



General Secretariat (SG)

Geneva, 30 June 2021

Ref: **DM-21/1016**
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To Member States of ITU Council

Subject: **Consultation by correspondence on the outcomes of discussions of the
2021 Virtual consultation of councillors (C21/VCC-1)**

Dear Madam/Sir,

I would like to thank you for your participation in the 2021 Virtual consultation of councillors, held from 8 to 18 June 2021. The outcomes of this meeting are contained in [DT/1\(Rev.8\)](#).

In line with the outcomes of the virtual consultation, after consultation with the Vice-Chair of the Council and the Secretary-General, I would like to submit the items presented in the table of Annex 1, for the decision of the Council by correspondence in accordance with Rule 3.2 of the Council's Rules of Procedure on consultations and decisions between sessions. A simple majority of Council Member States having the right to vote would apply.

I hereby invite Member States of the Council to reply to the consultation using the [online tool](#)* or using the template in [Annex 1](#) by e-mail to memberstates@itu.int, **not later than 30 July 2021**. The Secretariat remains at your disposal if needed.

I look forward to receiving your reply.

Yours faithfully,

(signed)

Dr Elsayed Azzouz
Chair of the Council

***Online tool:** Each Councillor can access directly the online tool by using her/his ITU User account with TIES access login details (username and password). Only one Councillor will be able to answer on behalf of his/her Council Member State. Any Councillor wishing to designate another person to respond to the Consultation through the [online tool](#) is invited to inform ITU via memberstates@itu.int, providing the Username of that designated person. Please note that the online tool is in English only.

Annexes: 12

- [Annex 1](#) – Consultation on outcomes of discussions of the 2021 Virtual consultation of councillors (C21/VCC-1)
- [Annex 2](#) – Draft Resolution: Four-year rolling Operational Plan for the Union for 2022-2025
- [Annex 3](#) – Draft Resolution: Establishment of the Council Working Group for Strategic and Financial Plans for 2024-2027
- [Annex 4](#) – Draft Decision: Place and dates of the World Radiocommunication Conference (WRC-23) and Radiocommunication Assembly (RA-23)

- [Annex 5](#) – Guidelines on “Ethical aspects of certain campaign activities” prior to the Plenipotentiary Conference
- [Annex 6](#) – Draft Resolution: Biennial budget of the International Telecommunication Union for 2022-2023
- [Annex 7](#) – Draft Decision: Cancellation of interest on arrears and irrecoverable debts
- [Annex 8](#) – Urgent tasks from UMACS for the year 2021
- [Annex 9](#) – Decision 619 (C12, last amended C21): Headquarters Premises
- [Annex 10](#) – Draft Resolution: Conditions of service of ITU Elected Officials
- [Annex 11](#) – Draft ITU Accessibility Policy for persons with disabilities and persons with specific needs
- [Annex 12](#) – Draft Decision: Dates and duration of the 2022, 2023, 2024, 2025, and 2026 sessions of the Council, along with the clusters of Council Working Groups and Expert Groups for 2022, 2023, and 2024

ANNEX 1

Consultation on outcomes of discussions of the 2021 Virtual consultation of councillors (C21/VCC-1), 8-18 June

Name of the Member State of the Council:

	Subject	Reference document No.	Proposal	Yes	No	Abst.
1	Compilation of the outcomes of discussions of VCCs	C21/14	- to note the outcomes of discussions of VCCs			
2	Report on RA-19 and WRC-19	C21/27	- to note the report			
3	Report on the implementation of the strategic plan and the activities of the Union for 2019-2021	C21/35	- to approve the report			
4	Draft four-year operational plan for the General Secretariat for 2022-2025	C21/28 C21/DT/2	- to approve the draft four-year rolling Operational Plan for the Union for 2022-2025 and adopt the draft Resolution, revised to take into consideration the comments from one Member State, contained in Annex 2			
5	Elaboration of the Strategic and Financial Plans for the Union for 2024-2027	C21/64	- to approve the establishment of a Council Working Group for the elaboration of the draft Strategic and Financial Plans for 2024-2027, and to adopt the relevant draft Resolution contained in Annex 3			
6	Preparations for WTDC-21	C21/30(Cor.1) C21/76 C21/83	- to note the work done so far and the ongoing preparations for WTDC-21 by noting document C21/30(Cor.1)			
7	Preparations for WTPF-21	C21/5	- to note the report			
			- to agree to hold an additional meeting of the IEG at the end of October or early November 2021			
			- to instruct the secretariat to prepare the WTPF for a physical meeting in Geneva with remote participation.			
8	Preparations for WTSA-20	C21/24 C21/78	- to note the report contained in document C21/24 on the ongoing preparations for WTSA-20.			
9	World Telecommunication and Information Society Day	C21/17	- to note the celebrations of WTISD 2021			
			- to approve the theme “Digital technologies for Older Persons and Healthy Ageing” for WTISD 2022			
10	Date and place of the 2023 World Radiocommunication Conference and the 2023 Radiocommunication Assembly	C21/55	- to adopt the draft Decision in Annex 4			

	Subject	Reference document No.	Proposal	Yes	No	Abst.
11	Proposed improvements for the plenipotentiary conference	C21/13	to approve the secretariat's proposals, within the existing budget, regarding: <ul style="list-style-type: none"> - strengthening on the inter-regional preparatory process and the scheduling and holding of inter-regional meetings which have no formal outcomes - the tasking of streamlining resolutions and decisions within the context of the secretariat's preparation for inter-regional meetings, without creating a separate council working group - the preparation and training of delegates - the greening of the conference - the importance of organizing a full gender responsive and inclusive PP 			
12	Preparations for the Plenipotentiary Conference (Bucharest, 2022)	C21/73	<ul style="list-style-type: none"> - to note the current status of the preparations for PP-22 - to endorse the proposed schedule of inter-regional meetings 			
13	Implementation of PP-18 recommendations on ITU electoral processes	C21/4(Rev.1)	<ul style="list-style-type: none"> - to note the report - to request the Council to submit document C21/4(Rev.1) to the PP for further discussion; and to re-endorse for PP-22 the guidelines on "Ethical aspects of certain campaign activities" contained in Annex 5 			
14	Draft Biennial budget of the International Telecommunication Union for 2022-2023	C21/65+Add.1	<ul style="list-style-type: none"> - to approve the draft Resolution contained in Annex 6 			
15	Preliminary value of the contributory unit for financial plan 2024-2027	C21/56	<ul style="list-style-type: none"> - to approve the proposal to maintain the contributory unit at the current level of CHF 318 000 			
16	Report by the Chairman of the Council Working Group on Financial and Human Resources (CWG-FHR)	C21/50+Add.1	<ul style="list-style-type: none"> - to note the report - to instruct the ITU secretariat to create a dashboard to enable systematic monitoring of the implementation of the approved PWC's recommendations and report to CWG-FHR and Council on its progress (including the status of all PWC recommendations) 			
17	Arrears and special arrears accounts	C21/11 C21/DT/3	<ul style="list-style-type: none"> - to take note of the report contained in C21/11 - to authorize the Secretary-General to write off CHF 3 001 808.34 of interest on arrears and irrecoverable debts and adopt the revised draft decision contained in Annex 7 			
18	Report of the Internal Auditor on internal audit activities	C21/44	<ul style="list-style-type: none"> - to note the report 			
19	New investigation function and process	C21/60	<ul style="list-style-type: none"> - to note the report 			

	Subject	Reference document No.	Proposal	Yes	No	Abst.
20	Unfunded Mandatory Activities (UMAC) Digital transformation initiative (DT-I)	C21/DT/4 C21/49 C21/70	<ul style="list-style-type: none"> - to authorize the Secretary-General to use the 2021 budget implementation surplus to fund the priority urgent mandatory activities for 2021 contained in Annex 8 - to instruct the secretariat to present the implementation of these requests as well as other unfunded mandatory activities outlined in Table 1 of document C21/49 planned for the 2021-2027 time-frame to the next CWG-FHR session in September 2021 and the next Council sessions - to delegate to the CWG-FHR the decision to authorize the Secretary-General on the use of the 2021 budget implementation surplus to fund other mandatory activities planned for 2021 as contained in document C21/49 subject to immediate consultation by correspondence of Council Member States 			
21	Report on progress on the Union's headquarters premises project	C21/7 C21/77 C21/81	<ul style="list-style-type: none"> - to note document C21/7 - to approve the revised Decision as contained in Annex 9 			
22	Staff Working Conditions Strategy and Implementation Plan	C21/29	- to take note of the selection of DREES & SOMMER to support ITU for the Staff Working Conditions Strategy and Implementation Plan			
23	Report from MSAG	C21/48	- to take note the report			
24	Changes in the conditions of service under the UN common system	C21/23	<ul style="list-style-type: none"> - to take note of changes to the relevant provisions of the Staff Regulations for appointed officials, including those implemented by the Secretary-General in conformity with Council Resolution 647 (amended); - to approve, in accordance with Resolution 46 (Kyoto, 1994) the salary scale and the pensionable remuneration applicable to Elected Officials, and to adopt the draft Resolution contained in Annex 10 			
25	Reports of Council Working Groups and Expert Groups	C21/8 C21/57 C21/12 C21/26 C21/51	To note and endorse these reports: <ul style="list-style-type: none"> - Report on the outcomes of the CWG-WSIS&SDG activities - Report of the CWG-COP - Report of the CWG-LANG - Report from EG-ITRs - Report from CWG-Internet 			

