|  |  |
| --- | --- |
| **Council Working Group on the Use of the six official languages of the Union  12th meeting – 18 January 2022** |  |
|  |  |
|  | **Revision 1 to**  **Document CWG-LANG/12/2-E** |
| **13 January 2022** |
| **English only** |
| Report by the Secretary-General | |
| PURSUANT TO RESOLUTION 154 (REV. DUBAI, 2018)  AND RESOLUTION 1372 (C15, LAST AMENDED C19) | |
|  | |

|  |
| --- |
| **Summary**  This report provides an update to the Council Working Group on the use of the six official languages of the Union (CWG-LANG) on the implementation of Resolution 154 (Rev. Dubai, 2018) regarding the use of ITU’s six official languages on an equal footing in accordance with Council Resolution 1372, as revised in 2019.  The secretariat is pleased to note that steady progress continues to be made on all fronts leading to full, equitable use of ITU’s six official languages, as evidenced below.  **Action required**  The Council Working Group is invited to endorse the report and its Annexes.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **References**  [*PP Resolution 154 (Rev. Dubai, 2018)*](https://www.itu.int/en/council/Documents/basic-texts/RES-154-E.pdf)*;* [*Council Resolution 1372 (Rev. 2019)*](http://web.itu.int/md/S19-CL-C-0138/en) |

1. **Evolution of the budget for translation of documents to the six official languages of the Union since 2011**

As requested by CWG-LANG, budgetary figures are submitted for both interpretation and translation services. Budgetary figures for translation are divided into three categories: cost of translation, cost of associated services, and total cost. Also, the information on the actual expenditures related to language services for the years 2011-2021 (as of 10 November 2021) is provided.

**Table 1: Evolution of language services budget and expenses (in kCHF), 2011-2021**

|  | **2011** | **2012** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **2020** | **2021** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Translation budget** | 8 656 | 9 031 | 8 188 | 9 861 | 9 820 | 8 250 | 8 433 | 8 210 | 8 882 | 7 718 | 8 079 |
| **Associated services budget** | 6 633 | 5 901 | 5 546 | 5 841 | 5 841 | 5 646 | 5 716 | 5 258 | 5 606 | 5 330 | 5503 |
| **Total Translation budget** | 15 289 | 14 932 | 13 734 | 15 702 | 15 661 | 13 895 | 14 149 | 13 468 | 14 488 | 13 048 | 13 583 |
| **Actual translation expenses** | 15 211 | 14 942 | 12 473 | 13 954 | 13 950 | 12 407 | 11 802 | 12 098 | 13 223 | 12 252 | 10 319 |
| **Interpretation budget** | 2 117 | 4 397 | 1 944 | 3 242 | 3 744 | 2 027 | 2 229 | 2 435 | 3 457 | 1 408 | 1 787 |
| **Actual interpretation expenses** | 1 621 | 3 262 | 1 306 | 2 156 | 2 524 | 1 343 | 1 417 | 1 852 | 2 698 | 1 338 | 1 232 |
| **Total Language services budget** | 17 406 | 19 329 | 15 678 | 18 944 | 19 405 | 15 923 | 16 378 | 15 903 | 17 944 | 14 455 | 15 370 |
| **Total actual Expenses** | 16 832 | 18 204 | 13 779 | 16 110 | 16 474 | 13 749 | 13 219 | 13 950 | 15 922 | 13 589 | 11 551 |
| **Savings** | 574 | 1 125 | 1 899 | 2 834 | 2 930 | 2 174 | 3 159 | 1 953 | 2 023 | 866 | 3 819 |

**Figure 1: Evolution of language services budget and expenses (in ,000 CHF) 2011-2021**

Translation volumes continue to reflect full equality of treatment of all six ITU official languages. Also, as requested by CWG-LANG, information on the evolution of translation volumes per language for the years 2011-2021 (as of 31 December 2021) is provided.

**Table 2: Evolution of translation volumes per language (pages)[[1]](#footnote-2), 2011-2021**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Translation volumes/year** | **2011** | **2012** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **2020** | **2021** |
| **Arabic** | 10 020 | 12 166 | 7 072 | 9 273 | 10 393 | 7 346 | 6 032 | 8 083 | 8 892 | 8 400 | 7 843 |
| **Chinese** | 10 089 | 11 899 | 6 975 | 9 190 | 10 505 | 7 511 | 6 323 | 8 732 | 9 030 | 8 818 | 7 717 |
| **English** | 2 511 | 2 654 | 2 199 | 1 947 | 2 138 | 2 223 | 1 791 | 1 611 | 2 044 | 1 827 | 1 608 |
| **French** | 10 763 | 11 949 | 7 390 | 9 462 | 10 214 | 8 019 | 6 188 | 8 586 | 10 173 | 8 811 | 8 531 |
| **Russian** | 10 050 | 11 748 | 6 974 | 8 709 | 10 168 | 7 336 | 5 963 | 8 050 | 8 706 | 8 463 | 7 501 |
| **Spanish** | 9 694 | 11 763 | 7 302 | 8 833 | 9 903 | 7 346 | 6 146 | 8 135 | 8 928 | 8 215 | 8 072 |
| **TOTAL** | 53 127 | 62 179 | 37 912 | 47 414 | 53 321 | 39 781 | 32 443 | 43 197 | 47 773 | 44 534 | 41 272 |

**Figure 2: Evolution of translation volumes per language (pages), 2011-2021**

**2. Procedures adopted by other international organizations inside and outside of the UnitedNations system and benchmark studies on their costs of translation**

Through its active participation in the International Annual Meeting on Language Arrangements, Documentation and Publications (IAMLADP) and its working groups and task-forces, plus the Joint Inter-Agency Meeting on Computer-Aided Translation and Terminology (JIAMCATT), ITU keeps abreast of procedures and IT tools adopted by other international organizations and adapts its business model and procedures to the best practices resulting from such interactions. Specific information on ITU activities related with IAMLADP and JIAMCATT is included in Annex II (Report of the Group on Study and Evaluation of Alternative Translation Procedures).

**3. Initiatives undertaken by the General Secretariat and the three Bureaux to increase efficiencies and cost savings on the implementation of Resolution 154 (Rev. Dubai, 2018) and Council Resolution 1372 (Rev. 2019)**

***a) Review of the measures and principles for interpretation and translation in ITU***:

Detailed measures and principles for interpretation and translation in ITU were adopted by Council-09 (Document [C09/33/Rev.1](http://www.itu.int/md/S09-CL-C-0033/en)). In 2014, CWG-LANG reviewed and updated these measures and principles (Document [CWG-LANG 2/2](https://www.itu.int/md/S14-RCLCWGLANG2-C-0002/en)) and the Council endorsed them ([Document C14/INF/4](https://www.itu.int/md/S14-CL-INF-0004/en)).

These measures and principles are systematically considered by the secretariat as a benchmark in the delivery of translation and interpretation services for ITU conferences, meetings, documents and publications.

The Group on Study and Evaluation of Alternative Translation Procedures, agreed, at its 10th meeting in October 2020 that there was a need to review the measures and principles in force in the light of developments that have occurred since 2014, including ongoing projects on neural machine translation with human post-editing to translate ITU webpages; web content management; and remote interpretation, particularly in the wake of the COVID-19 pandemic.

