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| **Agenda item: PL 2** | **Document C23/29-E** |
| **16 May 2023** |
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| Report by the Secretary-General |
| TASKS AND FUNCTIONS OF THE DEPUTY SECRETARY-GENERAL |
| **Purpose**This report is prepared in line with Resolution 148 (Rev. Bucharest, 2022) of the Plenipotentiary Conference, which instructs the Secretary-General to prepare specific directives on the tasks delegated to the Deputy Secretary-General, in accordance with Article 11 of the ITU Constitution and Article 5 of the ITU Convention, and submit them to the next ordinary session of the ITU Council for its consideration, as appropriate; and to issue clear and specific directives on the tasks delegated to the Deputy Secretary-General, and make them available to the membership of the Union, as well as to the staff of ITU.**Action required by the Council**The Council is invited **to note** this report.**Relevant link(s) with the Strategic Plan**Excellence in human resources and organizational innovation.**Financial implications**None.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**References**[*Resolution 148 (Rev. Bucharest, 2022) of the Plenipotentiary Conference*](https://www.itu.int/en/council/Documents/basic-texts-2023/RES-148-E.pdf) |

1. In accordance with No. 77 of the ITU Constitution and No. 84 of the ITU Convention, and pursuant to Resolution 148 (Rev. Bucharest, 2022) of the Plenipotentiary Conference, the tasks delegated to the Deputy Secretary-General are as follows:
	1. The Deputy Secretary-General is granted full authority for all matters concerning the activities of the Conferences and Publications Department, Information Services Department and Facilities Management and Building Project Division, including the establishment and implementation of plans and activities, preparation of cost-based budget estimates, and presentation of reports on their activities to the ITU Council. Other departments and units of the General Secretariat remain under the authority of the Secretary-General.
	2. Additionally, the Deputy Secretary-General shall support the Secretary-General in implementing the activities of the Strategic Planning and Membership Department, Human Resources Management Department and Financial Resources Management Department by setting, monitoring and assessing departmental performance goals.
	3. Furthermore, the Deputy Secretary-General shall be responsible for implementing inter-Sectoral coordination strategies and mechanisms to strengthen the concept of “One ITU”.
2. Lastly, the Deputy Secretary-General shall perform the duties of the Secretary-General in the absence of the latter, as stipulated in No. 77 of the Constitution.

Service Order 23/06, on the delegation of authority to the Deputy Secretary-General, was published on 18 April 2023.

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