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| **Council Working Group on Financial and Human Resources****Fourteenth meeting – Virtual, 20-21 September 2021** |  |
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|  | **Document CWG-FHR-14/12** |
| **25 October 2021** |
| **English only** |

**Chairperson of the Council Working Group on Financial
and Human Resources**

**Summary report of the fourteenth meeting**

The Council Working Group on Financial and Human Resources is chaired by Ms. Vernita Harris, (USA) assisted by five Vice-Chairs as follows:

Ms Seynabou Seck Cisse (Senegal)

Mr Mohamed S. Ali Al Muathen Al Mazroei (United Arab Emirates)

Ms Archana Goyal Gulati (India)

Ms D.V. Kalyuga (Russian Federation)

Mr Vilem Vesely (Czech Republic)

**1 Opening remarks and approval of the revised Agenda (Document [CWG-FHR-14/1 (Rev.2))](https://www.itu.int/md/S21-CWGFHR14-C-0001/en)**

 **Opening remarks by the Chairperson**

1.1 The Chairperson, Ms. Vernita Harris (USA) welcomed the delegates and acknowledged the presence of Elected Officials.

 **Welcome remarks by the Deputy Secretary-General**

1.2 On behalf of the Secretary-General and the other Elected Officials, Mr. Malcolm Johnson, Deputy Secretary-General, welcomed the delegates and acknowledged the able leadership of the Chairperson, Ms. Vernita Harris. Mr. Johnson summarized the contents of Items 2, 3 and 4 on the agenda.

1.3 He thanked India for taking into consideration the safety and well-being of ITU staff in hosting this year’s WTSA.

1.4 Mr. Johnson announced the forthcoming retirement of Mr. Arnaud Guillot, Head, Legal Affairs Unit, after more than 36 years of service. He thanked Mr. Guillot for having worked faithfully, efficiently, tirelessly and for being omnipresent during his years of service. He is a unique asset to ITU as shown in his wonderful personality and loyalty. He thanked Mr. Guillot for his excellent service which will certainly be missed during PP-22 and wished him a long and happy retirement.

1.5 A number of delegates expressed appreciation of the works of Mr. Guillot and thanked him for his genuine and top-level performance, efficiency, excellence and for being an inspiration to members. They congratulated Mr. Guillot for his manner of dealing with delicate and sensitive legal issues together with his vision, fairness, understanding and special attention to specific needs. They also congratulated him for a job well done and gave him best wishes for his early retirement.

1.6 Mr. Guillot thanked the Deputy Secretary-General and the delegates for the touching words of appreciation and for the satisfaction brought by serving ITU who has “built” him professionally and humanly. He thanked everyone from the bottom of his heart for the trust given to him and the friendship that he has been shown.

1.7 The revised Agenda (Document CWG-FHR 14/1 (Rev. 2)) was approved.

**2 Accountability framework (Documents** [**CWG-FHR-**](https://www.itu.int/md/S21-CWGFHR14-C-0002/en)**14/2 and** [**CWG-FHR-14/INF-1**](https://www.itu.int/md/S21-CWGFHR14-INF-0001/en)**)**

2.1 The secretariat presented the document on Strengthening the Accountability Framework (Document CWG-FHR-14/2). There was need for a full review of the ITU Accountability Framework to further strengthen the accountability mechanisms and internal controls in the Union in line with the recommendations from the External Auditor’s Report (2019 Financial Statements) and the PWC Report on Regional Presence.

2.2 The new framework is geared to be aligned with the ongoing management initiatives for better accountability:

* The Action Plan of the Working Group on Internal Controls;
* The improvements in the Results-Based Management framework and the development of the delegation of authority framework;
* The implementation of the Risk Management Action Plan;
* The development of the ITU Compliance Dashboard; and
* Other related projects, i.e., the Leadership Culture Assessment and the Culture Diagnosis and Skills Gap Project.

2.3 The basis of the New Accountability Framework, the scope, roles, governance and desk research relating to the project as well as review and assessment of the project have been presented in the document.