In the tables of Annex III to this Document are reflected the updates agreed upon by the different Advisory Groups and the Secretariat. CWG-LANG is requested to endorse these updates and propose that the Council adopt the new measures and principles for interpretation and translation in ITU provided in Annex III to this report.

***b) Neural Machine Translation, CAT tools*:**

The procurement process for the computer-assisted translation tool eLUNa, developed by the UN Department of General Assembly and Conference Management (DGACM), has been finalized and preparations for implementing eLUNa, including training for the relevant staff, are currently underway. The aim is to complete the rollout by mid-December 2021*.*

To speed up the translation process and to allow for translation of more web pages and documents, various NMT engines were provided to translators on a web-based platform for the segment, document and website translation. The platform allows the evaluation of engines and feedback gathering and will be integrated in eLUNa.

***c) Remote interpretation:***

C&P Interpretation Service, in collaboration with ISD, Sectors/Bureaux, AIIC and free-lance interpreters, has been implementing different modes of remote interpreting for the ITU virtual events, ensuring business continuity in times of COVID-19 pandemic.

***d) Cooperation with ITU-CCT***: C&P continues to participate in ITU-CCT meetings, where an agreement has been reached as to the workflow for terminology management and to the term validation process.

**4. Alternative translation procedures**

Council-17 decided to establish an internal committee of the Union, the **Group on Study and Evaluation of Alternative Translation Procedures**, chaired by the Deputy Secretary-General, to consider the implementation of the best and most economically effective solutions to the provision of translation and simultaneous interpretation services at an appropriate cost, while maintaining quality of service, and to study making use of approved external sources to translate Union documents. The Group met once in 2021, and its report is contained in Annex II to this Document.

1. **Progress made on the implementation of measures and principles for translation and interpretation adopted by the Council in its 2014 session**

The measures and principles for translation and interpretation, as adopted by the Council in 2014, are systematically considered by the secretariat as a benchmark in the delivery of translation and interpretation services for ITU conferences, meetings, documents, and publications.

To this end, all preparatory and in-session documents were delivered in the six official languages for the **C21\VCC-1**. A schedule is being prepared for the delivery of all relevant preparatory documentation in six languages for the **WTSA-20**, **WTDC-21** and **PP-22**.

TSB continues to translate **Recommendations approved under the Alternative Approval Procedure (AAP)** within the limits of available translation budget, and in accordance with requests received from the linguistic groups and the ITU-T study groups. The table below reflects the number of Recommendations and English pages whose translation was requested into the various languages between January and November 2021.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| F | | S | | C | | A | | R | |
| Recs | Pgs | Recs | Pgs | Recs | Pgs | Recs | Pgs | Recs | Pgs |
| 11 | 424 | 11 | 424 | 11 | 424 | 11 | 424 | 11 | 424 |

**Annex I**

**Areas of interest for the implementation of Resolution 154 (Rev. Dubai, 2018) over the period 2019-2022**

According to the *instructs the Council* of Resolution 154 (Rev. Dubai, 2018), the Council is required to:

1. consider proposals for the adoption by ITU of alternative translation procedures (*instructs the Council* 1);
2. analyse the application of the updated measures and principles for interpretation and translation adopted by the Council at its 2014 session (*instructs the Council* 2);
3. pursue and monitor specific operational measures (*instructs the Council* 3).

Therefore, as regards implementation of Resolution 154, the areas of interest identified by the Council over the period 2019-2022 are:

**1. Review of ITU documentation and publication services with a view to eliminating any duplication and to creating synergies**

The three Sectors and the General Secretariat continue their close collaboration in order to identify and minimize duplication, gaps and overlaps. Sectors’ Resolutions are streamlined as needed to avoid duplication and create synergies, particularly through alignment with Plenipotentiary Resolutions and decisions.

**2. Explore and implement all possible measures to reduce the size and volume of documents (page-limits, executive summaries, material in** **annexes or hyperlinks), and achieve greener meetings**

***a) Reduction of the size and volume of documents***

With regard to page limits, progress has been made in all areas of reducing the volume and cost of documentation, through the membership’s and secretariat’s diligent implementation of Resolution 154 (Dubai, 2018).

The General Secretariat continues to implement the general length restriction to 4 pages for its documents prepared for the Council, when feasible and appropriate. Exceptions are made for some documents.

The secretariat considers this task as an ongoing operational requirement and is consistently looking to introduce new and better measures.

***b) Efforts to achieve greener meetings***

With regard to greener meetings, providing online access to ITU documents and publications has dramatically reduced the use of paper copies in all ITU meetings which, together with the increase in the use of electronic working methods, including correspondence activities, e-meetings, videoconferencing and remote participation are used extensively by ITU to achieve greener meetings, encourage participation from developing countries and enhance the quality of output documents, converges with the overall goal of the United Nations to reduce paper usage and Green House Gas (GHG) emissions.

More information about ITU’s efforts to address climate change can be found at the following address: <https://www.greeningtheblue.org/what-the-un-is-doing/international-telecommunication-union-itu>.

**3. Implementation in ITU of the United Nations system objective of multilingualism**

Responding to the recommendation of the UN Joint Inspection Unit in its 2020 report on Multilingualism in the UN system (JIU/REP/2020/6), the Intersectoral Group on Multilingualism, reporting to the Inter-Sectoral Coordination Task Force (ISC-TF), has developed a draft Policy Framework on Multilingualism in ITU presented in Annex IV. The Policy Framework outlines objectives that will determine a set of measures that will form the basis of subsequent operational guidelines in 2022.

**4. Necessary measures for equitable use of the six languages on the ITU website in terms of multilingual content and user-friendliness**

On the current itu.int website, press releases, media advisories and Member Communiqués are being published in the six languages of the Union. Current work on a new OneITU website (new IT platform, new design, new content focused on SEO improvement and improved analytics) factors in the availability of the level 0, level -1 and potentially level -2 static content in the six languages. In addition, the new platform supports plugin solutions, which facilitate the integration of more efficient translation work processes, such as automated neural machine translation and other Machine Learning and AI solutions. The OneITU design will bring together a unified brand identity coupled with a modern site design optimized for usability, mobile friendly and accessibility. The new site is expected to yield better SEO results and give ITU greater visibility online, while merchandising and promoting its products and communications more effectively.

**5. Possible measures to reduce, without sacrificing quality, the cost and volume of documentation as a standing item, in particular for conferences and assemblies**

In order to obtain meetings as “paper-smart” as possible and based on past practice, the secretariat focused on improving conference, meeting, and event services by expanding online distribution of documents, remote participation facilities, providing mobile applications, improving connectivity, and promoting a paper-free environment, thus reducing considerably the cost of documentation.