	Subject	Reference document No.	Proposal	Yes	No	Abst.
26	Organization Resilience Management System (ORMS)	C21/15 C21/50(+Ad.1)	<ul style="list-style-type: none"> - to note report C21/15 - to approve the recommendation on the adoption of a single risk management mechanism to embrace both security and business risk management analysis, judgements and decision-making - to approve the recommendation on the creation of an organizational Business Risk Manager post, within available budget, to work closely with the ORMS Coordinator, IT BC/DR Manager, and Head of SSD who has responsibility for Security Risk Management within the Union - to note the request for a creation of a project to define an ITU Data Classification system as contained in the CWG-FHR report (C21/50+Add.1). 			
27	Report on the implementation of risk management action plan	C21/61(Cor.1)	- to note the report			
28	Letter from the External Auditor, Corte dei Conti	C21/84	- to note the letter			
29	Tenth annual report of the Independent Management Advisory Committee (IMAC)	C21/22	- to approve the report and its recommendation.			
30	Report of the working group on internal controls	C21/63	- to note the report			
31	Information and Communication Technologies Development Fund (ICT-DF)	C20/34 C21/34	- to note these documents			
32	Strengthening the Regional Presence	C20/25 C21/25	- to note these documents			
33	A report explaining how the ITU is currently utilizing the Global Cybersecurity Agenda (GCA) framework	C21/36	- to note the report			
34	Guidelines for utilization of the Global Cybersecurity Agenda	C21/71 C21/82	- to instruct the secretariat to conduct further consultations with Council Member States, taking into account the inputs received and the comments made at this meeting. The secretariat should bring back a revised document 71 for consideration and approval at the next session of the Council.			
35	Report from the Ethics Office	C20/59 C21/59	- to note these reports			
36	The After-Service Health Insurance (ASHI) liability	C20/46(Rev.1) C21/46	- to note these reports			
37	ICT development index	C21/62 C21/80	- to note the report contained in document C21/62			
38	Outcome of WRC-19 with financial implications	C21/67	- to note the report			

	Subject	Reference document No.	Proposal	Yes	No	Abst.
39	Requests for exemption from any financial contribution to defraying expenses relating to participation in the work of ITU	C21/39+Add.1	to approve the recommendations of the Secretary-General regarding requests for admission as Sector Members, exempted from financial contribution: <div><div>- SG's recommendations indicated as SG REC: YES/NO/DEFERRAL in first column</div><div>- If you agree with SG's recommendation, indicate YES. If you do not agree with SG's recommendation, indicate NO:</div></div>			
Southern African Development Community (SADC):						
<div><div>•</div>ITU-R</div>			SG REC: YES			
<div><div>•</div>ITU-T</div>			SG REC: YES			
IoT Lab:						
<div><div>•</div>ITU-T</div>			SG REC: DEFERRAL			
Konrad Adenauer Stiftung:						
<div><div>•</div>ITU-R</div>			SG REC: NO			
<div><div>•</div>ITU-T</div>			SG REC: NO			
<div><div>•</div>ITU-D</div>			SG REC: NO			
Techfugees Foundation:						
<div><div>•</div>ITU-D</div>			SG REC: YES			
Global Mobile Suppliers Association (GSA) :						
<div><div>•</div>ITU-R</div>			SG REC: NO			
Organisation internationale de la Francophonie (OIF) :						
<div><div>•</div>ITU-R</div>			SG REC: YES			
<div><div>•</div>ITU-T</div>	SG REC: YES					
<div><div>•</div>ITU-D</div>	SG REC: YES					
40	Report on the implementation of Resolution 191 (Rev. Dubai, 2018) "Strategy for the coordination of efforts among the three Sectors of the Union"	C20/38 C21/38	- to note these reports			
41	Participation of ITU in UN pension board	C21/69	- to note the report			
42	Progress report on the implementation of the Human Resources strategic plan and of Resolution 48	C21/54	- to note this document containing the implementation of the HRSP.			
43	Report on ITU's environmental sustainability	C21/68	- to endorse the report			
44	Draft ITU Accessibility Policy for persons with disabilities and persons with specific needs	C21/72	- to endorse the draft policy contained in Annex 11			
45	Impact of the COVID-19 pandemic on the functioning and activities of ITU	C21/74	- to note the document			

	Subject	Reference document No.	Proposal	Yes	No	Abst.
46	Memoranda of Understanding having financial and/or strategic implications	C21/45	- to note the report			
47	ITU activities on strengthening the role of ITU in building confidence and security in the use of ICTs	C20/18 C21/18	- to note these reports			
48	ITU's activities related to Resolution 70 (Rev. Dubai, 2018)	C20/6 C21/6	- to note these reports			
49	Measures taken by ITU on conditions for on-site emergency medical support at ITU conferences and meetings held away from Geneva	C21/31	- to note this document and its conclusions, as well as its Annexes 2 and 3, which will be referenced in all future Event Security Plans.			
50	Report on ITU Telecom World events	C21/19	- to note the report			
51	Annual review of revenue and expenses - Efficiency measures	C20/9	- to note the report C20/9			
		C21/9	- to endorse the report C21/9			
52	Cost Recovery for the processing of Satellite network Filings	C20/16 C21/16	- to note these documents			
53	Provisional participation of entities dealing with telecommunication matters in the activities of ITU	C21/20	- to confirm the action taken by the Secretary-General regarding the admission of 38 entities dealing with telecommunication matters, accounting for 42 memberships in total, as listed in the Annexes 1 & 2 of document C21/20.			
54	Improvement of management and follow-up of the defrayal of ITU expenses by Sector Members, Associates and Academia	C20/52	- to note these reports			
		C21/52	- to endorse the recommendations as per section 4 of document C21/52			
55	Status Report on Implementation of Council Decision 600 and 601 (UIFN, IIN)	C21/47	- to note the conclusions provided in section 5 of document C21/47.			
56	Compilation of decisions captured in PP-18 summary records	C21/58	- to note the document			
57	Obsolete Council Resolutions & Decisions	C21/3	- to approve the proposed list of Resolutions and Decisions which should be abrogated and thus removed from the Volume of Resolutions and Decisions of the Council.			
58	Outcome of the informal consultation on 2022 events	DT/6(Rev.4)	- to approve the document			
59	Proposed dates and duration of the 2022, 2023, 2024, 2025, and 2026 sessions of the Council and the CWG clusters for 2022, 2023 and 2024	C21/2 DT/7	- to adopt the draft Decision contained in Annex 12			
60	Schedule of future conferences, assemblies and meetings of the Union: 2021-2024	C21/37 DT/5	- to approve document C21/DT/5			

	Subject	Reference document No.	Proposal	Yes	No	Abst.
61	Chairs and Vice-Chairs of the Council Working Groups and Expert Groups	C21/21+Add.4	To appoint the new vice-chairs for the Council Working groups and Expert Group, as follow:			
			- Ms Yapeng Wang (China) as Vice-Chair of CWG-Lang			
			- Ms Shahira Selim (Egypt) as Vice-Chair of EG-ITRs			
			To appoint the new chair, and the vice-chairs for the Council Working Group for Strategic and Financial Plans for 2024-2027 (CWG-SFP), as follow:			
			- Mr Frederic Sauvage (France) as Chair			
			- Mr Dominic Ooko (Kenya) as Vice-Chair			
			- Ms Michele Wu-Bailey (United States) as Vice-Chair			
			- Ms Sameera Belal (Kuwait) as Vice-Chair			
			- Mr Chunfei Zhang (China) as Vice-Chair			
62	ITU Internet activities: Resolutions 101, 102, 133 and 180	C20/33 C21/33	- to note documents C20/33 and C21/33; and			
	Package of documents concerning ITU Internet activities under Resolutions 101, 102, 133 and 180	DT/8(Rev.1)	- to endorse the transmission of the reports, and the related summary records with a cover note, to the United Nations Secretary-General.			

Councillors are kindly invited to send the reply via the [online tool](#), or alternatively by e-mail to memberstates@itu.int **not later than 30 July 2021**.

ANNEX 2

Reference: [Document C21/DT/2](#)

DRAFT RESOLUTION [...]

Four-year rolling Operational Plan for the Union for 2022-2025

The ITU Council,

recognizing

the provisions of Articles 5, 11A, 12, 14A, 15 and 18 of the ITU Convention,

recalling

Resolution 71 (Rev. Dubai, 2018) on the Strategic Plan for the Union 2020-2023 and Resolution 151 (Rev. Dubai, 2018) on the implementation of Results-based management,

further recalling

Decision 5 (Rev. Dubai, 2018) on the Financial Plan for the Union 2020-2023 that sets the limits of expenditure within which the budgets 2020-2021 and 2022-2023 as well as the operational plans shall be established,

having considered

the draft four-year rolling Operational Plan for the Union for 2022-2025 (Document C21/28),

having also considered

the need for the Secretary-General and the Directors of the Bureaux to have some flexibility in the implementation of the corresponding elements of the four-year rolling Operational Plan so as to take into consideration any changes that may occur during the interval between two Council sessions,

resolves

- 1 to approve the four-year rolling Operational Plan for the Union for 2022-2025; and
- 2 to allow the Secretary-General and the Directors the necessary flexibility in the implementation of the corresponding elements of the four-year rolling Operational Plan for 2022-2025.

ANNEX 3

Reference: [Document C21/64](#)

DRAFT RESOLUTION [...]