2.4 Successful implementation and follow-up on the project results in the following:

* Integration of existing initiatives under one meaningful framework which raises awareness on the importance of accountability;
* Establishment of improved arrangements to assess and oversee accountability;
* Implementation of the 17 Benchmarks from the 2011 JIU Report on UN Accountability Frameworks (JIU/REP/2-11/5);
* Addresses the 2016 JIU report on the 2015 review of ITU management (JIU/REP/2016/1);
* Sets the basis to effectively incorporate the Accountability Framework Components into the new ITU Strategic Plan.

2.5 The description of the new ITU Accountability Model and the Framework is presented in Information Document C21/INF/14. The new framework has nine components with 36 elements:

 (a) Control Environment & Oversight;

 (b) Result-Based Management (RBM);

 (c) Risk Management;

 (d) Control Activities;

 (e) Information;

 (f) Communication;

 (g) Performance Management;

 (h) Monitoring & Evaluation;

 (i) Trusted Places.

2.6 The draft document has been submitted to the External Auditor and IMAC for comments and suggestions. Once received, they will be taken into consideration and integrated to the document to be presented to Council 2022.

2.7 Following queries from two delegates, the secretariat clarified that at this stage this document is being presented for information only. In addition to the comments from IMAC and the External Auditor that are being awaited, the comments and proposals from members are also welcome and will be taken into account in updating the document to be presented to the next CWG-FHR session in January 2022. The above-mentioned proposals will be useful in order to identify where the framework will be located, who will monitor, evaluate, and prepare the report to Council and whether the report will be made annually or every 4 years. Existing resources are being utilized in the current framework. The possibility of adding the mandate to IMAC’s current TORs may also be considered. On the other hand, should the proposal to create a new Ombudsman post be approved, this will have financial implications.

2.8 One delegate highlighted the importance of separation of powers, i. e., the accountability issue should be dealt with by members and not self-accountability on the part of the Union.

2.9 The Chairperson encouraged all delegates to submit contributions to the draft new accountability framework prior to the next CWG-FHR session in January 2022 with the aim of endorsing the new framework to Council 2022 for consideration.

**3 Forensic audit report (Document** [**CWG-FHR-14/9**](https://www.itu.int/md/S21-CWGFHR14-C-0009/en)**) and ITU forensic review - Final report on the initial examination (Document** [**CWG-FHR-14/11**](https://www.itu.int/md/S21-CWGFHR14-C-0011/en)**)**

3.1 Following the oral presentation made by a representative of the consultant PricewaterhouseCoopers (PwC), the Chairperson opened the floor for questions. Delegates commended the valuable report of the consultant and one delegate expressed confirmation that the report fulfilled the expectations reflected in Council Decision 613. Questions raised by delegates concerned the late submission of the document, the lack of a full glossary of abbreviations for non-English speakers, and the link to the recovery of the assets defrauded in the Asia Pacific Office fraud case. One delegate highlighted that the ongoing work of the Ethics Office and Internal Audit is very important. The main concern expressed by several delegates was in relation to the caveats in response to actions proposed by PwC to strengthen the forensic investigation readiness and data management. It was clarified by the consultant that the situation is not overly problematic yet needs attention by ITU Management. These aspects were addressed by the secretariat during the discussion of the subsequent document (UMACs CWG-FHR-14/5) as they relate to a wider and a resource issue. The ITU Legal Adviser addressed the recovery of assets from the earlier fraud case by clarifying that the Thai authorities had appointed the National Anti-Corruption Commission (NACC) to conduct the judicial procedure versus the fraudster and his accomplices, and that the United Nations Joint Staff Pension Fund assets of the fraudster had been frozen since the investigation. The secretariat also clarified the need for an additional post in the extra-budgetary control unit, as formulated in one of the actions recommended by the consultant.

3.2 The Chairperson concluded the discussion by proposing that the secretariat would update the next meeting of CWG-FHR on the follow-up of the actions as per Annex 1 to CWH-FHR-14/9.