**6. Statistics on use, download and purchase of the different language versions of ITU documents and publications**

This statics is related to the overall content of documents that ITU is managing within its Enterprise Content Management solution since 2001

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Language | E | F | S | A | C | R |
| Meetings | 415252 | 78343 | 76291 | 61723 | 60272 | 61960 |
| Publications | 16421 | 8799 | 8781 | 4655 | 4483 | 4652 |
| Recommendations | 72179 | 33899 | 33914 | 6454 | 6620 | 7607 |

1. ***Statistics on downloads of ITU meeting documents***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Sector*  *Language* | ITU-D | ITU-T | ITU-R | ITU-S | Total by Language |
| Arabic | 6366 | 1172 | 25822 | 17668 | **51028** |
| Chinese | 3212 | 3060 | 36098 | 16822 | **59192** |
| English | 38722 | 221708 | 256332 | 73418 | **590180** |
| French | 7594 | 2396 | 32540 | 22060 | **64590** |
| Spanish | 4854 | 2204 | 47876 | 20100 | **75034** |
| Russian | 4138 | 1048 | 27946 | 16082 | **49214** |
| Total by Sector | **64886** | **231588** | **426614** | **166150** |  |

***b) Statistics on downloads of free ITU publications***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Sector*  *Language* | ITU-D | ITU-T | ITU-R | ITU-S | Total by Language |
| Arabic | 93769 | 72644 | 27074 | 9779 | **203266** |
| Chinese | 12969 | 13525 | 43777 | 3173 | **73444** |
| English | 1176041 | 607119 | 779039 | 381776 | **2943975** |
| French | 74932 | 55073 | 173754 | 8003 | **311762** |
| Spanish | 63349 | 75750 | 143372 | 11096 | **293567** |
| Russian | 54910 | 17865 | 97663 | 4595 | **175033** |
| Total by Sector | **1475970** | **841976** | **1264679** | **418422** |  |

These data shows that ITU website clients have consumed **4001047** free publications since the beginning of 2021 (an average of **10962** downloads per day). English takes the lion’s share with **73.58%** of the downloads. French and Spanish follow with **7.79%** and **7.34%** respectively, while Arabic, Russian and Chinese get roughly **5.08%**, **4.37%** and **1.84%** respectively.

ITU website clients show a lot of interest for ITU-D and ITU-R publications with a close level of attractiveness respectively at **1475970** and **1264679** downloads. ITU-T free publications are also of interest with **841976** downloads. The ITU secretariat closes the loop with **418422** downloads.

***c) Paying publications***

In 2021[[2]](#footnote-3), the multilingual format in six languages (M6) was the most widely distributed (74%) comprising mostly of the mandatory Maritime publications.

This was followed by publications in English-only format at 25% and the three-language format M3 (English, French, and Spanish) at 1 %.

All other publication languages, namely French-only, Spanish-only, Russian-only, Chinese-only, and Arabic-only, together constituted less than 1% of total sales.

|  |  |
| --- | --- |
| **Language** | **% of sales\*** |
| M6 (Six Lang. on CD/DVD) | 73.68% |
| English | 24.79% |
| M3 (Three Lang.:E, F, S on CD/DVD) | 1.36% |
| French | 0.10% |
| Spanish | 0.05% |
| Russian | 0.01% |
| Chinese | 0.01% |
| Arabic | 0.00% |

*\* Excluding souvenirs, insertion in ITU News, royalties and other income.*

**7. Respect of deadlines for the submission of contributions that require translation to conferences, assemblies and meetings of the Union**

In 2021, all provisions related to deadlines for the submission of contributions that require translation to major meetings of the Union have been generally respected.

**Annex II**

**Report of the** **Group on study and evaluation of alternative translation procedures**

**Introduction**

Council 2017 agreed to request the Deputy Secretary-General to preside over an internal committee, reporting to the Council through the CWG-LANG, on alternative translation arrangements based on the proposal from the United Arab Emirates ([C17/108](https://www.itu.int/md/S17-CL-C-0108/en)).

The group has been established with the following terms of reference:

In collaboration with the Directors of the three Bureaux, and in consultation with the Council Working Group on Languages and the ITU regional offices:

1. Study the most economically effective solutions for the provision of translation and simultaneous interpretation services at an appropriate cost, while maintaining quality of service in general.
2. Investigate the use of approved external bodies and centres to translate ITU documents, in collaboration with Member States and regional offices.
3. Study the practice of other United Nations organizations in this regard.

Remote participation is made available for the Regional Offices to participate.

The group is composed of representatives of each Bureau, the General Secretariat Departments and the Regional Directors. This document provides a status report on the work of the group and invites CWG-LANG to offer its comments. In 2021, the Group held only one meeting to deal with the revision of measures and principles for interpretation and translation in ITU and follow up on machine translation, web content management and remote interpretation, as well as ITU adaptation to the COVID-19 environment and the practices of other UN organizations.

**1 Review of the measures and principles for interpretation and translation in ITU**

The Group on Study and Evaluation of Alternative Translation Procedures, agreed, at its 10th meeting in October 2020 that there was a need to review the measures and principles currently in force in the light of developments that have occurred since 2014. It also considered the status of ongoing projects on neural machine translation with human post-editing to translate ITU webpages; web content management; and remote interpretation, particularly in the wake of the COVID-19 pandemic.

Concerning the review, the group adopted an action plan with a view to submitting revised measures and principles for interpretation and translation to the 2022 meeting of CWG-LANG. The outcome of this process is provided in Annex III to the SG report to CWG-LANG.

**2** **Status of projects on machine translation, web content management and remote interpretation**

**Machine translation:**

The pilot project using neural machine translation with human post-editing to translate ITU web pages is nearing its end. Translators have been trained in the use of SharePoint and WordPress to translate pages directly in these platforms. For translators, WordPress is more user-friendly and easier to use than SharePoint. Translators have also followed a training in post-editing of machine translated text.

The in-house developed neural machine translation tool, called ITU-Translate, has been improved by further training the ITU engine and including support for new engines such as Sogou, iFlyTek and Tencent. Evaluation of all the available engines was performed by all language sections. In addition, the Chinese language section has evaluated the engines iFlyTek, Sogou, and Tencent. Next step will be to evaluate the customizable NMT engines Microsoft Translator and/or Amazon Translate in all languages.

The API for on-the-fly website translation based on external machine translation is now deployed in a wider selection of ITU webpages. This API, together with scripts and guidelines for document and segment translation, are being prepared to be made available to all Sectors in ITU.

TSB continues to offer study group meeting participants machine translation of documents that are not covered by human translation.

**Web content management:**

Currently, ITU is migrating systems to a more dynamic and functional site hosting platform. This new site hosting will be combined with an asset management tool that ITU is currently defining. Its business requirements will strengthen site support management and enable machine learning automation and human translation, which is expected to cover all of MyITU products including daily blogs and articles, publications and events in the members area. The aim is to be operational in time for Council 2022.

**Remote interpretation**:

Since the pandemic, C&P Interpretation Service has been providing remote interpretation in different modes, mainly Remote Simultaneous Interpreting (RSI) hub, with a few events being serviced by RSI in home-dispersed mode. RSI hub is still the preferred solution in COVID-19 times, and home-dispersed mode is practicable for short and bilingual events.

**3 ITU adaptation to COVID-19 environment**

The reality of the COVID-19 pandemic has had a colossal impact on conference management operations around the world. As a result, since March 2020, all planned ITU meetings have been successfully organized virtually. This would not have been possible without the professionalism and resilience of ITU staff.