Establishment of the Council Working Group for Strategic and Financial Plans for 2024-2027

The ITU Council,

considering

that No. 74A of the Constitution requires the Secretary-General to provide information necessary for the preparation of a Strategic Plan,

considering also

- a) that in accordance with No. 62A of the Convention, the Council is required to receive and review the specific data for strategic planning that is provided by the Secretary-General as noted in No. 74A of the Constitution and, in the last but one ordinary session of the Council before the next plenipotentiary conference, initiate the preparation of a draft new strategic plan for the Union, drawing upon input from Member States, Sector Members and the Sector advisory groups, and produce a coordinated draft new strategic plan at least four months before that plenipotentiary conference;
- b) the provisions of Decision 5 (Rev. Dubai, 2018) concerning the revenue and expenses for the Union for the period 2020-2023;
- c) the guiding principles for the creation, management and termination of Council working groups established in [Decision 11 \(Rev. Dubai, 2018\)](#),

resolves

to establish a Council Working Group to develop the draft Strategic and Financial Plans for consideration by the 2022 Session of the Council and presentation by Council to PP-22. The Working Group (CWG-SFP), open to Member States and, when addressing the draft Strategic Plan, also open to Sector Members, has the following terms of reference:

- a) to identify, with the assistance of the Secretary-General and the Directors of the Bureaux, sources of information to be used in the development of the draft Plans;
- b) to develop draft Strategic and Financial Plans for presentation to the 2022 session of the Council;
- c) to post on the PP-22 website a coordinated draft new Strategic Plan four months before the Plenipotentiary Conference;
- d) to continue its discussions, if necessary, on the Financial Plan until the extraordinary session of the Council prior to the PP-22;
- e) to closely coordinate with other Council Working Groups and Sector advisory groups which may work on items related to the draft Strategic and Financial Plans,

instructs the Secretary-General, with support of the Directors of the Bureaux
to provide the necessary support and documentation for the operation of the CWG-SFP,
invites the membership, the Council Working Groups, the Elected Officials, and the
Sector advisory groups
to provide all contributions and all necessary assistance to the development of the draft Strategic and Financial Plans, and to make full use of electronic means of working.

ANNEX 4

Reference: [Document C21/55](#)

DRAFT DECISION [...]

Place and dates of the World Radiocommunication Conference (WRC-23) and Radiocommunication Assembly (RA-23)

The ITU Council,

noting

that Resolution 811 of the World Radiocommunication Conference (Sharm el Sheikh, 2019):

- a) resolved to recommend to the Council that a world radiocommunication conference be held in 2023 for a maximum period of four weeks;
- b) recommended its agenda, and invited the Council to finalize the agenda and arrange for the convening of the 2023 World Radiocommunication Conference (WRC-23) and to initiate as soon as possible the necessary consultation with the Member States,

noting further

Council Resolution 1399, which received the agreement of the required majority of the Member States of ITU, established the agenda of the WRC-23,

decides

that, subject to the concurrence of the majority of the Member States of the Union, the next World Radiocommunication Conference will take place either in [Abu Dhabi or Dubai*], UAE from 20 November to 15 December 2023, preceded by the 2023 Radiocommunication Assembly (RA-23) from 13-17 November 2023,

instructs the Secretary-General

- 1 to carry out a consultation with all Member States on the exact dates and place of RA-23 and WRC-23;
- 2 to make all the necessary arrangements, in agreement with the Director of the Radiocommunication Bureau, for the convening of the Conference.

ANNEX 5

Reference: [Document C21/4\(Rev.1\)](#)

Guidelines on “Ethical aspects of certain campaign activities”¹ prior to the Plenipotentiary Conference

The guidance provided in the document is based on the current framework and practice.² It is relevant primarily to candidates with a current role in the Union—this includes appointed staff members as well as Elected Officials.

In addition to basic principles such as fairness, equity, transparency, good faith, dignity and mutual respect, individuals who must balance an existing role in the Union with a candidature should be particularly mindful of general principles in the following three key areas, described further below: (A) Use of Union resources; (B) Campaign activities around Union events; and (C) Engagement with Member State representatives.

A) Use of Union Resources

General Principle:

- **The resources of the Union may only be used for the purpose of delivering the organization’s mandate and advancing its best interests.**

Application: Candidates should be mindful not to use any Union resources or their current position—including personnel support, official travel and expense reimbursement, or any office resources—for the purpose of advancing their candidature. Doing so may provide those with access to such resources an undue advantage and allow them to improperly draw a personal benefit from resources that are intended for official use only.

For example:

- Official travel for a mission or event should not be undertaken or authorized if the traveler would not typically attend such event in the normal course of their official duties for ITU. Conversely, if a staff member in active service would typically attend an event in the course of their official duties, their candidature should not preclude attendance. For further guidance on conduct while at an official event or during a mission, see below.
- There should be no use of any Union symbols (i.e., the ITU flag and/or emblem or the logos for specific conferences arranged by ITU) in any materials to promote a candidacy. This may improperly create the appearance of an official endorsement of a candidate. The ETO is available to review draft materials and advise on any specific cases.
- ITU Computers, printers, communications channels—including, ITU social media accounts—and ITU letterhead should not be used for any campaign activities. A

¹ The text of these guidelines is identical to the text of the guidelines adopted by the 2018 session of the Council and published on the PP website.

² In principle, ETO considers that campaign activities of candidates should be limited until the steps to formalize a candidature have taken place.

private email account (not on the ITU corporate system) should be used for correspondence relating to campaign activities. To the extent an individual is contacted on their ITU corporate account regarding their candidature, the correspondence should be forwarded to the private account and further correspondence should occur through that channel.

- Candidates should not seek the support of ITU staff responsible for communications activities of the Union (or any other ITU staff) to prepare any promotional materials for their candidature. This includes requests for advice, pictures, assistance or feedback with any promotional materials.

B) Campaign Activities Around Union Events

General Principle:

- **Campaign-related activities should not interfere with the conduct of Union affairs at official events.**

Application: Union events—and the informal and social occasions that surround these events—are an opportunity to engage with Member State representatives. Some candidates may be in attendance at such events due to their official responsibilities with ITU. Others may be in attendance as they currently serve on the delegation of a Member State. Still others may not have an official reason to attend the event, but wish to use the opportunity of stakeholders being convened in a single location.

The basic principles of fairness and equity suggest that candidates should have an equal opportunity to engage with Member State representatives when they are convening for such events. At the same time, it should be noted that the purpose of these events is to advance the Union's work in a specific area, not to serve as a forum for campaigning. Thus, individuals should refrain from engaging with Member State representatives to promote their candidature during the course of a Union event. Informal or social occasions surrounding these events—not in the event space itself—may be used by candidates for campaign activities. Overall, candidates should refrain from behavior that would suggest that the fullest care for Union affairs is being displaced by attention to campaign-related activities.

For example:

- *Actively* engaging Member State representatives to discuss a candidature during the course of official proceedings may detract from the ability to conclude official matters during that event. Thus, it would be best to avoid actively engaging Member State representatives on election issues during a Union event. Candidates who are approached during a Union event to discuss their candidacy should consider inviting the relevant party to discuss further outside of the official meetings. Preferably, this would be at a meeting scheduled after proceedings for the day have concluded rather than during a coffee or lunch break (which are frequently otherwise used to continue discussions on official matters).
- During ITU events, candidates are discouraged from using the event space for any campaign activities. This includes refraining from delivering any candidate campaign statements during event break sessions sponsored by the Member States advancing their candidacy. As noted above, candidates may engage in campaign activities at

informal or social occasions (such as receptions hosted by Member States) outside of the ITU event space itself.

- Individuals travelling to the site of an event to promote their candidature—who would not otherwise attend the event in the normal course of their official duties—should do so while on leave from the Union. Furthermore, as noted above, costs for attendance at an event for such individuals should not be borne by the Union. Individuals are strongly encouraged to contact the ETO to inform of planned presence at an ITU event in a private capacity such that specific aspects of the relevant campaign activities can be discussed.

C) Engagement with Member States

General Principle:

- **The fundamental values of independence, loyalty to the Union and impartiality should be respected even while coordinating a candidature with a Member State.**

Application: A candidature will inevitably involve some level of coordination with a Member State. This type of engagement with a Member State should not jeopardize the independence and impartiality of the individual as an international civil servant and loyalty to the Union. Respect for these principles requires scrupulous attention to the possible perception that behavior taken in an official capacity will be viewed as reflecting the interests of a particular Member State and/or primarily intended to advance a candidature rather than serve the interests of the Union. There should be no suggestion that official acts on behalf of the Union—whether current or future—are, or will be, unduly influenced in exchange for support with a candidature.

For example:

- The coordination of a candidature should not involve sharing information with the Member State promoting the candidature that is not otherwise available to all Member States or not appropriate for public disclosure. This includes information related to the workplace performance of other candidates.
- Events organized by Member States to promote the candidature of an individual may involve a public speech by the candidate to outline their vision for the Union. There may also be written materials that are prepared in this regard. Those already serving the Union should endeavor to express their strictly personal views as candidate without calling into question their independence from Member States, impartiality, and loyalty to the Union. A message that would reasonably appear to be focused on criticizing the Union and/or any other candidates rather than presenting a positive vision would be inconsistent with the basic principles of good-faith, dignity, and mutual respect and may be contrary to the obligations of international civil servants to remain loyal to the Union and refrain from publicly airing grievances. In light also of provisions in the legal framework regulating outside activities (including statements to the press and submission of materials for publication which relate to the purpose, activities or interests of the Union), the ETO is available, on a confidential basis, to review in advance and advise on any public remarks or publication materials.

ANNEX 6

Reference: [Document C21/65\(+Add.1\)](#)

DRAFT RESOLUTION [...]

