General Secretariat (SG)

Geneva, 9 May 2023

Reference: **DM-23/1007**
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To Observer Member States

Subject: **Organization of the 2023 session of the Council, 11-21 July 2023**

Dear Madam, Sir,

In accordance with Rule 1 of the Rules of Procedure of the Council, I have the pleasure to inform you that the 2023 session of the Council will be held physically at ITU headquarters from **Tuesday, 11 July to Friday, 21 July 2023.** A **High-Level Segment** will be organized on **Tuesday, 11 July 2023**.

The overall theme of the High-Level Segment will be "Creating a fit for the future ITU" and will draw on the key themes and priorities as identified by the ITU Plenipotentiary Conference 2022.

In accordance with provision No. 60A of the Convention of the ITU, a Member State which is not a Member State of the Council may send one observer at its own expense to meetings of the Council. Information on participation of observers at Council is provided in Rules 7, 11, 12, 15 and 21 of the Rules of Procedure of the Council.

Ministers of Council Observer Member States will be given the opportunity to speak at the High-Level Segment after the Council Member States.

Preliminary draft agenda

A preliminary draft agenda of the 2023 session of the Council is attached in the Annex to this letter.

To improve time management during the session and save time for effective debate, the secretariat proposes, as in the Annex, that selected documents be noted/approved as a package, without discussion being understood that all Member States retain the right to request that a specific document be discussed.

A draft time management plan is under preparation and will be sent to you in due course.

As per Council rule of procedure 4.3, Member States of the Union shall communicate to the Secretary-General at least eight (8) weeks before the opening of the session (**before 16 May 2023**), any further item they would like to propose.

Registration

Registration for the 2023 session of the Council will be carried out **exclusively online** at the following webpage: https://www.itu.int/en/council/Pages/Registration.aspx.

In line with ITU gender equality and mainstreaming policy and Resolution 198 (Rev. Bucharest, 2022) on empowerment of youth through telecommunication/information and communication technology, the aim is to organize an inclusive and gender-responsive Council. With that objective in mind, I would like to invite you to support and encourage the participation of women and young people in your delegation. More information on initiatives on gender-responsive Council and youth participation will be provided in due course on the Council-23 website (https://www.itu.int/en/council/).

Information related to badge collection will be made available in the e-confirmation of registration as well as on the Council website.

Documentation

In accordance with Annex 2 to Decision 5 (Rev. Bucharest, 2022), paragraph 10, and in order to reduce cost of documentation, Council documents will be made available **exclusively online** on the website at https://www.itu.int/en/council/. **No** paper copies of documents will be distributed before or during the 2023 Session of the Council.

An ITU C23 Sync Application will facilitate the download of C23 documents from the ITU server to your local drive. This application will be available on the Council website and is configured to synchronize the latest published documents. If you wish to be notified by e-mail when new or updated Council documents are posted, kindly update your TIES access at https://www.itu.int/en/ties-services/.

Contributions to the Council should be submitted as soon as possible to contributions@itu.int. In accordance with Council Decision 556, all contributions should be submitted no later than 14 calendar days before the opening of the meeting, i.e. **27 June 2023.** ITU secretariat documents calling for a decision of the Council will be posted on the relevant page of the website no later than 30 calendar days before the opening of the Council session. Member States will be invited to send their contributions to the meeting by using the template available on the Council-23 website.

As per the ITU information/document access policy, Council input documents will be publicly accessible, unless otherwise requested by the submitter(s) of the document.

Hotel accommodation

Reductions on hotel prices in Geneva have been obtained for delegates participating in ITU meetings. The list of the hotels concerned along with a reservation form **to be sent directly to the hotel** can be found at https://www.itu.int/net4/travel/index.aspx.

Social events

The ITU Protocol Service will maintain and monitor a social events calendar. If your administration wishes to organize a social event such as a coffee break, lunch, or reception during Council-23, you are invited to contact the ITU Protocol Service at protocol.service@itu.int.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General

Annex: - Preliminary draft agenda of the 2023 session of the Council

ANNEX

PRELIMINARY DRAFT AGENDA OF THE 2023 SESSION OF THE COUNCIL

N: to be noted as a package without discussion

A: to be approved as a package without discussion

Agenda item	Title	To be noted as package	Document n°C23/XX
PL 1	**High-level segment: Building a fit for purpose ITU**		
1.1	State of the Union	–	–
1.2	Report on the implementation of the strategic plan and the activities of the Union from July 2022 to April 2023		C23/35
1.3	Priorities of the Union for the coming period		C23/36
PL 2	**Delivering as one ITU (General policy, strategy and activities)**		
2.1	Strategy for the coordination of efforts among the three Sectors of the Union	N	C23/27
2.2	Draft four-year rolling operational plan for the Union for 2024-2027		C23/28
2.3	Collaboration with the UN system		C23/49
2.4	ITU's role in the implementation of the space 2030 agenda		C23/58
2.5	Tasks and functions of the Deputy Secretary-General	N	C23/29
2.6	Strengthening the regional presence		C23/25
2.7	World Telecommunication and Information Society Day (WTISD)		C23/17
2.8	Preparation for the 2026 World Telecommunication Policy Forum (WTPF-26)		C23/13
2.9	Comprehensive report on ITU's role in implementing the outcomes of WSIS and the 2030 agenda for sustainable development, as well as in their follow-up and review processes		C23/61
2.10	Measuring information and communication technologies to build an integrating and inclusive information society	N	C23/8
2.11	ITU training activities	N	C23/5
2.12	Report on the use of the six languages of the Union on an equal footing	N	C23/47
2.13	ITU Internet activities: Resolutions 101, 102, 133, 180 and 206		C23/33
2.14	Report on progress on the implementation of Resolution 1408		C23/59
2.15	Report on the Standing Committee on Administration and Management		C23/xx
PL 3	**Improving governance (ITU statutory conferences, assemblies, Council and CWGs matters, RRB)**		
3.1	Report on the twenty-first Plenipotentiary Conference (PP-22)		C23/4
3.2	Preparation for the 2026 Plenipotentiary Conference		C23/30
3.3	Preparation for the Radiocommunication Assembly 2023 (RA-23) and World Radiocommunication Conference 2023 (WRC-23)		C23/31