As to the challenge of preserving the multilingual character of these virtual meetings, all mandated translations have been delivered on time in all six official languages despite the disruption, and difficult circumstances caused by the restrictions linked to the pandemic. Translation services were quick to transition to remote work thanks to all the reliable and robust tools implemented in the past years and the strong motivation of the translation teams.

A change in paradigm is in the making in Interpretation Service, with remote simultaneous interpretation increasingly being used to cope with the challenges of planning and organizing during rapidly evolving times, primarily to service shorter bilingual meetings.

**4 Practice of other United Nations organizations**

The forty-seventh International Annual Meeting on Language Arrangements, Documentation and Publications (IAMLADP) was held by the IAMLADP secretariat with the technical support of the United Nations Office at Geneva from Monday, 14 June, to Friday, 18 June 2021. The Meeting was held entirely online, and approved conclusions and recommendations, among them:

• Intergovernmental deliberations during the COVID-19 pandemic would have ground to a halt were it not for the agility, inventiveness and dedication of their conference- and language-service staff.

• State-of-the art web-based technologies and close collaboration between conference and language services and IT teams are instrumental for successful remote or hybrid operations.

• Virtual and hybrid meeting modalities reduce the carbon footprint and travel costs associated with meetings, events and conferences and can extend participation beyond usual levels and audiences. At the same time, they increase not only the complexity but also the costs of meetings services, since remote simultaneous interpretation requires the use of commercial platforms and the contracting of more interpreters. A number of hurdles, such as the absence of the necessary mandates and rules of procedure, still need to be overcome, but hybrid meetings will be an important service that IAMLADP organizations will be expected to offer in the future.

• Translation and interpretation staff will need to become increasingly multi-skilled and versatile as the tools they work with and the tasks they perform evolve. Non-language skills will become increasingly important.

ITU participated in the IAMLADP 2021 Surveys on organizational profiles as well as on translation and interpretation workload.

The 2021 Joint Inter-Agency Meeting on Computer-Aided Translation and Terminology (JIAMCATT) was organized as an online meeting over five half-days from 19 to 23 April 2021 and approved recommendations and conclusions, among them:

• Machine translation is an established part of the documentation workflow in many organizations. JIAMCATT members with solid experience in implementing machine translation are encouraged to share their expertise in using these systems, particularly as regards post-editing and quality assessment frameworks, standards and metrics. JIAMCATT will seek to provide concrete ways to facilitate this.

• The COVID-19 outbreak has illustrated the crucial importance of precise, reliable and validated multilingual terminology for all stakeholders. Cooperation between terminology and domain experts across organizational boundaries has proven invaluable in this respect and should be further encouraged.

**Annex III  
  
Review of the measures and principles for interpretation and translation in ITU**

**Introduction**

According to the action plan adopted by the Group on Study and Evaluation of Alternative Translation Procedures, the Sector advisory groups and the General Secretariat have reviewed and approved changes to the relevant parts of the document C14/INF/4, which has guided until now the work of the Secretariat as refers to translation and interpretation at ITU.

The General Secretariat reviewed the relevant parts of Document C14/INF/4 as regards its own meetings and publications and submitted an update of the relevant parts of the Annex, as reflected in this document. The Financial Resources Management Department (FRMD) confirmed that the allocated budget as well as the actual expenses (in CHF) for translation, text processing and interpretation for the financial plan periods of 2012-2015, 2016-2019 and 2020-2023 were below the ceiling of CHF 85 million established by Decision 5 (Rev. Dubai, 2018) for expenses related to interpretation, translation and text processing in the six official languages of the Union (budgeted amounts only for 2022 and 2023).

The Radiocommunication Advisory Group (RAG) addressed the draft update of the measures and principles for interpretation and translation applicable to ITU-R under Agenda item 3 (Council issues) and endorsed the proposal in document [RAG21/26](https://www.itu.int/md/R20-RAG-C-0026/en), as reflected in Annex 1 to Document [CA/256](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0256).

The Telecommunication Standardization Advisory Group (TSAG), under Agenda item 10.4 “Measures and principles for translation and interpretation”, examined Temporary Document [TD1158](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1158/en), which contained a proposal for the update of the measures and principles for interpretation and translation applicable to ITU-T. The document was endorsed by TSAG.

The Telecommunication Development Advisory Group (TDAG) dealt with this issue under Agenda item 15 “Measures and Principles for interpretation and translation in ITU” (Document [TDAG-21/2/1 (Rev.2)](https://www.itu.int/md/D18-TDAG29-C-0001/en)); proposed update was contained in Document [TDAG-21/2/20](https://www.itu.int/md/D18-TDAG29-C-0020/en) “Updates to measures and principles for interpretation and translation in ITU”. The TDAG endorsed this document.

**Updated Table**

**1. RADIOCOMMUNICATION SECTOR (ITU-R)[[3]](#footnote-4)\***

| **ITU-R** | ***Languages*** | | | | | | ***Remarks*** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **E** | **A** | **C** | **S** | **F** | **R** |
| **1. Radiocommunication Assembly** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x |  |
| 1000 series | x | x | x | x | x | x |  |
| Agendas | x | x | x | x | x | x |  |
| Information documents | x | x | x | x | x | x | Depends on contents |
| Lists of participants | x |  |  |  |  |  |  |
| Resolutions | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| **2. WRC** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Agenda of the conference | x | x | x | x | x | x |  |
| Reports/contributions/proposals | x | x | x | x | x | x |  |
| Working/temporary documents | x | x | x | x | x | x |  |
| Daily agendas | x | x | x | x | x | x |  |
| Administrative documents | x | x | x | x | x | x |  |
| Information documents | x | x | x | x | x | x | Depends on contents |
| List of participants | x |  |  |  |  |  |  |
| Minutes | x | x | x | x | x | x |  |
| Provisional Final Acts | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| **3. WRC information sessions [[4]](#footnote-5)[1]** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| **4a. RAG** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x |  |
| Temporary documents | x |  |  |  |  |  |  |
| RAG summary of conclusions | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| **4b. Study groups** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| All document types | x |  |  |  |  |  |  |
| Webpage | x | x | x | x | x | x |  |
| **5. RRB** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x | Depends on composition of the Board |
| All document types | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| **6. World radiocommunication seminars** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x | Plenary sessions only |
| Documents | x | x | x | x | x | x |  |
| Presentations | x |  |  |  |  |  |  |
| Webpage | x | x | x | x | x | x |  |
| **7. Publications** |  |  |  |  |  |  |  |
| Approved Recommendations | x | x | x | x | x | x |  |
| ITU-R Reports | x | x | x | x | x | x | Depends on contents |
| Handbooks | x | x | x | x | x | x | Depends on contents |
| Opinions | x | x | x | x | x | x |  |
| Radio Regulations | x | x | x | x | x | x |  |
| BR-IFIC | x | x | x | x | x | x |  |
| Preface to IFL | x | x | x | x | x | x |  |
| Rules of Procedure | x | x | x | x | x | x |  |
| Final Acts (definitive) | x | x | x | x | x | x |  |
| HFBC schedule | x |  |  | x | x |  |  |
| Maritime Manual | x | x | x | x | x | x |  |
| Service publications (maritime) | x | x | x | x | x | x |  |
| Lists | x | x | x | x | x | x |  |
| **8. Administrative documents** |  |  |  |  |  |  |  |
| Circulars | x | x | x | x | x | x | Except circulars concerning working parties/task groups (E only) |
| Annexes | x | x | x | x | x | x | Depends on contents |
| Promotional material and website | x | x | x | x | x | x | Depends on contents |
| General information to delegates | x | x | x | x | x | x | Depends on contents |