BIENNIAL BUDGET OF THE INTERNATIONAL TELECOMMUNICATION UNION FOR 2022-2023

The ITU Council,

in view of

the provisions of the Convention of the International Telecommunication Union,

bearing in mind

a) the provisions of Decision 5 (Rev. Dubai, 2018) of the Plenipotentiary Conference on the Revenue and Expenses of the Union for the period 2020-2023, which specifies that the contributory unit for Member States for the years 2022-2023 shall not exceed CHF 318,000;

b) the provisions of Article 11 of the Financial Regulations and Financial Rules of the Union relating to the transfers of appropriations,

resolves to approve

the biennial budget of the Union for 2022-2023, amounting to CHF 161,961,000 for 2022 and to CHF 163,194,000 for 2023, or CHF 325,155,000 for the biennium 2022-2023, appropriated as follows:

	CHF(000)		Total
	Estimates 2022	Estimates 2023	
1 - General Secretariat	91'396	89'887	181'283
2 - Radiocommunication Sector	28'883	32'455	61'338
3 - Telecommunication Standardization Sector	13'894	13'195	27'089
4 - Telecommunication Development Sector	27'368	27'237	54'605
5 - COVID-19 Crisis Management	420	420	840
TOTAL	161'961	163'194	325'155

further resolves

1. to set the amount of the annual contributory unit for 2022 and 2023 at CHF 318,000 on the basis of the class of contribution chosen by Member States under No. 160 of the Constitution and No. 468 of the Convention of the International Telecommunication Union, i.e., on the basis of a total of 343 11/16 units;

2. to set at CHF 63,600 the annual value of the contributory unit for 2022 and 2023 for defraying the expenses of meetings of the Radiocommunication Sector (ITU-R), the Telecommunication Standardization Sector (ITU-T) and the Telecommunication Development Sector (ITU-D) payable by Sector Members, in accordance with No. 480 of the Convention of the International Telecommunication Union;
3. to set the financial contribution for Associates as follows:
 - a) CHF 10,600 for Associates participating in the work of ITU-T and ITU-R;
 - b) CHF 3,975 for Associates participating in the work of ITU-D;
 - c) CHF 1,987.50 for Associates from developing countries participating in the work of ITU-D;
4. to set the annual fee for academia, universities and their associated research establishments as follows:
 - a) CHF 3,975 for organizations from developed countries participating in the work of the three Sectors;
 - b) CHF 1,987.50 for organizations from developing countries participating in the work of the three Sectors;
5. to authorize the Secretary-General to adjust the appropriations in relation to the items of expenses in a) and b) below in accordance with the incurred changes through the use of the Reserve Account, and provided that the Reserve Account is kept at the level prescribed in Decision 5 (Rev. Dubai, 2018):
 - a) increases in salary scales, pension contributions and allowances, including post adjustments, applicable to Geneva, as adopted by the United Nations common system;
 - b) fluctuations in the exchange rate between the US dollar and the Swiss franc in so far as this affects the staff costs for those staff members on United Nations scales;
 - c) to grant the Secretary-General for the 2022-2023 biennium, with respect to *Rule 6.1* of the Financial Regulations and Financial Rules, the necessary flexibility to compensate overspend on categories 1 and 2 (Staff costs) from savings on categories 3 to 9 (Non-staff costs) and make the necessary transfers, if so needed.
6. to authorize to balance the 2022-2023 accounts, should the need arise, from surplus in revenue.
7. to instruct the Secretary-General to transfer CHF 1,000,000 from the Reserve Account in January 2022 to the ASHI fund in order to address the unfunded long-term liabilities.

Annexes: Tables 1-13

Table 1

Planned Expenses by Sector

CHF(000)

	Actuals 2018-2019	Budget 2020-2021	Estimates 2022	Estimates 2023	Total 2022-2023
1 - General Secretariat	166'050	183'074	91'396	89'887	181'283
2 - Radiocommunication Sector	53'092	59'527	28'883	32'455	61'338
3 - Telecommunication Standardization Sector	26'699	26'983	13'894	13'195	27'089
4 - Telecommunication Development Sector	54'030	60'960	27'368	27'237	54'605
5 - COVID-19 Crisis Management			420	420	840
6 - Expenses not foreseen in the budget	4'882				0
TOTAL	304'753	330'544	161'961	163'194	325'155

Table 2

CHF(000)

Planned Revenue by Source

	Actuals 2018-2019	Budget 2020-2021	Estimates 2022	Estimates 2023	Total 2022-2023
A. Assessed contributions					
A.1 Members States' contributions	218'466	218'586	109'293	109'293	218'586
A.2 Sector Members' contributions					
- Radiocommunication Sector	12'815	12'624	6'314	6'314	12'628
- Telecommunication Standardization Sector	12'594	12'394	6'157	6'157	12'314
- Telecommunication Development Sector	2'983	2'910	1'352	1'352	2'704
Total Sector Members	28'392	27'928	13'823	13'823	27'646
A.3 Associates					
- Radiocommunication Sector	456	446	220	220	440
- Telecommunication Standardization Sector	3'314	3'328	1'932	1'932	3'864
- Telecommunication Development Sector	71	64	44	44	88
Total Associates	3'841	3'838	2'196	2'196	4'392
A.4 Academia	748	752	398	398	796
A.5 Members States' contributions to conferences	230				
Total assessed contributions	251'677	251'104	125'710	125'710	251'420
B. Cost recovery					
B.1 Project support cost revenue	841	2'750	1'000	1'000	2'000
B.2 Sales of publications	29'479	38'000	15'500	15'500	31'000
B.3 Products and services under cost recovery					
- UIFN	1'036	1'000	500	500	1'000
- TELECOM	2'500	3'000	1'500	1'500	3'000
- Satellite network filing	31'153	31'000	15'000	18'000	33'000
- Other Cost recovery revenue	33				
Total products and services under cost recovery	34'722	35'000	17'000	20'000	37'000
Total cost recovery	65'042	75'750	33'500	36'500	70'000
C. Revenue from interest	785	600	300	300	600
D. Other revenue	3'104	200	200	200	400
Subtotal	320'608	327'654	159'710	162'710	322'420
E. Withdrawal/Payment from/to the Reserve Account*		-1'469	1'469		1'469
F. Payment into the ICT Fund			-500	-500	-1'000
G. Payment into the Building Fund			-750	-750	-1'500
H. Savings from budget implementation		4'359	2'032	1'734	3'766
TOTAL	320'608	330'544	161'961	163'194	325'155

*) WTSa deferment from 2020 to 2022

Table 3
General Secretariat
Planned Expenses by Section

Planned Expenses by Section		CHF(000)				
		Actuals 2018-2019	Budget 2020-2021	Estimates 2022	Estimates 2023	Total 2022-2023
Section 1.1	Plenipotentiary Conference	1'303		1'411		1'411
Section 1.2	World Telecommunication Policy Forum	49	306			
Section 1.3	World Summit on the Information Society	105	150	50	50	100
Section 2.1	Council, Council Working Groups and Expert Groups	1'064	1'655	689	676	1'365
Section 7	Activities and programmes	18'748	1'130	565	565	1'130
Section 9	Secretary-General's Office and Departments	144'781	179'833	88'681	88'596	177'277
	- ITU Common expenses		27'162	11'291	11'261	22'552
	- Office of the Secretary-General and Deputy Secretary-General*	20'331	20'320	10'748	10'748	21'496
	- Strategic Planning and Membership Department	16'003	16'524	8'514	8'514	17'028
	- Conferences and Publications Department	42'741	47'017	23'469	23'443	46'912
	- Human Resources Management Department	11'823	11'070	5'801	5'801	11'602
	- Financial Resources Management Department	16'651	18'112	8'879	8'879	17'758
	- Information Services Department	37'232	39'628	19'979	19'950	39'929
TOTAL		166'050	183'074	91'396	89'887	181'283

*) Including Facilities Management Division, Legal Affairs Unit and Internal Auditor

Table 4

General Secretariat 2022-2023

Planned Expenses by Section and Category of Expenses

	CHF(000)											
	Secretary-General's Office and Departments											
	Plenipotentiary Conference	World Summit on the Information Society	Council, Council Working Groups and Expert Groups	Activities and programmes	ITU Common expenses	Office of the Secretary- General and Deputy Secretary- General*	Strategic Planning and Membership Department	Conferences and Publications Department	Human Resources Managt. Department	Financial Resources Managt. Department	Information Services Department	Total
1 - Staff costs	1'112	0	692	0	500	10'166	12'660	34'921	8'088	13'394	20'317	101'850
2 - Other staff costs	18	0	16	0	12'700	2'808	3'686	8'917	2'248	3'782	5'896	40'071
3 - Travel on duty	123	0	582	0	0	564	300	70	128	260	96	2'123
4 - Contractual services	147	100	24	1'050	1'700	500	218	1'802	870	126	7'102	13'639
5 - Rental and maintenance of premises and equipment		0	25	0	200	4'142	20	444	2	0	5'014	9'847
6 - Materials and supplies	6	0	3	80	0	398	52	362	70	92	846	1'909
7 - Acquisition of premises, furniture and equipment		0	3	0	0	416	90	296	56	102	654	1'617
8 - Public and internal service utilities		0	0	0	1'490	2'480	0	70	0	0	0	4'040
9 - Audit and interagency fees and miscellaneous	5	0	20	0	5'962	22	2	30	140	2	4	6'187
TOTAL	1'411	100	1'365	1'130	22'552	21'496	17'028	46'912	11'602	17'758	39'929	181'283
*including Facilities Management Division, Legal Affairs Unit and Internal Auditor												

*including Facilities Management Division, Legal Affairs Unit and Internal Auditor