**4 Impact of COVID-19 Pandemic on the functioning and activities of ITU
 (Document** [**CWG-FHR-14/5**](https://www.itu.int/md/S21-CWGFHR14-C-0005/en)**)**

4.1 The secretariat introduced document CWG-FHR-14/5 on the Impact of the Covid-19 pandemic on the functioning and activities of ITU. The document provides key considerations from document C21/74, includes the points raised by delegates during C21/VCC-1 and outlines the latest developments following the consultation by correspondence of Council Member States. The CWG-FHR was invited to advise on a possible way forward and make recommendations for the next session of the Council and, if necessary, PP-22.

4.2 Several delegates expressed their appreciation for the document, especially the lessons learned from the pandemic. Regarding the way forward and the possibility of issuing recommendations for Council-22, the Chair concluded that further discussion is needed, possibly during the next meeting of the CWG-FHR.

**5 Unfunded Mandatory Activities (UMACs) (Document** [**CWG-FHR-14/10**](https://www.itu.int/md/S21-CWGFHR14-C-0010/en)**)**

5.1 The secretariat introduced document CWG-FHR-14/10 presenting an update to UMAC document C21/49 as requested by Council-21, but only with respect to A: Business Continuity and Information Management (documents C20/53, CWG-FHR-12/3 and C21/49). The criticality of these activities, and the need to identify resources to implement them, has been further recognized in the following documents:

1. The **PWC forensic audit recommendations** in Document CWG-FHR-14/11. Para 4.11 Forensic investigation readiness & data management and the eight recommendations #62-#69 in the Note from the Secretariat (CWG-FHR-14/9).
2. The **JIU recommendations in the draft management letter** on *securing the integrity of documents, records and archives of the UN system organization*s included in Annex to CWG-FHR-14/10.
3. The **proposed strengthening of the ITU accountability framework** by introducing Digital Asset management and compliance framework as presented in documents CWG-FHR-14/2 and CWG-FHR-14/INF-1.
4. The **Council-21 approval of ORMS deliverables** in document C21/15.
5. The **lessons learned from the Covid restrictions** with the extensive use of Teleworking and virtual meetings - depending on solid and auditable digital processes (documents C21/74 and C20/13 (Rev. 1)). The reliance on solid digital processes will continue into the staff relocation period connected with the construction of the new ITU building.

5.2 The secretariat requested the CWG-FHR to advise on funding mechanisms to reduce risk and minimize interruptions to ITU operations. The secretariat emphasized that this activity would be a multi-year activity (2021-2027).

5.3 Delegates recognized the critical and strategic importance of those activities and the need to secure long-term and stable funding to implement Business Continuity and Information Management.

5.4 Some delegates inquired whether the CHF 13 million required for the Business Continuity and Information Management activities would be sufficient to implement the PWC recommendations concerning *Forensic Investigation readiness & data management*. Another delegate inquired whether the caveat mentioned in the Note by the Secretariat
(document CWG-FHR-14/9 – Annex 1) meant that the resources to implement the Business Continuity and Information Management activities would be a prerequisite for implementation of recommendations 62-69 in the PWC report. The secretariat confirmed that it had pre-empted the PWC requirements already in document C20/53 submitted to Council in April 2020 and that those resources would be necessary for implementing the PWC recommendations (62-69) as the recommendations included identification of information in all locations, on all devices with clear classification, retentions schedules, protection of data privacy and ensuring availability for eventual future forensic audits.

5.5 Several delegates inquired whether the CHF 1.4 million requested for 2021 to start the activities had changed. The secretariat highlighted that the overall request for CHF 13 million presented in April 2020 had not changed and explained that the requests for CHF 1.4 million for 2021, CHF 3.4 million for 2022-2023 and CHF 8.2 million for 2024-2027 were still valid, but the delay in identifying the funding resources, meant that the 1.4 million requested for 2021 would have to be included in the 2022 budget instead.

5.6 Some delegates supported the need for the additional resources and suggested that
CWG-FHR liaise with CWG-SFP to include such strategic requirements in the 2024-2027 Strategic Plan. For the urgent need for resources in 2022-2023, the CWG-FHR should at its next meeting in January 2022 recommend a funding mechanism to Council-22 (reprioritise 2022-2023 activities, use the Reserve Account or savings).