**2. TELECOMMUNICATION STANDARDIZATION SECTOR (ITU-T)[[5]](#footnote-6)\***

| **ITU-T** | ***Languages*** | | | | | | ***Remarks*** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **E** | **A** | **C** | **S** | **F** | **R** |
| **1. Assembly** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| WTSA documents (proposals, white, white series, blue) | x | x | x | x | x | x |  |
| TDs (green) | x | [x] | [x] | [x] | [x] | [x] | Only documents containing proposals are translated |
| Working documents | x |  |  |  |  |  | Electronic only |
| Agendas OJ | x |  |  |  |  |  | Electronic only |
| INF Information documents | x |  |  |  |  |  | Electronic only |
| INF (slides) | x |  |  |  |  |  | Electronic only |
| Lists of participants | x |  |  |  |  |  | Electronic only |
| Resolutions | x | x | x | x | x | x |  |
| A-series Recommendations | x | x | x | x | x | x |  |
| Decisions/Opinions | x | x | x | x | x | x |  |
| Proceedings | x | x | x | x | x | x |  |
| **2. WTSA regional consultation sessions** |  |  |  |  |  |  |  |
| Interpretation | [x] | [x] | [x] | [x] | [x] | [x] | Depends on region |
| Agendas OJ | x | [x] | [x] | [x] | [x] | [x] | As appropriate |
| INF Information documents | x | [x] | [x] | [x] | [x] | [x] | As appropriate |
| **3. TSAG and study groups** |  |  |  |  |  |  |  |
| Interpretation: TSAG | x | [x] | [x] | [x] | [x] | [x] | Opening and closing plenaries |
| Interpretation: SG3 | x | [x] | [x] | [x] | [x] | [x] | All plenaries and working party sessions |
| Interpretation: Study groups (other than SG3) | x | [x] | [x] | [x] | [x] | [x] | As requested, normally closing plenary only |
| Interpretation: Regional groups | x | [x] | [x] | [x] | [x] | [x] | As requested, and within budgetary constraints.  Remotely-hosted meetings are not covered by ITU budget |
| Translation: Contributions (SGs other than SG3) | x | [x] | [x] | [x] | [x] | [x] | As requested, normally into English as a minimum.  Machine translation may be used for documents not translated by human translators. |
| Translation: TDs | x | [x] | [x] | [x] | [x] | [x] | Normally English only.  Machine translation may be used for documents not translated by human translators. |
| Translation: SG3 | x | x | x | x | x | x |  |
| Meeting reports | x | [x] | [x] | [x] | [x] | [x] | TSAG, SG3 and TSB Dir activity report only; all others English only. |
| Determined TAP Recommendations | x | x | x | x | x | x |  |
| Approved Recommendations (AAP) / Supplements - Summary and definitions | x | x | x | x | x | x |  |
| Approved Recommendations (AAP) / Supplements | x | [x] | [x] | [x] | [x] | [x] | Selected Recs, up to 2 000 pages per language per biennium, depending on available budget |
| Study group non-normative publications | X |  |  |  |  |  |  |
| Focus group technical specifications | x |  |  |  |  |  |  |
| Webpages | x | x | x | x | x | x | Machine translation may be used for dynamic and short-lived webpages |
| **4. Publications** |  |  |  |  |  |  |  |
| ITU Operational Bulletin | x | x | x | x | x | x | Mostly standard text (i.e. translated only once); only additional material needs to be translated. |
| Lists of international country codes | x | x | x | x | x | x | Mostly standard text ; only additional material needs to be translated. |
| UIFN lists | x |  |  |  |  |  |  |
| **5. Administrative documents** |  |  |  |  |  |  |  |
| TSB circulars | x | x | x | x | x | x |  |
| annexes | x |  |  |  |  |  |  |
| Collective letters | x | x | x | x | x | x |  |
| annexes | x |  |  |  |  |  |  |
| AAP announcements | x |  |  |  |  |  |  |
| introductory text\* | x | x | x | x | x | x |  |
| Promotional material | x | [x] | [x] | [x] | [x] | [x] | As required. Normally in English only. |
| General information to delegates | x |  |  |  |  |  |  |