Table 4-1

General Secretariat 2022

Planned Expenses by Section and Category of Expenses

	CHF(000)											Total
	Plenipotentiary Conference	World Summit on the Information Society	Council, Council Working Groups and Expert Groups	Activities and programmes	ITU Common expenses	Office of the Secretary- General and Deputy Secretary- General*	Strategic Planning and Membership Department	Conferences and Publications Department	Human Resources Managt. Department	Financial Resources Managt. Department	Information Services Department	
1 - Staff costs	1'112		353		250	5'083	6'331	17'502	4'044	6'697	10'170	51'542
2 - Other staff costs	18		8		6'350	1'404	1'842	4'469	1'124	1'891	2'951	20'057
3 - Travel on duty	123		291			282	150	35	64	130	48	1'123
4 - Contractual services	147	50	24	525	850	250	109	862	435	63	3'551	6'866
5 - Rental and maintenance of premises and equipment					100	2'071	10	222	1		2'507	4'911
6 - Materials and supplies	6		3	40		199	26	181	35	46	423	959
7 - Acquisition of premises, furniture and equipment						208	45	148	28	51	327	807
8 - Public and internal service utilities					760	1'240		35				2'035
9 - Audit and interagency fees and miscellaneous	5		10		2'981	11	1	15	70	1	2	3'096
TOTAL	1'411	50	689	565	11'291	10'748	8'514	23'469	5'801	8'879	19'979	91'396

*including Facilities Management Division, Legal Affairs Unit and Internal Auditor

Table 4-2

General Secretariat 2023

Planned Expenses by Section and Category of Expenses

	CHF(000)											Total
	Plenipotentiary Conference	World Summit on the Information Society	Council, Council Working Groups and Expert Groups	Activities and programmes	ITU Common expenses	Office of the Secretary- General and Deputy Secretary- General*	Strategic Planning and Membership Department	Conferences and Publications Department	Human Resources Managt. Department	Financial Resources Managt. Department	Information Services Department	
1 - Staff costs			339		250	5'083	6'329	17'419	4'044	6'697	10'147	50'308
2 - Other staff costs			8		6'350	1'404	1'844	4'448	1'124	1'891	2'945	20'014
3 - Travel on duty			291			282	150	35	64	130	48	1'000
4 - Contractual services		50		525	850	250	109	940	435	63	3'551	6'773
5 - Rental and maintenance of premises and equipment			25		100	2'071	10	222	1		2'507	4'936
6 - Materials and supplies				40		199	26	181	35	46	423	950
7 - Acquisition of premises, furniture and equipment			3			208	45	148	28	51	327	810
8 - Public and internal service utilities					730	1'240		35				2'005
9 - Audit and interagency fees and miscellaneous			10		2'981	11	1	15	70	1	2	3'091
TOTAL	0	50	676	565	11'261	10'748	8'514	23'443	5'801	8'879	19'950	89'887

*including Facilities Management Division, Legal Affairs Unit and Internal Auditor

Table 5

Radiocommunication Sector

Planned Expenses by Section

CHF(000)

		Actuals 2018-2019	Budget 2020-2021	Estimates 2022	Estimates 2023	Total 2022-2023
Section 3.1	World Radiocommunication Conferences	1'506			2'449	2'449
Section 3.2	Radiocommunication Assemblies	342			402	402
Section 4.1	Regional Radiocommunication Conferences					
Section 5.1	Radio Regulations Board	720	962	452	452	904
Section 5.2	Radiocommunication Advisory Group	67	106	63	69	132
Section 6	Study Group Meetings	1'052	1'462	383	1'160	1'543
Section 7	Activities and Programmes	486	1'295	350	350	700
Section 8	Seminars and Workshops	161	780	388	388	776
Section 9	Bureau	48'758	54'922	27'247	27'185	54'432
	- Common expenses	1'361	2'874	1'244	1'244	2'488
	- Office of the Director	1'658	1'612	1'018	1'018	2'036
	- Departments	45'739	50'436	24'985	24'923	49'908
TOTAL		53'092	59'527	28'883	32'455	61'338

Table 6

Radiocommunication Sector 2022-2023

Planned Expenses by Section and Category of Expenses

	CHF(000)									
	Conferences and assemblies	Radio Regulations Board	Radiocom- munication Advisory Group	Study Group Meetings	Activities and programmes	Seminars and Workshops	Radiocommunication Bureau			Total
							Common expenses	Office of the Director	Departments	
1 - Staff costs	2'164	332	114	1'023	0	258	0	1'440	38'634	43'965
2 - Other staff costs	73	16	8	25	0	16	0	396	11'274	11'808
3 - Travel on duty	225	538	0	130	0	410	900	200	0	2'403
4 - Contractual services	140	0	3	140	700	32	510	0	0	1'525
5 - Rental and maintenance of premises and equipment	220	0	0	195	0	36	80	0	0	531
6 - Materials and supplies	12	10	3	17	0	3	60	0	0	105
7 - Acquisition of premises, furniture and equipment	4	0	0	0	0	5	918	0	0	927
8 - Public and internal service utilities		4	4	0	0	2	0	0	0	10
9 - Audit and interagency fees and miscellaneous	13	4	0	13	0	14	20	0	0	64
TOTAL	2'851	904	132	1'543	700	776	2'488	2'036	49'908	61'338

Table 6-1

Radiocommunication Sector 2022

Planned Expenses by Section and Category of Expenses

	CHF(000)									
	Conferences and assemblies	Radio Regulations Board	Radiocom- munication Advisory Group	Study Group Meetings	Activities and programmes	Seminars and Workshops	Radiocommunication Bureau			Total
							Common expenses	Office of the Director	Departments	
1 - Staff costs		166	56	201		129		720	19'342	20'614
2 - Other staff costs		8	4	8		8		198	5'643	5'869
3 - Travel on duty		269		65		205	450	100		1'089
4 - Contractual services				40	350	16	255			661
5 - Rental and maintenance of premises and equipment				50		18	40			108
6 - Materials and supplies		5	1	10		2	30			48
7 - Acquisition of premises, furniture and equipment						2	459			461
8 - Public and internal service utilities		2	2			1				5
9 - Audit and interagency fees and miscellaneous		2		9		7	10			28
TOTAL		452	63	383	350	388	1'244	1'018	24'985	28'883

Table 6-2

Radiocommunication Sector 2023

Planned Expenses by Section and Category of Expenses

	CHF(000)									
	Conferences and assemblies	Radio Regulations Board	Radiocom- munication Advisory Group	Study Group Meetings	Activities and programmes	Seminars and Workshops	Radiocommunication Bureau			Total
							Common expenses	Office of the Director	Departments	
1 - Staff costs	2'164	166	58	822		129		720	19'292	23'351
2 - Other staff costs	73	8	4	17		8		198	5'631	5'939
3 - Travel on duty	225	269		65		205	450	100		1'314
4 - Contractual services	140		3	100	350	16	255			864
5 - Rental and maintenance of premises and equipment	220			145		18	40			423
6 - Materials and supplies	12	5	2	7		1	30			57
7 - Acquisition of premises, furniture and equipment	4					3	459			466
8 - Public and internal service utilities		2	2			1				5
9 - Audit and interagency fees and miscellaneous	13	2		4		7	10			36
TOTAL	2'851	452	69	1'160	350	388	1'244	1'018	24'923	32'455

Table 7

Telecommunication Standardization Sector

Planned Expenses by Section

CHF(000)

		Actuals 2018-2019	Budget 2020-2021	Estimates 2022	Estimates 2023	Total 2022-2023
Section 3.1	World Telecommunication Standardization Assembly and preparatory meetings		275	699	0	699
Section 5	Telecommunication Standardization Advisory Group	132	198	91	91	182
Section 6	Study Group Meetings	2'390	2'394	1'180	1'180	2'360
Section 7	Activities and Programmes	397	400	200	200	400
Section 8	Seminars and Workshops	575	600	260	260	520
Section 9	Bureau	23'205	23'116	11'464	11'464	22'928
	- Common expenses	815	914	230	230	460
	- Office of the Director	1'459	1'500	1'132	1'132	2'264
	- Departments	20'931	20'702	10'102	10'102	20'204
TOTAL		26'699	26'983	13'894	13'195	27'089

Table 8

Telecommunication Standardization Sector 2022-2023

Planned Expenses by Section and Category of Expenses

	CHF(000)								Total
	World Telecom. Standardization Assembly	Telecom. Standardization Advisory Group	Study Group Meetings	Activities and programmes	Seminars and Workshops	Common expenses	Office of the Director	Departments	
1 - Staff costs	472	126	1'194	0	40	0	1'648	15'484	18'964
2 - Other staff costs	8	8	26	0	0	0	496	4'540	5'078
3 - Travel on duty	120	40	940	0	360	0	100	120	1'680
4 - Contractual services	50	8	180	400	80	280	20	60	1'078
5 - Rental and maintenance of premises and equipment	30	0	20	0	20	0	0	0	70
6 - Materials and supplies	10	0	0	0	0	60	0	0	70
7 - Acquisition of premises, furniture and equipment		0	0	0	0	100	0	0	100
8 - Public and internal service utilities		0	0	0	0	0	0	0	0
9 - Audit and interagency fees and miscellaneous	9	0	0	0	20	20	0	0	49
TOTAL	699	182	2'360	400	520	460	2'264	20'204	27'089

Table 8-1

Telecommunication Standardization Sector 2022

Planned Expenses by Section and Category of Expenses

	CHF(000)								
	Telecommunication Standardization Bureau								Total
	World Telecom. Standardization Assembly	Telecom. Standardization Advisory Group	Study Group Meetings	Activities and programmes	Seminars and Workshops	Common expenses	Office of the Director	Departments	
1 - Staff costs	472	63	597		20		824	7'742	9'718
2 - Other staff costs	8	4	13				248	2'270	2'543
3 - Travel on duty	120	20	470		180		50	60	900
4 - Contractual services	50	4	90	200	40	140	10	30	564
5 - Rental and maintenance of premises and equipment	30		10		10				50
6 - Materials and supplies	10					30			40
7 - Acquisition of premises, furniture and equipment						50			50
8 - Public and internal service utilities									0
9 - Audit and interagency fees and miscellaneous	9				10	10			29
TOTAL	699	91	1'180	200	260	230	1'132	10'102	13'894