5.7 The Chairperson requested the secretariat to prepare a revised funding schedule
(2022-2027) and present it to the next meeting of CWG-FHR in January 2022.

**6 In-kind contribution guidelines (Document** [**CWG-FHR-**](https://www.itu.int/md/S21-CWGFHR14-C-0003/en)**14/3) and Modifications to the Financial Regulations and Financial Rules (Document** [**CWG-FHR-**](https://www.itu.int/md/S21-CWGFHR14-C-0004/en)**14/4)**

6.1 The secretariat presented document CWG-FHR-14/3 on in-kind contribution guidelines which had been prepared based on the contribution from the Russian Federation in Document CWG-FHR-12/15 and in line with the summary report of the 12th CWG-FHR session (Document CWG-FHR-12/17) indicating what had been agreed during that session, namely, that the Russian Federation and the secretariat will work together to establish a methodology for calculating in-kind contributions and report to the next CWG-FHR session. Should these guidelines be approved by the Council, the secretariat will amend Annex 2 to the Financial Regulations and Financial Rules to reflect these guidelines on in-kind contributions.

6.2 Following a query from a couple of delegates, the secretariat clarified that the secondment of staff from an administration to ITU is not considered as an in-kind contribution since the said administration provides a financial contribution by funding the assignment, while the staff is subjected to ITU regulations and rules. Such funding is considered as cash contribution and is recorded as revenue with the corresponding expense. A list of the staff on secondment from administrations will be provided by the secretariat. Addressing the query as to whether such secondment entails encumbering a post in ITU, the secretariat informed delegates that a temporary post is created and therefore the seconded staff does not occupy a budgeted post.

6.3 Addressing the query from one delegate, the secretariat clarified that the document is in line with the regional initiative discussed in WTDC in Buenos Aires wherein delegates expressed their interest in contributing to this regional initiative and had requested the secretariat to provide a clear definition of in-kind contribution.

6.4 Although support to the document was expressed by one delegate, another delegate indicated that it is premature to approve the current document on in-kind contribution guidelines since the feedback from IMAC and the External Auditor have not yet been received.

6.5 In light of the above, the Chairperson concluded that discussions will be continued on the in-kind contribution guidelines during the next CWG-FHR session in January 2022 and delegates are encouraged to submit their comments and proposals to the draft guidelines while feedback from IMAC and the External Auditor are being awaited. Thus, document [CWG-FHR-](https://www.itu.int/md/S21-CWGFHR14-C-0004/en)14/4 on Modifications to the Financial Regulations and Financial Rules was not discussed during this session.

**7 Report on the Implementation of the HRSP covering the period 2019-2021 (Document**[**C21/54**](https://www.itu.int/md/S21-CL-C-0054/en)**)**

7.1 There were no comments on the report presented by the secretariat.

 **Recruitment Process – proposal for the reduction of the advertisement period**

7.2 The secretariat presented the proposal to reduce the advertisement period from two months to one month, a change which requires a modification to the Staff Regulations. Delegates asked several questions, including: (i) the rationale for such change, (ii) the percentage of applicants at different stages of the process, (iii) the overall utility of this change when several positions remained vacant for several months, and (iv) if other stages of the process were also being improved.

7.3 The secretariat replied that the purpose of such a change was to make the recruitment process more efficient and presented the results of benchmarking across the UN organizations, and particularly a UN wide benchmarking performed by IAEA in May 2021, which shows that most agencies (up to 64 per cent) have flexibility in the period of vacancy announcements going from less than two weeks to a month. Only ten per cent of agencies publish their vacancies for more than six weeks. It was also clarified that this change would not mean that, for positions which are more specialized, a period of more than one month could be envisaged. Furthermore, it was explained that based on analysis made by the HR team, most applicants submitted their candidacies either at the beginning or at the end of the vacancy period.

7.4 The secretariat went on to explain that ITU was in the midst of implementing a new E-Recruit system and that this will bring several efficiencies at all stages of the recruitment process. It was further explained that although, in some cases, the administration might have decided to leave a position vacant for a certain period, in several cases, the organization published the vacancy before the position was even vacant.