**3. TELECOMMUNICATION DEVELOPMENT SECTOR (ITU-D)**

| **ITU-D** | ***Languages*** | | | | | | ***Remarks*** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **E** | **A** | **C** | **S** | **F** | **R** |
| **• WTDC** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x | x | x | x | x | x |  |
| Agenda | x | x | x | x | x | x |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions included in the Final Report | x | x | x | x | x | x |  |
| Recommendations included in the Final Report | x | x | x | x | x | x |  |
| Final report | x | x | x | x | x | x |  |
| Administrative documents | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Multiple destination letters: text and annexes | x | x | x | x | x | x |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x | x | x | x | x | x |  |
| Administrative templates | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| • **Regional preparatory meetings** |  |  |  |  |  |  |  |
| **Regional preparatory meeting for the Arab States** |  |  |  |  |  |  |  |
| Interpretation | x | x |  |  | x |  |  |
| Contributions | x | x |  |  | x |  | Subject to deadlines established in WTDC Resolution 1 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x | x |  |  | x |  |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions included in Final Report | x | x |  |  | x |  |  |
| Recommendations included in Final Report | x | x |  |  | x |  |  |
| Final report | x | x |  |  | x |  |  |
| Administrative Circular (text and annexes) | x | x |  |  | x |  |  |
| Multiple destination letters: text and annexes | x | x |  |  | x |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x | x |  |  | x |  |  |
| Promotional material | x | x |  |  | x |  |  |
| Information to delegates | x | x |  |  | x |  |  |
| Administrative templates | x | x |  |  | x |  |  |
| Webpage | x | x |  |  | x |  |  |
| **Regional preparatory meeting for Africa** |  |  |  |  |  |  |  |
| Interpretation | x |  |  |  | x |  |  |
| Contributions | x |  |  |  | x |  | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  |  |  | x |  |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants |  |  |  |  |  |  |  |
| Resolutions | x |  |  |  | x |  | included in the Final Report |
| Recommendations | x |  |  |  | x |  | included in the Final Report |
| Final report | x |  |  |  | x |  |  |
| Administrative documents |  |  |  |  |  |  |  |
| Administrative Circular (text and annexes) | x |  |  |  | x |  |  |
| Multiple destination letters: text and annexes | x |  |  |  | x |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  |  | x |  |  |
| Promotional material | x |  |  |  | x |  |  |
| Information to delegates | x |  |  |  | x |  |  |
| Administrative templates | x |  |  |  | x |  |  |
| Webpage | x |  |  |  | x |  |  |
| **Regional preparatory meeting for Europe** |  |  |  |  |  |  |  |
| Interpretation | x |  |  | x | x |  |  |
| Contributions | x |  |  | x | x |  | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  |  | x | x |  |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions | x |  |  | x | x |  | included in the Final Report |
| Recommendations | x |  |  | x | x |  | included in the Final Report |
| Final report | x |  |  | x | x |  |  |
| Administrative Circular (text and annexes) | x |  |  | x | x |  |  |
| Multiple destination letters: text and annexes | x |  |  | x | x |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  | x | x |  |  |
| Promotional material | x |  |  | x | x |  |  |
| Information to delegates | x |  |  | x | x |  |  |
| Administrative templates | x |  |  | x | x |  |  |
| Webpage | x |  |  | x | x |  |  |
| **Regional preparatory meeting for CIS** |  |  |  |  |  |  |  |
| Interpretation | x |  |  |  |  | x |  |
| Contributions | x |  |  |  |  | x | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  |  |  |  | x |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions | x |  |  |  |  | x | included in the Final Report |
| Recommendations | x |  |  |  |  | x | included in the Final Report |
| Final report | x |  |  |  |  | x |  |
| Administrative Circular (text and annexes) | x |  |  |  |  | x |  |
| Multiple destination letters: text and annexes | x |  |  |  |  | x |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  |  |  | x |  |
| Promotional material | x |  |  |  |  | x |  |
| Information to delegates | x |  |  |  |  | x |  |
| Administrative templates | x |  |  |  |  | x |  |
| Webpage | x |  |  |  |  | x |  |
| **Regional preparatory meeting for the Americas** |  |  |  |  |  |  |  |
| Interpretation | x |  |  | x |  |  |  |
| Contributions | x |  |  | x |  |  | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  |  | x |  |  |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions | x |  |  | x |  |  | included in the Final Report |
| Recommendations | x |  |  | x |  |  | included in the Final Report |
| Final report | x |  |  | x |  |  |  |
| Administrative Circular (text and annexes) | x |  |  | x |  |  |  |
| Multiple destination letters: text and annexes | x |  |  | x |  |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  | x |  |  |  |
| Promotional material | x |  |  | x |  |  |  |
| Information to delegates | x |  |  | x |  |  |  |
| Administrative templates | x |  |  | x |  |  |  |
| Webpage | x |  |  | x |  |  |  |
| **Regional preparatory meeting for Asia-Pacific** |  |  |  |  |  |  |  |
| Interpretation | x |  | x |  |  |  |  |
| Contributions | x |  | x |  |  |  | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  | x |  |  |  |  |
| Information documents | x |  |  |  |  |  | Original language(s) |
| Information slides | x |  |  |  |  |  | Original language(s) |
| List of participants | x |  | x |  |  |  |  |
| Resolutions | x |  | x |  |  |  | included in the Final Report |
| Recommendations | x |  | x |  |  |  | included in the Final Report |
| Final report | x |  | x |  |  |  |  |
| Administrative Circular (text and annexes) | x |  | x |  |  |  |  |
| Multiple destination letters: text and annexes | x |  | x |  |  |  |  |
| Correspondence with host countries | x |  | x |  |  |  |  |
| Announcements/media material | x |  | x |  |  |  |  |
| Promotional material | x |  | x |  |  |  |  |
| Information to delegates | x |  | x |  |  |  |  |
| Administrative templates | x |  | x |  |  |  |  |
| Webpage | x |  | x |  |  |  |  |
| **RPMs coordination meeting** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x | x | x | x | x | x |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| Recommendations/Resolutions | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| • **Interregional meetings (IRMs)** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | Subject to deadlines established in WTDC Resolution 1 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x | x | x | x | x | x |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| Recommendations/Resolutions | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| • **Study groups** |  |  |  |  |  |  |  |
| 3.1 Annual meeting |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions for action | x | x | x | x | x | x | If received at least 45 calendar days prior to the meeting, they are translated. If received less than 45 calendar days but at least 12 calendar days before a meeting, they are published but not translated. Subject to deadlines established in WTDC Resolution 1 |
| Contributions for information |  |  |  |  |  |  | Original language(s) as provided by the author unless considered as of extreme importance. A list providing summaries of information documents shall be translated in all the official languages. Subject to deadlines established in WTDC Resolution 1 |
| Temporary documents | x |  |  |  |  |  |  |
| Liaison statements | x |  |  |  |  |  |  |
| Background documents |  |  |  |  |  |  | Original language(s) as provided by the author. |
| Information slides |  |  |  |  |  |  | Original language(s) provided by the author |
| List of participants | x |  |  |  |  |  |  |
| Progress reports | x | x | x | x | x | x | If intended for a study group meeting and received at least 45 calendar days prior to the meeting. Subject to deadlines established in WTDC Resolution 1 |
| Meeting reports prepared by rapporteurs | x | x | x | x | x | x | If intended for a study group meeting and received at least [45 calendar days prior to the meeting.] Subject to deadlines established in WTDC Resolution 1 |
| Study group meeting reports | x | x | x | x | x | x |  |
| Output reports | x | x | x | x | x | x |  |
| Final report and guidelines | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Correspondence |  |  |  |  |  |  | Based on need |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x |  |  |  |  |  |  |
| Administrative templates | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| 3.2 Rapporteur group meetings |  |  |  |  |  |  |  |
| Interpretation |  |  |  |  |  |  | As requested by participants in line with WTDC Resolution 1[[6]](#footnote-7) |
| Contributions for action |  |  |  |  |  |  | If received at least 45 calendar days prior to the meeting, they are translated. If received less than 45 calendar days but at least 12 calendar days before a meeting, they are published but not translated. Subject to deadlines established in WTDC Resolution 1. |
| Contributions for information |  |  |  |  |  |  | Original language(s) as provided by the author unless considered as of extreme importance. A list providing summaries of information documents should be translated into the languages of the meeting. |
| Temporary documents | X |  |  |  |  |  |  |
| Liaison statements | X |  |  |  |  |  |  |
| Background documents |  |  |  |  |  |  | Original language(s) as provided by the author |
| Information slides |  |  |  |  |  |  | Original language(s) as provided by the author |
| List of participants | x |  |  |  |  |  |  |
| Meeting reports |  |  |  |  |  |  | As requested by participants |
| Questionnaires | x | x | x | x | x | x | Online only |
| Final report and guidelines | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Correspondence |  |  |  |  |  |  | Based on need |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x |  |  |  |  |  |  |
| • **TDAG** |  |  |  |  |  |  |  |
| 4.1 Annual meeting |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | If received at least 45 calendar days prior to the meeting, they are translated. If received less than 45 calendar days but at least 12 calendar days before a meeting, they are published but not translated. Subject to deadlines established in WTDC Resolution 1. |
| Contribution for information | x |  |  |  |  |  | Original language(s) as provided by the author unless considered by the meeting as of extreme importance. A list of summaries of information documents should be translated in six languages. |
| Temporary documents | x |  |  |  |  |  |  |
| Liaison statements | x |  |  |  |  |  |  |
| Information slides |  |  |  |  |  |  | Original language(s) as provided by the author |
| Final Report | x | x | x | x | x | x |  |
| Multiple destination letters (text and annex) | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Correspondence | x | x | x | x | x | x |  |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x | x | x | x | x | x |  |
| List of participants | x |  |  |  |  |  |  |
| Administrative templates | x | x | x | x | x | x |  |
| 4.2 Working groups of TDAG |  |  |  |  |  |  |  |
| Contributions | x |  |  |  |  |  |  |
| Temporary documents | x |  |  |  |  |  |  |
| Liaison statements | x |  |  |  |  |  |  |
| Report to TDAG | x | x | x | x | x | x |  |
| • **Other meetings arising from the Action Plan** |  |  |  |  |  |  |  |
| 5.1 World Telecommunication/ICT Indicators symposium | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). |
| 5.2 Global Symposium for Regulators | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). |
| 5.3 Global Forum on Emergency Telecommunications | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). |
| 5.4Global Capacity Building Symposium | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). |
| 5.5 Regional Centres of Excellence (Africa, the Americas, the Arab States, Asia-Pacific, the CIS countries and Europe |  |  |  |  |  |  | Depends on the region. See RPMs for reference. |
| 5.6 Regional seminars, forums and workshops |  |  |  |  |  |  | Depends on the region. See RPMs for reference. |
| • **Publications produced by BDT** |  |  |  |  |  |  |  |
| 6.1 Manuals and handbooks |  |  |  |  |  |  | Based on markets for which the publication is intended. If no particular market (geographic, linguistic or technical) is targeted, they are in six languages. |
| 6.2 Global publications |  |  |  |  |  |  |  |
| • Guidelines and tools for emergency telecommunications | x | x | x | x | x | x |  |
| • Measuring digital development | x | x | x | x | x | x |  |
| • ITU facts and figures | x | x | x | x | x | x |  |
| • Reports on thematic priorities from the WTDC Action Plan | x | x | x | x | x | x |  |
| • World Telecommunication Indicators database | x |  |  |  |  |  |  |
| • Yearbook of Statistics | x |  |  |  |  |  |  |
| 6.3 Regional publications |  |  |  |  |  |  |  |
| • Regional ICT trends and initiatives [priorities] for Africa | x |  |  |  | x |  |  |
| • Regional ICT trends and initiatives [priorities] for Americas | x |  |  | x |  |  |  |
| • Regional ICT trends and initiatives [priorities] for Arab States | x | x |  |  | x |  |  |
| • Regional ICT trends and initiatives [priorities] for CIS countries | x |  |  |  |  | x |  |
| • Regional ICT trends and initiatives [priorities] for Asia and the Pacific | x |  | x |  |  |  |  |
| • Regional ICT trends and initiatives [priorities] for Europe | x |  |  | x | x |  |  |
| • Policy books | x | x | x | x | x | x |  |
| 6.4 Case studies |  |  |  |  |  |  | According to the language of the country/countries concerned and based on needs. |
| 6.5 Promotional material including brochures, flyers, posters, and CD-ROMs. | x | x | x | x | x | x | Unless produced for specific regional events in which case the material would be available in the languages used in the region. See RPMs for reference. |