Table 8-2

Telecommunication Standardization Sector 2023

Planned Expenses by Section and Category of Expenses

	CHF(000)								Total
	World Telecom. Standardization Assembly	Telecom. Standardization Advisory Group	Study Group Meetings	Activities and programmes	Seminars and Workshops	Common expenses	Office of the Director	Departments	
1 - Staff costs		63	597		20		824	7'742	9'246
2 - Other staff costs		4	13				248	2'270	2'535
3 - Travel on duty		20	470		180		50	60	780
4 - Contractual services		4	90	200	40	140	10	30	514
5 - Rental and maintenance of premises and equipment			10		10				20
6 - Materials and supplies						30			30
7 - Acquisition of premises, furniture and equipment						50			50
8 - Public and internal service utilities									0
9 - Audit and interagency fees and miscellaneous					10	10			20
TOTAL	0	91	1'180	200	260	230	1'132	10'102	13'195

Table 9

Telecommunication Development Sector

Planned Expenses by Section

CHF(000)

		Actuals 2018-2019	Budget 2020-2021	Estimates 2022	Estimates 2023	Total 2022-2023
Section 3	World Telecommunication Development Conferences		1'026			0
Section 4	Regional Telecommunication Development Conferences		498			0
Section 5	Telecommunication Development Advisory Group	206	244	172	143	315
Section 6	Study Group Meetings	702	796	407	407	814
Section 7	Activities and Programmes*	8'440	12'200	4'200	4'200	8'400
Section 9	Bureau	44'682	46'196	22'589	22'487	45'076
	- Common expenses	864	1'504	219	219	438
	- Office of the Director	3'120	2'156	1'697	1'660	3'357
	- Regional Offices	15'097	15'286	7'486	7'487	14'973
	- Departments	25'601	27'250	13'187	13'121	26'308
TOTAL		54'030	60'960	27'368	27'237	54'605

*) Including Seminars and Workshops

Table 10

Telecommunication Development Sector 2022-2023

Planned Expenses by Section and Category of Expenses

	Telecommunication Development Bureau							Total
	Telecom. Development Advisory Group	Study Group Meetings	Activities and programmes*	Common expenses	Office of the Director	Regional Offices	Departments	
1 - Staff costs	139	432	930	0	2'376	10'760	20'209	34'846
2 - Other staff costs	8	16	0	0	681	3'162	5'918	9'785
3 - Travel on duty	140	340	2'702	60	200	414	181	4'037
4 - Contractual services	18	20	4'746	100	100	72	0	5'056
5 - Rental and maintenance of premises and equipment		0	0	180	0	98	0	278
6 - Materials and supplies		0	22	66	0	88	0	176
7 - Acquisition of premises, furniture and equipment		0	0	0	0	115	0	115
8 - Public and internal service utilities		0	0	10	0	126	0	136
9 - Audit and interagency fees and miscellaneous	10	6	0	22	0	138	0	176
TOTAL	315	814	8'400	438	3'357	14'973	26'308	54'605

*) Including Seminars and Workshops

Table 10-1

Telecommunication Development Sector 2022

Planned Expenses by Section and Category of Expenses

	Telecommunication Development Bureau							Total
	Telecom. Development Advisory Group	Study Group Meetings	Activities and programmes*	Common expenses	Office of the Director	Regional Offices	Departments	
1 - Staff costs	83	216	465		1'203	5'380	10'129	17'476
2 - Other staff costs	4	8			344	1'581	2'967	4'904
3 - Travel on duty	70	170	1'351	30	100	207	91	2'019
4 - Contractual services	10	10	2'373	50	50	36		2'529
5 - Rental and maintenance of premises and equipment				90		49		139
6 - Materials and supplies			11	33		44		88
7 - Acquisition of premises, furniture and equipment						57		57
8 - Public and internal service utilities				5		63		68
9 - Audit and interagency fees and miscellaneous	5	3		11		69		88
TOTAL	172	407	4'200	219	1'697	7'486	13'187	27'368

*) Including Seminars and Workshops

Table 10-2

Telecommunication Development Sector 2023

Planned Expenses by Section and Category of Expenses

	Telecom. Development Advisory Group	Study Group Meetings	Activities and programmes*	Telecommunication Development Bureau				Total
				Common expenses	Office of the Director	Regional Offices	Departments	
1 - Staff costs	56	216	465		1'173	5'380	10'080	17'370
2 - Other staff costs	4	8			337	1'581	2'951	4'881
3 - Travel on duty	70	170	1'351	30	100	207	90	2'018
4 - Contractual services	8	10	2'373	50	50	36		2'527
5 - Rental and maintenance of premises and equipment				90		49		139
6 - Materials and supplies			11	33		44		88
7 - Acquisition of premises, furniture and equipment						58		58
8 - Public and internal service utilities				5		63		68
9 - Audit and interagency fees and miscellaneous	5	3		11		69		88
TOTAL	143	407	4'200	219	1'660	7'487	13'121	27'237

*) Including Seminars and Workshops

Table 11

ITU Regional and Area Offices 2022-2023

Planned Expenses by Region and Category of Expenses

CHF(000)								
ITU Regional and Area Offices								
	Regional and Area Offices Common Expenses	Africa Region (AFR)	Americas Region (AMS)	Arab States Region (ARB)	Asia and the Pacific Region (ASP)	Commonwealth of Independent States (CIS)	European Region (EUR)	Total
1 - Staff costs		3'030	2'992	1'294	2'006	710	728	10'760
2 - Other staff costs		892	880	382	592	206	210	3'162
3 - Travel on duty		100	98	64	72	44	36	414
4 - Contractual services		42	8	10	6	6	0	72
5 - Rental and maintenance of premises and equipment		56	20	8	12	2	0	98
6 - Materials and supplies		38	22	6	8	10	4	88
7 - Acquisition of premises, furniture and equipment	115	0	0	0	0	0	0	115
8 - Public and internal service utilities		48	38	10	24	4	2	126
9 - Audit and interagency fees and miscellaneous		72	40	6	12	6	2	138
TOTAL	115	4'278	4'098	1'780	2'732	988	982	14'973

Table 11-1

ITU Regional and Area Offices 2022

Planned Expenses by Region and Category of Expenses

CHF(000)								
ITU Regional and Area Offices								
	Regional and Area Offices Common Expenses	Africa Region (AFR)	Americas Region (AMS)	Arab States Region (ARB)	Asia and the Pacific Region (ASP)	Commonwealth of Independent States (CIS)	European Region (EUR)	Total
1 - Staff costs		1'515	1'496	647	1'003	355	364	5'380
2 - Other staff costs		446	440	191	296	103	105	1'581
3 - Travel on duty		50	49	32	36	22	18	207
4 - Contractual services		21	4	5	3	3		36
5 - Rental and maintenance of premises and equipment		28	10	4	6	1		49
6 - Materials and supplies		19	11	3	4	5	2	44
7 - Acquisition of premises, furniture and equipment	57							57
8 - Public and internal service utilities		24	19	5	12	2	1	63
9 - Audit and interagency fees and miscellaneous		36	20	3	6	3	1	69
TOTAL	57	2'139	2'049	890	1'366	494	491	7'486

Table 11-2

ITU Regional and Area Offices 2023

Planned Expenses by Region and Category of Expenses

CHF(000)								
ITU Regional and Area Offices								
	Regional and Area Offices Common Expenses	Africa Region (AFR)	Americas Region (AMS)	Arab States Region (ARB)	Asia and the Pacific Region (ASP)	Commonwealth of Independent States (CIS)	European Region (EUR)	Total
1 - Staff costs		1'515	1'496	647	1'003	355	364	5'380
2 - Other staff costs		446	440	191	296	103	105	1'581
3 - Travel on duty		50	49	32	36	22	18	207
4 - Contractual services		21	4	5	3	3		36
5 - Rental and maintenance of premises and equipment		28	10	4	6	1		49
6 - Materials and supplies		19	11	3	4	5	2	44
7 - Acquisition of premises, furniture and equipment	58							58
8 - Public and internal service utilities		24	19	5	12	2	1	63
9 - Audit and interagency fees and miscellaneous		36	20	3	6	3	1	69
TOTAL	58	2'139	2'049	890	1'366	494	491	7'487

Table 12

Capital Expenses 2022-2023

Planned Expenses by Section

CHF(000)

		2022	2023	Total 2022-2023
Section 9	General Secretariat Departments			
	- Conferences and Publications Department	48	48	96
	- Information Services Department	212	212	424
Section 9	Radiocommunication Bureau			
	- Common expenses	300	300	600
TOTAL		560	560	1'120

Table 13

COVID-19- Crisis Management 2022-2023

Planned Expenses by category of expenses

CHF(000)

	2022	2023	Total 2022-2023
6 - Materials and supplies	120	120	240
7 - Acquisition of premises, furniture and equipment	100	100	200
8 - Public and internal service utilities	200	200	400
TOTAL	420	420	840

ANNEX 7

Reference: Documents [C21/11](#) and [C21/DT/3](#)

DRAFT DECISION [...]

Cancellation of interest on arrears and irrecoverable debts

The ITU Council,

having examined

the report by the Secretary-General on arrears and special arrears accounts ([Document C21/11](#)),

decides

to approve the writing off of the following interest on arrears and irrecoverable debts in the amount of **CHF 3 001 808.34** against a corresponding withdrawal from the Reserve for Debtors' Accounts. Please refer to the details in the table below.