7.5 Delegates requested the secretariat to provide further information at the next CWG-FHR meeting, namely, a review of the total time taken for recruitment of positions, from vacancy publication until selection of the candidate, identifying the different parts of the process, and separated by category/grade of position.

 **Personal Status for the purpose of ITU entitlements**

7.6 The secretariat presented the proposal to change Staff Regulation 3.12, article 2) a) to read “spouses” instead of “husband and wife” and explained that at the United Nations, the recognition of domestic partnerships is governed by the Secretary-General’s Bulletin ST/SGB/2004/13/Rev.1 of 26 June 2014. It states that the personal status of staff members for the purpose of entitlements under the Staff Rules and Staff Regulations of the United Nations will be determined by reference to the law of the competent authority under which the personal status has been established. It was further mentioned that, of the 31 members of the UN System Chief Executives Board for Coordination (CEB) body which include both World Bank and IMF, ITU is still to amend its staff regulations in this respect.

7.7 After the VCC of June 2021, the secretariat reached out to several organizations, including the UN Secretariat, UNHCR, UNDP, UNICEF, UN Women, IOM, and IAEA who confirmed they all systematically follow the Secretary-General’s Bulletin ST/SGB/2004/13/Rev.1 of 26 June 2014 and have integrated this into their Staff Rules and Regulations.

7.8 Concerning cost implications, the secretariat mentioned that without knowledge of potential cases it was difficult to ascertain the exact costing but that the budget 2022-2023 could absorb any financial implications on these measures. These implications will be reflected in the Financial Plan 2024-2027, however, cost implications should not be put above what is fair.

7.9 There were several questions raised, in particular: (i) that the Staff Rules and Regulations were not accessible to members and that they were only available in two languages, (ii) that a costing of this change is necessary, and (iii) that ILO has mention of the phrase “husband and wife” in their staff rules and regulations.

7.10 Some delegates expressed their position of strong support to the change in the Staff Rules and Regulations.

7.11 The secretariat responded that the Staff Rules and Regulations were available at the ITU website, however a technical access problem (which was solved during the day) had prevented access. Delegates were also informed that the Staff Rules and Regulations were going to be made available in the six languages for all members before the next CWG-FHR. The secretariat further noted that it would review the situation with ILO and clarify at the next CWG-FHR.

 **Advancement within Grade for Professional and Higher Categories**

7.12 The secretariat presented the proposal to change the Staff Rules and Regulations to correct an error in terms of the step advancement which is not aligned to the ICSC regulations.

7.13 One delegate intervened to mention that gender needs to be considered in any prospective change to the Staff Rules and Regulations. One delegate asked if the measure would in any way reduce the salary of staff. The secretariat was asked to provide more information on how this affected the salaries of staff at the next CWG-FHR meeting.

 **Presentation of drafts of Audit, Investigations, and Ethics Charters**

7.14 The secretariat explained that the draft of the Audit and Ethics charters were ready and that the Charter for Investigations was to be presented when the new Head of Investigations was onboard. The process of recruitment and selection had finalized and a candidate had been selected for the post. Delegates took note of this information.

**8 Strengthening the Regional Presence (Resolution 25 (Rev. Dubai, 2018))
 (Document** [**CWG-FHR-14/8**](https://www.itu.int/md/S21-CWGFHR14-C-0008/en)**)**

8.1 Document **CWG-FHR-14/8** was presented by the secretariat who explained that it had created a workplan for full implementation of the sections of the PWC report which are within the secretariat’s ability to implement (based on the decisions made by CWG-FHR upon recommendations by the Ad Hoc Group on the Regional Presence) by the end of 2023.

8.2 The Ad Hoc Group also recommended that the secretariat produce a Dashboard reflecting the status of the workplan, and accessible by membership. CWG-FHR had agreed to this recommendation at its meeting on 25 and 26 January 2021, and Council adopted the CWG-FHR decision during the June 2021 session of Council. It was also noted that Council expressed interest in publication on the website of dashboards reflecting various areas of management of ITU in addition to the Regional Presence Review dashboard.