**4. GENERAL SECRETARIAT**

| **SG** | **Languages** | | | | | | **Remarks[[7]](#footnote-8)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **E** | **A** | **C** | **S** | **F** | **R** |
| **1. Plenipotentiary Conference / WCIT** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Letter of invitation | x | x | x | x | x | x |  |
| Agenda of the conference | x | x | x | x | x | x |  |
| Reports/contributions/proposals/series of texts | x | x | x | x | x | x |  |
| Working/temporary/limited documents | x | [x] | [x] | [x] | [x] | [x] | DL: English only  DT: depends on content |
| Administrative documents (incl. agendas) | x |  |  |  |  |  |  |
| Information documents | [x] |  |  |  |  |  | original language only |
| Presentations/slides | x |  |  |  |  |  |  |
| List of participants | x |  |  |  |  |  |  |
| Minutes | x | x | x | x | x | x | Statements/speeches included as hyperlink in their original language |
| Final Acts (see also publications) | x | x | x | x | x | x |  |
| Statements/speeches | [x] |  |  |  |  |  | Published on the website in the original language(s) received. |
| Webpages | x | [x] | [x] | [x] | [x] | [x] | Normally all pages are translated in six languages – a few pages/parts may remain in English only (ex. Registration form; last minute temporary announcements, news corner) |
| **2. Council** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Letter of invitation | x | x | x | x | x | x |  |
| Agenda of the Council session | x | x | x | x | x | x |  |
| Reports[[8]](#footnote-9)/contributions | x | x | x | x | x | x |  |
| Working/temporary/limited documents | x | [x] | [x] | [x] | [x] | [x] | DL: English only DT: Depends on content |
| Administrative documents | x |  |  |  |  |  |  |
| Information documents | x | [x] | [x] | [x] | [x] | [x] | Original language only, except when if “decides” 3 of Decision 495 applies[[9]](#footnote-10) |
| Presentations/slides | x |  |  |  |  |  | original language only |
| List of participants | x |  |  |  |  |  |  |
| Summary records | x | x | x | x | x | x | Statements/speeches included as hyperlink in their original language |
| Resolutions/Decisions (see also publications) | x | x | x | x | x | x |  |
| Webpages | x | [x] | [x] | [x] | [x] | [x] | Normally all pages are translated in six languages – a few pages/parts may remain in English only (ex. Registration form; last minute temporary announcements, news corner) |
| **3. Council groups** |  |  |  |  |  |  |  |
| Letter of invitation | x | [x] | [x] | [x] | [x] | [x] | 6 languages if cover all gps |
| Agenda of the meeting | x | [x] | [x] | [x] | [x] | [x] | If interp./transl. budget |
| Reports/contributions | x | [x] | [x] | [x] | [x] | [x] | If interp./transl. budget and/or if in the ToR of the group |
| Working/temporary/limited documents | x |  |  |  |  |  |  |
| Administrative documents | x |  |  |  |  |  |  |
| Information documents | x |  |  |  |  |  |  |
| Presentations/slides | x |  |  |  |  |  |  |
| List of participants | x |  |  |  |  |  |  |
| Webpages | x |  |  |  |  |  | English only, except for the page showing the schedule of the cluster of CWGs, and except if the ToR of a group requires translation of the website of the group. Documents are translated if there is interpretation for a specific group |
| **4. WTPF** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Letter of invitation | x | x | x | x | x | x |  |
| Reports/contributions | x | x | x | x | x | x |  |
| Working/temporary/limited documents | x | [x] | [x] | [x] | [x] | [x] | DL: English only  DT: depends on content |
| Administrative documents | x |  |  |  |  |  |  |
| Information documents | x |  |  |  |  |  |  |
| Presentations/slides | x |  |  |  |  |  |  |
| List of participants | x |  |  |  |  |  |  |
| Webpages | x | [x] | [x] | [x] | [x] | [x] | Normally all pages are translated in six languages – a few pages/parts may remain in English only (ex. Registration form; last minute temporary announcements, news corner) |
| **5. Membership administrative documents** |  |  |  |  |  |  |  |
| Circular letters | x | x | x | x | x | x |  |
| Multi-destination letters | x | [x] | [x] | [x] | [x] | [x] | Depends on content |
| **6. Publications** |  |  |  |  |  |  |  |
| Final Acts of PPs | x | x | x | x | x | x | Printed version available upon request |
| Basic texts of the Union | x | x | x | x | x | x | Printed version available upon request |
| Resolutions & Decisions of the Council | x | x | x | x | x | x | Printed version available upon request |
| Membership brochures | x | x | x | x | x | x |  |
| Global Directory | x |  |  |  |  |  |  |
| Corporate strategy-related publications, e.g.: - Cybersecurity  - ITU Annual Report | x  x | x  x | x  x | x  x | x  x | x  x |  |
| ITU News | x | x | x | x | x | x |  |
| ITU press releases | x | x | x | x | x | x |  |
| Staff Regulations and Staff Rules | x | x | x | x | x | x |  |
| Financial Regulations | x | x | x | x | x | x |  |
| Service orders | x |  |  |  | x |  |  |
| Office memoranda | x |  |  |  | x |  |  |
| Internal information notes | x |  |  |  | x |  |  |
| Vacancy notices - P | x | [x] | [x] | [x] | [x] | [x] | Depends on duty station and duty requirements |
| Vacancy notices - G | x | [x] | [x] | [x] | [x] | [x] | Depends on duty station and duty requirements |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex IV**