Country	Company Name	Year	Principal	Interest	Total
Cameroon	Ministère des Postes et Télécommunications	2014-2020	0.00	164,445.35	164,445.35
Iran	Ministry of Information and Communication Technology (MICT)	2016-2019	0.00	79,660.45	79,660.45
Tajikistan	Communication Service under the Government of the Republic of Tajikistan	2011	0.00	511,822.30	511,822.30
Sub-total 3.2			0.00	755,928.10	755,928.10
Algeria	Wataniya Telecom Algérie Spa, Alger	2005-2007	3,975.00	4,947.90	8,922.90
Egypt	BarkoTel Communications, Cairo	2002-2006	19,068.75	30,824.35	49,893.10
Egypt	LINKdotNET, Cairo	2008-2009	3,975.00	3,975.65	7,950.65
Egypt	Telecon Consultants, Alexandria	2002-2006	19,725.00	32,383.95	52,108.95
Egypt	Trade Fairs International, Cairo	2000-2006	24,975.00	43,624.90	68,599.90
India	TCIL, New Delhi	2006-2007	63,600.00	81,363.35	144,963.35
Italy	Aethra srl, Ancona	2007-2008	31,800.00	3,476.45	35,276.45
Italy	CommeProve Technologies SpA, Firenze	2018	3,533.33	585.60	4,118.93
Italy	Sky Chance Trading, Rome	2020	6,183.33	0.00	6,183.33
Kazakhstan	Kazakh Academy of Trans. & Comm., Almaty	2008-2009	4,306.25	4,231.40	8,537.65
Kuwait	The Arabian Business Franchise, Hawalli	2006-2007	7,950.00	10,170.60	18,120.60
Lebanon	Arabcom Hitek, Beirut	2001-2006	23,662.50	40,770.85	64,433.35
Lebanon	ExiCon International Group, Beirut	2010-2011	3,975.00	3,028.10	7,003.10
Lebanon	MTN/Investcom LLC, Beirut	2008	3,975.00	4,323.50	8,298.50
Lebanon	Telecommunication Information Technology (TIT), Beirut	2008	25,000.00	25,304.80	50,304.80
Liberia	West Africa Telecom Inc., Monrovia	2007	3,975.00	4,821.40	8,796.40
Mauritania	MAURITEL SA, Nouakchott	2008	35,775.00	38,910.85	74,685.85
Netherlands	SMITCOMS N.V., St. Maarten	2004-2007	253,200.00	359,330.80	612,530.80
Pakistan	Paktel Limited, Islamabad	2007	3,975.00	4,821.40	8,796.40

Philippines	PhilCom, Makati City	2007-2009	3,975.00	3,977.65	7,952.65
Romania	Polytech Sch of Bucharest Association, Bucharest	2009-2010	3,975.00	3,503.90	7,478.90
Russian Federation	JSC National Telemedicine Agency, Moscow	2012	2,981.25	1,948.60	4,929.85
Somalia	Telecom Somalia, Mogadishu	2005-2007	8,278.10	10,542.20	18,820.30
South Africa	Cell C (Pty) Ltd, Benmore	2004-2207	245,475.00	340,079.00	585,554.00
Switzerland	Infovista SAS (Ex. Ascom Network Testing AG, Solothurn)	2018	10,600.00	1,057.35	11,657.35
Syrian Arab Republic	Arab Regional Isps Association (ARISPA), Damascus	2009	3,975.00	3,853.75	7,828.75
Zimbabwe	NetOne Cellular (Pvt.) Ltd, Harare	2003-2006	118,910.58	232,804.60	351,715.18
Res. 99 (Rev. Dubai, 2018)	BCI Comm. & Adv. Technology, Ramallah	2007-2008	4,968.75	5,449.50	10,418.25
Sub-total 3.3			945,767.84	1,300,112.40	2,245,880.24
Grand Total			945,767.84	2,056,040.50	3,001,808.34

ANNEX 8

Reference: Document [C21/49](#) and [C21/DT/4](#)

Urgent tasks from UMACS for the year 2021

The table below presents, for consideration by VCC1/21, the list of the most urgent tasks identified from the Unfunded Mandatory Activities for the year 2021.

The total amount required for 2021 amounts to KCHF 301 broken down as follows:

Description	CHF(000)
	2021
ITU-T: Additional resources for Study Group activities (2P2s and 1 P1)	161
ITU-R: IT tools and applications for implementing the Radio Regulations (Resolutions 907 and 908)	140
TOTAL	301

ANNEX 9

Reference: Document [C21/77](#) and [C21/81](#)

DECISION 619 (C19, LAST AMENDED C21)

Headquarters Premises

The ITU Council,

recalling

Resolution 212 (Dubai, 2018) on the Union's future headquarters premises over the long term and Council Decision 588 on Headquarters Premises,

recalling further

Resolution 212 *recalling* c) v) to offset the total final project costs by applying all proceeds from the sale of the Tower to existing loans on assets that are to be disposed of, to the necessary costs associated with the sale, and to reduce to the maximum the outstanding amount of the loan,

noting with appreciation

the efforts made by the ITU management and the BPD (Building Project Division) to optimise costs in order to reduce the overall cost of the new ITU Headquarters,

having considered

the report of the Secretary-General contained in document C19-ADD/2,

mindful

of the concerns of Member States with moving meetings of the ITU outside of Geneva for the duration of the demolition and early construction phase as national representations in Geneva have the human resources to attend ITU meetings while such resources are not necessarily available in all countries, and similar concerns expressed by ITU Staff who should not be expected to relocate outside of their Geneva homes for extended periods in order to cover the high number of meetings scheduled by the ITU but possibly hosted outside Geneva,

decides

- 1 to approve continuing the project to replace the Varembe building and Tower with a new building which, with the existing Montbrillant building, will form the new Geneva Headquarters of the Union;
- 2 to approve the final direct project cost of CHF 170,139,000, as described in C19-ADD/2, financed entirely by the available funding of CHF 150,000,000 host country loan, CHF 15,140,000 sponsorships and donations, and CHF 5,000,000 new building fund;
- 3 to provide an additional financial cushion for the non-mitigated risks up to CHF 12,600,000, which represents the cumulative limit of 8% of the current estimates of direct costs described in C19-ADD/2, through the creation of a Risk Register Fund to be financed by subsequent Council decisions beginning in 2020, in accordance with the Financial Regulations and Financial Rules;
- 4 that, as of the date of adoption of this decision, any future sponsorships or donations will only be accepted by ITU after:
 - the proposed change order to the design is evaluated by the ITU management and BPD to assess the amount of all indirect costs (including Architect's fees, Building Management Consultant fees, General Contractor fees, etc.), all net direct costs, and the impact on the project schedule;

- the prospective sponsor agrees to pay for all these increased direct and indirect project costs as part of its sponsorship or donation; and
 - BPD determines that the sponsorship or donation will not create further delays to the project;
- 5 to approve the funding to cover indirect project costs of up to CHF 2,275,000 for the period 2021-2023 through measures outlined in the Financial Regulations and Financial Rules and recommend PP-22 to include CHF 2,315,000 within the draft financial plan for the period 2024-2027 for the Capital Fund;
- 6 to apply all proceeds from the sale of the Tower as per Resolution 212 *recalling* c) v),
instructs the Secretary-General
- 1 to proceed with the request, to relevant Swiss authorities, for the second part of the CHF 150,000,000 loan;
- 2 to establish the Risk Register fund in *decides* 3 above noting that any monies left in this account at the end of construction will be placed in the Reserve Account;
- 3 to address the need for temporary conference and meeting facilities during the demolition and early construction phase of the project by producing a list of the needs, including dates of conferences and meetings during this period and report to MSAG on the progress thereof;
- 4 to continue the implementation of Council Decisions regarding the preservation of a Popov Room, including providing financial and legal analysis of options presented in paragraph 2.2.18.13 of the Summary record of the ninth and last Plenary Meeting of the 2019 ordinary session of Council (Document [C19/120](#));
- 5 to work with the Host Country to address the implementation of UNDSS requirements for UN MOSS compliance;
- 6 to continue engaging with the Staff Council, to facilitate greater transparency and dialogue in the entire relocation and design process, ensuring morale, well-being, and effectiveness of staff in executing their responsibilities to the benefit of the Union;
- 7 to create a *Staff Working Conditions Strategy and Implementation Plan* for the consideration of Council 2020, including putting in place measures to facilitate flexible work arrangement including plans to allow staff to work from home;
- 8 to provide quarterly briefings to the MSAG, including information related to updates of the Risk Register;
- 9 to conduct regular audits of the project;
- 10 to continue to abide by the highest standards in terms of ethics and procurement in all bidding procedures organized throughout the project.

ANNEX 10

Reference: [Document C21/23](#)

DRAFT RESOLUTION [...]

Conditions of service of ITU Elected Officials

The ITU Council,

in view of

Resolution 46 (Kyoto, 1994) adopted by the Plenipotentiary Conference,

having considered

the report by the Secretary-General on the measures taken within the United Nations Common System as a result of the decisions of the United Nations General Assembly at its 75th session with regard to conditions of service (Resolution 75/245A of 31 December 2020),

resolves

to approve the following salaries with effect from 1 January 2021, and pensionable remuneration with effect from 1 February 2021 for ITU elected officials:

	USD per annum		
	Gross (1 January 2021)	Net (1 January 2021)	Pensionable remuneration (1 February 2021)
Secretary-General	248'512	179'518	395'098
Deputy Secretary-General and Directors of Bureaux	226'185	164'782	366'439

ANNEX 11

Reference: Document [C21/72](#)

Draft ITU Accessibility Policy for persons with disabilities and persons with specific needs

Goals and objectives

The Goals of the ITU Accessibility Policy are:

- Goal 1: to set up the framework and processes to make ITU an accessible organization for Persons with Disabilities and Persons with Specific Needs including age-related disabilities, by achieving their full participation in all ITU activities, either as staff members¹ and other collaborators (consultants/experts, interns, etc.), delegates/meeting participants, or general public; and
- Goal 2: to build-up on the accessibility-related activities, outputs, and outcomes performed by the ITU Sectors, finding out synergies to better promote and enable worldwide ICT accessibility and access to ICTs for Persons with Disabilities and Persons with Specific Needs.

