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| **CouncilVirtual consultation of councillors, 8-18 June 2021** |  |
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|  | **Document C21/INF/1-E** |
| **22 February 2021** |
| **English only** |
| Report by the Secretary-General |
| TASKS AND FUNCTIONS OF THE DEPUTY SECRETARY-GENERAL |

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| SummaryThis is a report on the implementation of Resolution 148 (Antalya, 2006) of the Plenipotentiary Conference. It contains changes to the directives issued on the tasks delegated to the Deputy Secretary-General pursuant to Resolution 148 (Antalya, 2006) since March 2015.This document was originally prepared as C20/INF/19 for submission to the 2020 session of the Council, but it was not included in the agenda that was circulated to Council Member States. Action requiredThis report is transmitted to the Council **for information**.\_\_\_\_\_\_\_\_\_\_\_\_References[*Resolution 148 (Antalya, 2006)*](https://www.itu.int/en/council/Documents/basic-texts/RES-148-E.pdf)*;* [*C20/INF/19*](https://www.itu.int/md/S20-CL-INF-0019/en) |

1 In accordance with Nos 77 of the Constitution and 84 of the Convention of the Union, and pursuant to Resolution 148 (Antalya, 2006) of the Plenipotentiary Conference on the tasks and functions of the Deputy Secretary-General, a full and entire delegation of authority has been granted to the Deputy Secretary-General for all matters concerning the activities of the Conferences and Publications, Information Services and Strategic Planning and Membership Departments and the Facilities Management and Building Project Division: the establishment and implementation of the plans and programmes of related activities, the preparation of cost-based budget estimates, and the preparation and presentation of reports on activities of these Departments and Division, including those to be submitted to the Council.

2 Other Departments of the General Secretariat remain under the authority of the Secretary-General.

3 The Deputy Secretary-General shall, in particular, be solely responsible for:

* the chairmanship of internal intersectoral task forces and groups for coordination;
* implementation of efficiency measures including digitisation;
* the approval of requests for internship, within the internship policy in force;
* the approval of staff request for temporary recruitment for a period of less than six months;
* the final approval of personal appraisal reports for staff members G1 to G7 and P1 to P4 included; and

4 The Deputy Secretary-General shall perform the duties of the Secretary-General in the absence of the latter, as stipulated in No. 77 of the Constitution.

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