**Policy Framework on Multilingualism in ITU**

1. **Introduction**

Considering the paramount importance of multilingualism in the work of the United Nations, the UN Joint Inspection Unit, in its 2020 report on Multilingualism in the UN system (JIU/REP/2020/6), recommended that executive heads of the United Nations organizations prepare a strategic policy framework for multilingualism, accompanied by administrative and operational guidelines for its implementation, and submit this for adoption by the end of 2022.

The Council Working Group on Languages (CWG-Lang) endorsed this recommendation and in its report to Council 21 (Document [C21/12](https://www.itu.int/md/S21-CL-C-0012/en)) requested *“the secretariat to follow-up on JIU’s recommendations on supporting the implementation of multilingualism in communications and knowledge-sharing, focusing on the multilingual content of the official websites and social media accounts globally.”*

Council 2021 approved the CWG-Lang report by correspondence as part of the package of Council Working Group (CWG) reports.

1. **Definition**

For the purpose of this policy framework, multilingualism is defined as the ability of individuals and the capacity of organizations to communicate verbally and in writing in multiple languages[[10]](#footnote-11).

1. **Principles**
2. ITU observes, respects and upholds the six UN languages in its work in furtherance of the promotion of linguistic diversity.
3. Multilingualism is a means of improving the efficiency, performance and transparency of the Union.
4. Language competences contribute to the mobility, employability and personal development of ITU staff.
5. ITU gives significant importance to the equal treatment of the six official languages of the Union, within the available financial resources of the Union.
6. ITU must take measures for implementation of all resolutions, decisions and recommendations of its governing bodies establishing language arrangements.
7. ITU is responsible for integrating multilingualism in respect of the six official UN languages into its day-to-day activities on an equitable basis, to the extent possible within available resources.
8. **Goals and Objectives**

**Goals**

1. The overall goal of an ITU policy framework on multilingualism is to raise awareness of the principles and importance of multilingualism throughout the Union.
2. Integrating multilingualism into the activities of the Secretariat will result in making conscious and deliberate language choices on the basis of an analysis of the applicable mandates, client needs and the resources available.
3. This framework should set out the necessary measures to be adopted and implemented by the Union, including the relevant guidelines to support the implementation of multilingualism in the Union within existing resources, and on an equitable basis (including in formats accessible to persons with disabilities and specific needs).
4. Through these guidelines and measures, the framework on multilingualism should contribute to the growth and sustainability of the actions of the Union.

**Objectives**

1. To accommodate the language needs of ITU’s international constituents, within the available financial resources, to ensure an adequate dissemination of their work, policies and regulations at the regional and global levels.
2. To outline the responsibilities of the various stakeholders, including the ITU Focal Point for multilingualism, the network of Sector focal points, the Web Editorial Board, ITU leadership, senior managers, and ITU staff at large.
3. To raise awareness between the secretariat and Member States on multilingualism-related matters and ensure continuous dialogue between these stakeholders.
4. To ensure that the relevant global content created by ITU, including websites, videos and publications, are in line with the multilingualism requirements in force.
5. To work towards expanding the use of languages on the ITU Website in order to reach more local audiences, noting that this may be critical in times of emergency.
6. To strengthen collaboration on multilingualism-related matters within the UN Common System in order to build knowledge about best practices and lessons learned in relation to the implementation of multilingualism.
7. To enhance intersectoral collaboration on accessibility and digital accessibility issues with respect to multilingualism by leveraging internal knowledge and expertise.
8. To ensure that multilingualism is reflected in ITU policies.

\_\_\_\_\_\_\_\_\_\_\_\_

1. One page equals to 330 words. [↑](#footnote-ref-2)
2. Annual totals through November 10 will not accurately reflect the year 2021, as a major publication cannot be launched until December (M6: multilingual CD-ROM sales). An update will be provided when 2021 totals are available. [↑](#footnote-ref-3)
3. \* See Annex 1 to document CA-0256 (<https://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0256>) [↑](#footnote-ref-4)
4. [1] Resolution 72 (Rev.WRC-07). [↑](#footnote-ref-5)
5. \* See Document TD 1158 (<https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1158/en>) [↑](#footnote-ref-6)
6. At the time of registration for a meeting, participants who require a language other than English shall submit their request through the online registration form forty-five (45) calendar days prior to the opening of the meeting. Except for statutory meetings where one request is sufficient, a minimum of five requests must be received to service the meeting in the requested language. The chosen language(s) is/are therefore used for all language-based elements which would otherwise have been in six languages. Elements which are one language only (as per WTDC Resolution 1 or by tradition such as the list of participants) remain available in one language only. Comment: Deadlines for translation of contributions and for requests for interpretation would benefit from being aligned as the requests for interpretation before the deadline determine the languages to which meeting documents would need to be translated. [↑](#footnote-ref-7)
7. All General Secretariat documents (DL/DT/INF/OJ/ADM/DOC, contributions, letters of invitation, presentations, etc.) are now available in electronic format only; a set of documents is nevertheless still printed to help Interpreters for physical conferences when interpretation was required. For virtual events, no document is printed anymore, included for interpreters. [↑](#footnote-ref-8)
8. Including annual activities report and executive summary of operational plans. [↑](#footnote-ref-9)
9. Council Decision 495 *decides* 3:

   “*that if, in the light of the summary referred to in decides 2 above, a Member State of the Council considers that an information document needs to be considered by the Council for further action, as appropriate, that document shall be published in all six official languages. Member States of Council should express their wish in this respect no later than five (5) calendar days after its publication on the Council website*.” [↑](#footnote-ref-10)
10. Multilingualism in the United Nations system, [JIU/REP/2020/6](https://undocs.org/en/JIU/REP/2020/6) [↑](#footnote-ref-11)