The Objectives of the ITU Accessibility Policy are:

1. To make ITU facilities accessible, as per recognized international standards and best practices.
2. To enhance staff and management awareness and knowledge on accessibility-related issues.
3. To raise awareness between delegates on accessibility-related matters.
4. To undertake the necessary measures in order to provide accessible accommodations for ITU events. These measures include, but are not limited to:
 - a. Providing, when and if required, accessibility facilities (such as real-time captioning and/or remote sign language interpretation).
 - b. Expanding the fellowship programme² to enable delegates with disabilities and ITU member's representatives, in particular those coming from LDCs and low-income countries, to participate in the work of ITU.
5. To ensure that structure and contents of ITU websites, videos, publications, and whatever digital documents and digital information are digitally accessible and in line with the accessibility requirements and standards in force; including ensuring that web developers, web masters, and communication officers as well as all relevant staff receive appropriate training for this purpose.
6. To enhance procurement policies in order to ensure that relevant goods and services acquired are accessible or do not create new barriers, as well as ensuring that the procurement process is accessible.
7. To ensure that accessibility is mainstreamed in processes such as recruitment in line with UNDIS.
8. To enhance intersectoral collaboration on accessibility-related issues, leveraging internal knowledge and expertise.

¹ Within the limits fixed by the Mandatory age for retirement.

² As per SO No. 21/02, Policy for awarding fellowships for events and activities funded through the ITU regular budget

9. To ensure that accessibility is reflected in ITU Strategic Plans and sector specific plans and that relevant data is gathered to assess and monitor performance advance towards ITU accessibility and digital accessibility-related Strategic Target(s).
10. To mainstream accessibility for persons with disabilities in the programmatic activities of the three Sectors and the General Secretariat, by ensuring appropriate resources to support corresponding activities' implementation, monitoring, and evaluation.
11. To strengthen collaboration on accessibility-related matters within the UN Common System and with relevant organizations representing persons with disabilities, to facilitate related disability inclusion work of ITU and with ITU Membership.
12. To secure a budget line to ensure that the objectives above can be achieved on an ITU-wide basis.

The Framework

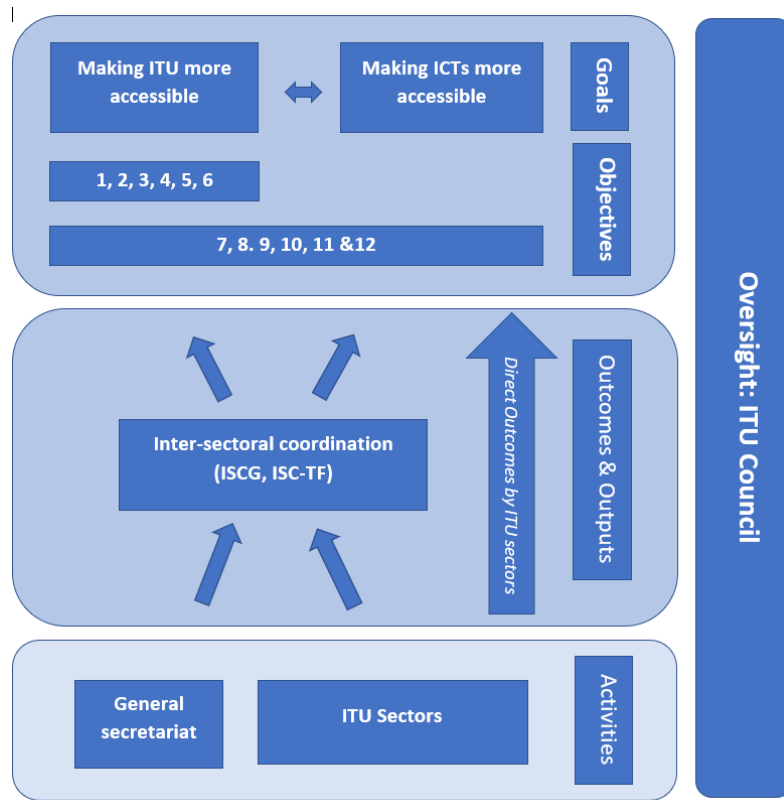


Figure: The ITU Accessibility Framework

Methodology and implementation

An **ITU-wide Accessibility Strategy** aiming to achieve the above-mentioned objectives, with regular monitoring, evaluation, and reporting on the achievements and related implementation, should be developed.

This Strategy should include key performance indicators (KPIs) for implementation of each objective, estimation of the necessary resources, indicate milestones and timelines, expected and achieved results, as well as evaluation of risks and proposed mitigation.

A detailed report on the ITU accessibility policy and framework implementation should be presented to the 2022 Session of the Council, and regular updates should be presented to further Council sessions.

Resources

To ensure implementation of this policy, allocation of necessary funding is key. Currently there is no separate budget for accessibility services. Real-time captioning and sign-language interpretation have been offered in select ITU events for several years but covered by ad-hoc funds (e.g. an event organizers' budget).

ITU membership is further encouraged to contribute to the implementation of the ITU accessibility policy for persons with disabilities through the ITU Accessibility Fund for the Digital Inclusion of Persons with Disabilities, set up by ITU as instructed in Resolution 175 (Rev. Dubai, 2018). The Fund has not been replenished since 2018.

Review

The revised ITU accessibility Policy for persons with disabilities shall be implemented within available allocated resources and shall come into effect as of the date of its endorsement by ITU Council.

The ITU accessibility Policy for persons with disabilities will be reviewed and updated at least every four years after its inception to draw from emerging best practices and lessons learned and also include technology progress in the topic of digital accessibility.

ANNEX 12

Reference: Document [C21/2](#) and [C21/DT/7](#)

DRAFT DECISION [...]

Dates and duration of the 2022, 2023, 2024, 2025, and 2026 sessions of the Council, along with the clusters of Council Working Groups and Expert Groups for 2022, 2023, and 2024

The ITU Council,

bearing in mind

a) Resolution 77 (Rev. Dubai, 2018) of the Plenipotentiary Conference, which *instructs the Council* “at each ordinary session, to schedule its next three ordinary sessions in June-July and to review the Council’s schedule on a rolling basis”;

b) Resolution 111 (Rev. Busan, 2014) of the Plenipotentiary Conference, which *resolves* “that the Union and the Member States of the Council should make every effort, as far as practicable, in order that the planned period of any Council session not be scheduled during a period which is considered a major religious period by a Member State of the Council”;

c) Decision 619 on Headquarters Premises adopted at the additional 2019 session of the Council,

recalling

Council Decision 620 confirming the dates and duration for the 2022, 2023, 2024, 2025, and 2026 sessions of the Council, along with the cluster of Council Working Groups and Expert Groups for 2022,

considering

the need to schedule ordinary sessions of the Council as much as possible around the same time frame each year in order to facilitate the arrangement of other ITU events,

considering further

the need to organize the ordinary session of the Council within a Plenipotentiary Conference (PP) year early enough so to allow Council reports to be further considered at PP to be published in a reasonable time frame,

emphasizing

that scheduling the clusters of Council Working Groups and Expert Groups (CWGs & EGs), over the next three years, would not only improve the overall planning of ITU events, but also reduce the risk of overlapping,

acknowledging

the need to address the need for temporary conference and meeting facilities during the demolition and early construction phase of the project by producing a list of the needs, including dates of conferences and meetings during this period,

decides

- 1 that the 2022 ordinary session of the Council will open in Geneva for a period of nine working days, and will hold its cluster of CWGs & EGs as follows:
 - Cluster of CWGs & EGs: from Tuesday, 11 January to Thursday, 20 January 2022
 - **Council-22: from Monday, 21 March to Thursday, 31 March 2022**, and shall have its final meeting on **Saturday, 24 September 2022** before the start of the 2022 Plenipotentiary Conference;
 - 2 that the 2023 session of the Council will open in Geneva for a period of nine working days, and will hold its cluster of CWGs & EGs as follows:
 - First Cluster of CWGs & EGs: from Monday, 6 February to Friday, 17 February 2023
 - **Council-23: from Tuesday, 11 July to Friday, 21 July 2023**
 - Second Cluster of CWGs & EGs: from Monday, 18 September to Friday, 29 September 2023;
 - 3 that the 2024 session of the Council will open in Geneva for a period of nine working days, and will hold its cluster of CWGs & EGs as follows:
 - First cluster of CWGs & EGs: from Monday, 19 February to Friday, 1 March 2024
 - **Council-24: from Tuesday, 9 July to Friday, 19 July 2024**
 - Second cluster of CWGs & EG: from Monday, 30 September to Friday, 11 October 2024;
 - 4 that the 2025 session of the Council will open in Geneva for a period of nine working days, as follows:
 - **Council-25: from Tuesday, 1 July to Friday, 11 July 2025;**
 - 5 that the 2026 session of the Council will open in Geneva for a period of nine working days, as follows:
 - **Council-26: from Monday, 4 May to Thursday, 14 May 2026.**
-