



The Secretary-General

Geneva, 20 June 2022

Ref: **CL-22/23**
Contact: Claire Evangelisti
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To Administrations of ITU Member States

Subject: **Provisional choice of class of contribution by Member States of the Union for the period from 1 January 2024 to 31 December 2027**

Dear Madam/Sir,

As the Plenipotentiary Conference approaches, the ITU Secretariat and members are working closely to prepare a successful conference to equip the Union for the challenges and opportunities of the coming four years and beyond. I am writing to you today to highlight our collective efforts to maintain a balanced budget and to seek your support in this endeavour.

Throughout the period of disruption, adaptation and innovation brought about by COVID-19, the world came to recognize the essential role of ICTs in our daily lives for employment, commerce, health, education and many other services. In this context, ITU's mandate has never been more important, especially knowing that 2.9 billion people remain unconnected and marginalized.

Following an intensive effort to reduce costs, the Secretariat presented a draft balanced financial plan 2024-2027 at the 2022 ordinary Session of the Council. We will continue to look for savings and opportunities to improve efficiencies, but we can only cut spending so much without undermining our ability to implement the agenda set by Member States. The Secretariat is also working to strengthen revenues through industry and academia membership and cost recovery.

I realize that COVID-19 has placed important pressure on national budgets, but I hope that ITU can count on Member States to at least maintain, and if possible, increase their financial contribution for the 2024-27 period so that the Union can meet the growing needs of its membership and continue to modernize its services accordingly.

To raise awareness about how ITU is funded and to recognize top contributing Member States, information has been provided on the ITU website [here](#), highlighting top contributors overall and by levels of development, as well as those who have increased their contributions during the current cycle 2020-2023.

In accordance with No. 161C of the Constitution, Member States are, from now on, invited to notify the Secretary-General, no later than four weeks prior to the date set for the opening of the Plenipotentiary Conference, which will be held in Bucharest, Romania, from 26th September to 14th October 2022, the class of contribution they have provisionally chosen, in order to speed up the preparations of the draft financial plan.

.../...

Furthermore, according to No 161E of the Constitution, bearing in mind the draft financial plan as revised, the Plenipotentiary Conference, shall as soon as possible, determine the definitive upper limit of the amount of the contributory unit and set the date which shall be at the latest on Monday of the final week of the Plenipotentiary Conference, by which Member States shall announce their definitive choice of class of contribution. Following the precedent of PP-18, it is proposed to set the date on Wednesday 28 of September 2022 at 23:59 Geneva time and to fix the definitive value of the contributory unit. Once approved by the first plenary meeting, a letter will be sent to Member States to that effect.

Member States failing to notify the Secretary-General of their decision by the date set by the Plenipotentiary Conference will retain the class of contribution previously chosen (No. 161F of the Constitution).

Regarding the provisional choice of class of contribution, a letter has been sent to Member States on 5 August 2021, inviting replies until 31st of December 2021. The responses to this letter were submitted to the 2022 session of Council in document [C22/29](#).

I thank those administrations who have already responded. For those who have not yet done so, or those that would like to change their decision, you are invited to notify the Secretary-General **by 26 of August 2022**.

Let me remind you for reference that, the scale adopted by the 2010 Plenipotentiary Conference held in Guadalajara, Mexico, from which each Member State shall choose its class of contribution, is as follows:

From the 40 unit class to the 2 unit class:
in steps of one unit

Below the 2 unit class, as follows:

1 1/2 unit class
1 unit class
1/2 unit class
1/4 unit class
1/8 unit class*
1/16 unit class*

- *) Only Member States listed by the United Nations as least developed countries (<https://www.un.org/ohrrls/content/profiles-ldcs>) may select the 1/8- and 1/16-unit classes of contribution.

I look forward to hearing from you in the coming weeks regarding your Administration's intended financial contribution for the 2024-27 period. For any questions, please contact Claire Evangelisti, Head of Account Division: frmd-debt@itu.int.

Thank you for your continued support and commitment to the Union.

Yours faithfully,

(signed)

Houlin Zhao
Secretary-General