with the Council as described in Resolution 144.
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| Other | Australia | **Submission of deadlines for contributions:*** Australia believes that a longer period to consider contributions prior to the conference is necessary. PP Resolution 165 (Rev. Dubai, 2018) on the deadlines for the submission of proposals and procedures for the registration of participants for conferences and assemblies of the Union, currently resolves a submission deadline for contributions of 21 calendar days before the opening of conferences and assemblies. For ITU secretariat documents, this deadline is 35 calendar days.
* We recognise that these deadlines were recently updated at the 2018 Plenipotentiary Conference, however in acknowledgement of the time required to translate contributions and for all delegations to give contributions their due consideration, we propose that the deadline for contributions be extended to 35 calendar days. Given the dates of the Plenipotentiary Conference are known several years in advance, we do not see an earlier deadline as creating any undue pressure on Member States or RTOs to submit contributions on time. Enforcing this submission deadline for contributions will allow delegations to better prepare for the Plenipotentiary Conference in advance, and reduce the amount of time spent in negotiations. We note that this suggestion would require a modification to PP Resolution 165 at the 2022 Plenipotentiary Conference.

**Other strategies to create efficiencies and reduce the length of Plenipotentiary Conferences**:* Australia is a longstanding supporter of the work of the ITU, but we believe that it is necessary to acknowledge that the current working methods to discuss complex or contentious issues at the Plenipotentiary Conference could be improved to achieve a more effective and efficient conference process.
* During the 2018 Plenipotentiary Conference, open-ended ad hoc group meetings on contentious issues often extended into lengthy and circular discussions continuing into the early hours of the morning and to the closing session of the conference. These protracted negotiations are neither effective nor beneficial to achieving optimal final outcomes.
* Recognising this, a suggested change to working methods could involve ad hoc groups that are organised to address issues being given hard deadlines to reach consensus. For example, an ad hoc group could be set a deadline by the Committee Chair of two meetings, each two hours in length. If the ad hoc group is unable to reach an agreement by this deadline, the current status quo remains. Limiting the timeframes for ad hoc groups would encourage participants to engage in more productive discussions from the outset. Such deadlines would be beneficial in reducing the duration of the Plenipotentiary Conference, as well as assisting Member States with small delegations to participate across more issues.
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|  | Bulgaria | **Registration system**In addition, with regard to the new registration system for participating in the ITU events and based on our experience in it, please allow us to make the following suggestion, with a view to a smoother registration process for both participants and representatives of the ITU:* The system should allow the national High-Level Focal Points to register the High-Level Participants without creating individual profiles for them] the Focal points should be able to make the registration of a high-level participant (minister/deputy minister) from her/his account. It is not realistic to accept that high-level officials register themselves.
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|  | Turkey | **Duration of the PP*** During the discussions on the PP improvement, reducing the duration of the conference has always been an issue. Our experiences show that, especially the first week of the conference is mostly spent for the election campaigns and high level policy statements. Member States should respect the time limits for policy statements and more strict enforcement rules could be considered for this.
* Although measures should be discussed for saving more time to the work of the conference and reducing the duration, these measures should take into account the role of the PP as the Union's highest policy-making body and should ensure the high level participation. Additionally, the constraints that small delegations would face by this reduction should also be kept in mind.
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