8.3 The secretariat outlined concerns of which Membership should be aware when making dashboards available with full functionality outside of the ITU IT environment. Specifically, the secretariat had identified concerns around licensing and data security, as outlined in document **CWG-FHR-14/8**.

8.4 Accordingly, the secretariat noted that, in the absence of acquisition of licences for member access, only dashboards containing connections to data that does not pose a significant privacy or confidentiality risk can be published publicly and made available to Members with full functionality.

8.5 On that basis, it was noted that the information regarding the status of the Regional Presence Review is low risk, and therefore the secretariat has published the dashboard as requested at <https://www.itu.int/en/council/ties/Pages/regional-presence-dashboard.aspx>. However, it was noted that publication of other dashboards may require further consideration by Council, and allocation of appropriate budget resources to ensure appropriate security for ITU’s information.

8.6 The Chairperson invited comments on the presentation of **CWG-FHR-14/8.**

8.7 One delegate thanked the secretariat for the presentation and the publication of the dashboard and proposed that the dashboard be adjusted to reflect all of the PWC recommendations, and not just those that had been adopted by the Ad Hoc Group, including, for example recommendations regarding changes to the Regional Presence structure. The delegate agreed that in the absence of appropriate licences, only dashboards without sensitive information should be published and informed that proposed changes to Resolution 25 and also proposals to the new strategic plan related to the Regional Presence would be made. Finally, the delegate requested details of the timing for updates to the dashboards, noting the current version published on the website had last been updated in May 2021.

8.8 Another delegate also thanked the secretariat for making the dashboards available as they provided a good way to track progress. The delegate requested the secretariat’s recommendations for ways to allow publication of more dashboards while addressing the access problems.

8.9 Another delegate noted the usefulness of the dashboards and suggested as a way forward that the dashboard could be published as a weekly summary document with specific information, thereby addressing the issue of live dashboard security vulnerabilities.

8.10 The secretariat noted the appreciation for the dashboard expressed by delegates, and the agreement with the proposal to not publish dashboards relating to databases which contain sensitive information. In relation to the question regarding the updating of the dashboard, the secretariat apologised for the long period without updates and noted that this would be corrected as soon as possible, through updates to the underlying database which had not been updated during the summer period. The secretariat explained it was working on ways that the information might be presented and noted that the suggestion made from another delegate was already being explored of providing a snapshot of the dashboard information periodically, though this would mean the dashboard would not be fully interactive. Also, other options for dashboard publication were being considered though these would require development or licensing resources.

8.11 The Chairperson noted the discussion and the secretariat responses and proposed that the secretariat come back to the CWG-FHR meetings in January with further proposals regarding publication of dashboards, and also a further update on the status of the Regional Presence Review.

**9 Status report on Implementation of Council Decisions 600 and 601 (UIFN, IIN)
 (Document** [**CWG-FHR-14/6**](https://www.itu.int/md/S21-CWGFHR14-C-0006/en)**) and International numbering resource revenue collection (Document**[**CWG-FHR-14/7**](https://www.itu.int/md/S21-CWGFHR14-C-0007/en)**)**

9.1 The secretariat presented document CWG-FHR-14/6.

9.2 For UIFN (Decision 600): as of today, payments are at 94 per cent, 99 per cent and 99 per cent levels for invoices issued in 2018, 2019, and 2020, respectively, amounting to a total revenue to date for ITU in the amount of CHF 708,267. This is good news for the Union, and the secretariat expressed its gratitude to the operators for paying and Member States for their assistance in updating contact information and encouraging operators to pay.

9.3 However, as of today, CHF 21 600 remain to be recovered. **Annex B** of
document CWG-FHR-14/6 lists the entities for which TSB has a valid contact, that have been billed in 2018, 2019 and/or 2020, and have not paid their bills to date. The secretariat seeks the assistance of Members States in recovering this debt.

9.4 For IIN (Decision 601) the first set of invoices will be issued this year as the secretariat has been updating the contact information of some 850 entities that registered IINs with ITU over the course of many years before Council Decision 601 came into force. **Section 3.2** of
document CWG-FHR-14/6 summarizes on the status of IIN contact updates.