Agenda item	Title	To be noted as package	Document n°C23/XX
3.4	Precise place and exact dates of the World Telecommunication Standardization Assembly (WTSA-24) and update on the preparation		C23/24
3.5	Periodic review of the International Telecommunication Regulations		C23/12
3.6	List of candidatures for Chairs and Vice-Chairs of Council Working Groups and Expert Groups		C23/21
3.7	Proposed dates and duration of the 2024, 2025, and 2026 sessions of the Council along with the proposed dates of clusters of Council Working Groups and Expert Groups for the same period		C23/2
3.8	Schedule of future conferences, assemblies and meetings of the Union: 2023-2026	N	C23/37
3.9	Obsolete Council Resolutions and Decisions	A	C23/3
ADM 1	**Strengthening organizational excellence (Budget and finance)**		
1.1	Annual review of revenue and expenses of the implementation of the 2023 budget		C23/9
1.2	Implementation of Resolution 1413 on Voluntary/agreed separation and early retirement scheme		C23/51
1.3	Strengthening financial management of the Union		C23/50
1.4	Choice of class of contribution for defraying the Union's expenses	N	C23/43
1.5	Use of ITU savings for implementation of WRC-23 decisions with financial implications		C23/32
1.6	Financial Implications of the Regional Initiatives Approved by WTDC-22		C23/26
1.7	IT transformation programme		C23/52
1.8	Report on Resolution 217: Business continuity management for 2023-2026	N	C23/53
1.9	Cost recovery for the processing of satellite network filings	N	C23/16
1.10	Creation of a Council expert group to revise the schedule of processing charges		C23/19
1.11	Arrears and special arrears accounts		C23/11
1.12	Provisional participation of entities dealing with telecommunication matters in the activities of ITU	A	C23/10
1.13	Review of the list of exempted organizations		C23/38
1.14	New requests for exemption from fees for organizations of an international character		C23/39
1.15	Information and Communication Technologies Development Fund (ICT-DF)		C23/34
1.16	The After-Service Health Insurance (ASHI) liability	N	C23/46
1.17	ITU-wide financial resource mobilization strategy		C23/62
1.18	Draft biennial budget of the ITU for 2024-2025		C23/60
ADM 2	**Strengthening organizational excellence (Accountability)**		
2.1	Audited accounts: Audited Financial operating report for 2022		C23/41
2.2	External Auditor report: Union's accounts 2022		C23/40
2.3	Report of the Internal Auditor on internal audit activities		C23/44

Agenda item	Title	To be noted as package	Document n°C23/XX
2.4	Report on the implementation of the recommendation from the audit of the Regional Office for the Americas		C23/42
2.5	Report from the ITU investigation unit		C23/15
2.6	Twelfth report of the Independent Management Advisory Committee (IMAC)		C23/22
2.7	Independent management advisory committee (IMAC): appointment of the six independent experts		C23/23
2.8	JIU reports and notes on United Nations system-wide issues for 2021-2022 and recommendations to executive heads and legislative bodies	A	C23/57
2.9	Report from the Ethics Office		C23/14
2.10	Report of the working group on internal controls		C23/20
2.11	ITU participation in memoranda of understanding with financial and/or strategic implications		C23/45
ADM 3	**Strengthening organizational excellence (Accountability)**		
3.1	Progress report on the implementation of the Human Resources strategic plan and of Resolution 48 (Rev. Bucharest, 2022)	N	C23/55
3.2	Changes in the conditions of service under the United Nations common system		C23/18
3.3	Approval of International Civil Service Commission (ICSC) modified statute	A	C23/56
3.4	Report on Resolution 167 on strengthening and developing ITU capabilities for fully virtual meetings and physical meetings with remote participation, and the electronic means to advance the work of the Union		C23/54
3.5	Report on cybersecurity framework and internal IT controls within ITU		C23/6
3.6	Report on progress on the Union's headquarters premises project		C23/7
3.7	Summary report on the work of the Member States Advisory Group on the Union's headquarters premises project		C23/48
	INFORMATION DOCUMENTS AND MISCELLANEOUS		
	Compilation of Decisions captured in PP-22 Summary records	_	C23/INF/1
	UN-SWAP Report Card 2021	_	C23/INF/2
	Human Resources reporting and statistics	_	C23/INF/3
	Situation of arrears of the Union at 31 March 2023	_	C23/INF/4
	Follow up of Forensic Audit and of Internal Audit recommendations	_	C23/INF/5
	Report on the use of Funds-in-Trust (FIT) and Junior Professional Officers (JPO)	_	C23/INF/6
	Checklist on the implementation of the reform of the UN development system	_	C23/INF/
	ITU Council contribution to the 2023 High-Level Political Forum on Sustainable Development (HLPF)	_	C23/INF/
	Additional information on Strengthening the Regional Presence	_	C23/INF/
	Additional information on the progress on the Union's headquarters premises project	_	C23/INF/
	Report on Partner2Connect	_	C23/INF/

Agenda item	Title	To be noted as package	Document n°C23/XX
	Report on voluntary contributions	_	C23/INF/
	Host Country Agreement with the Government of the United Arab Emirates on the World Radiocommunication Conference (WRC-23)	_	C23/INF/
	Statement by the Staff Council	_	C23/INF/

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