9.5 As per an announcement in ITU Operational Bulletin No. 1222 (15.VI.2021), the list of ITU-T E.118 IINs for which the assignee contact is still not known can be found on the ITU web page in **section** **3.1.4**: <https://www.itu.int/en/ITU-T/inr/forms/Pages/iin.aspx#assignee-contact-not-reachable>.

9.6 National Administrations/regulators or authorized agencies are encouraged to provide assistance in identifying their up-to-date status and/or contact information.

Conclusion

9.7 The secretariat seeks the continued assistance of Members States in recovering the debt identified in **Annex B**.

9.8 National Administrations/regulators or authorized agencies are encouraged to aid the secretariat in identifying up-to-date status and/or **contact information** for UIFN identified in **Annex C** and **IIN contacts** in section 3.1.4.

9.9 One delegate asked whether the revenue collected to date covers the cost of the UIFN and IIN registrar. The secretariat responded that for the time being the revenue was not sufficient to recover the cost of this activity and proposed to submit a document to the next CWG-FHR to better answer this question based on all revenues received to date, including the newly issued IIN invoices and those for the new Sector Members that joined ITU-T or ITU-R because of Decisions 600 and 601.

9.10 The secretariat presented document CWG-FHR-14/7.

9.11 This document summarizes the proposed advice **to the Director of TSB** from an **ITU-T SG2 meeting** regarding International Numbering Resource revenue **collection** and the possibility of **reclaiming** International Numbering Resource where payment to the ITU is outstanding.

9.12 During its meeting (virtual, May 31 – 11 June 2021) ITU-T Q1/2 discussed the content of document CWG-FHR-14/6. It was agreed to develop advice to the Director of TSB to provide additional information to Council on INR revenue collection.

9.13 Pursuant to Recommendation ITU-T E.169.1, assignees have the responsibility to ensure payment of an annual maintenance fee. Further, pursuant to Recommendation ITU-T E.190, applicants must comply with the assignment criteria, which include adherence to all ITU-T Recommendations relative to each service.

9.14 SG2 advises the Director of TSB to present to Council, for its information, this document, whose section 2 contains detailed information on clauses applicable to **reclamation** in case of non-payment of fees.

9.15 SG2 also advises the Director of TSB to invite Council to instruct him to proceed as follows in case of non-payment of fees for numbering resources:

1. Send a request for payment within 90 days (if the contact information in the ITU-T database is incorrect, request the relevant Member State to assist in obtaining up-to-date contact information; if no up-to-date contact information can be obtained, send a notice of planned reclamation to the address in the database in accordance with step (c) below and proceed in accordance with step (d) below).
2. If no payment is received within 90 days, send a second request for payment within 60 days.
3. If no payment is received within 60 days, send a notice of planned reclamation if no payment is received within 30 days.
4. If no payment is received within 30 days, reclaim the resource (a notification of reclamation is sent to the assignee and the reclamation is published in the Operational Bulletin).

Conclusion

9.16 The TSB Director consulted with internal ITU departments, including the Financial Resources Management Department. The proposed advice and elements in section 2 of this document were considered useful as they give a clear basis to deal with non-payment issues related to numbering resources.

9.17 The Financial Resources Management Department would apply the timeframes mentioned above in its billing system when collecting revenue for INRs. This approach helps to ensure consistent and efficient implementation.

9.18 One delegate asked to clarify the current process to handle non-payment and how SG2 experts' advice would help in the future?

9.19 The secretariat clarified that the process to date consisted of working with Member States to encourage operators to pay their dues (Annex B of document CWG-FHR-14/6). The secretariat welcomes the advice of ITU-T SG2 to the TSB Director as it provides both TSB and the Financial Resources Management Department with a clear process to remind entities to pay their bills and, in the case of non-payment, to reclaim the INRs.

9.20 One delegate proposed to bring the advice from ITU-T SG2 to the TSB Director to the Council for its decision. Such a decision would assist the secretariat in better implementing Decisions 600 and 601.

**10 Other business**

10.1 Delegates continued to express their gratitude to Mr. Guillot.

**11 Next meeting**

11.1 The next meeting of CWG-FHR will take place on 11 and 12 January 2022.

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