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|  | **Document CWG-FHR-17/INF/4** |
| **20 December 2023** |
| **English only** |
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| Contribution by the secretariat | |
| IMPLEMENTATION OF RESOLUTION 167 (REV. BUCHAREST, 2022) OF THE PLENIPOTENTIARY CONFERENCE | |
| **Purpose**  Council 2023 concluded that remote participation is an invaluable tool for Member States and instructed the Secretary-General to prepare a roadmap for the harmonization and the development of facilities and capabilities to organize and conduct fully virtual meetings and physical meetings with remote participation by electronic means for the meetings of the Union, for submission to the 2024 session of the Council.  The 16th meeting of the Council Working Group on Financial and Human Resources (CWG-FHR) discussed the lack of clarity around the rights of remote participants, and the need to establish clear guidance, which is consistent across the ITU, on their rights and involvement, in particular who can participate in decision-making. It was agreed to work on creating draft guidelines.  This document provides information on the current practices of the ITU on the conduct of fully virtual meetings and physical meetings with remote participation by electronic means to assist in developing draft guidelines.  **Action required**  This report is transmitted to the CWG-FHR **for information**.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Existing documents on the management of fully virtual meetings and physical meetings with remote participation**

The following documents have been produced by TSB / ITU-T:

* ITU-T TSAG has agreed to an update to Supplement 4 to A-series ITU-T Recommendations *"Guidelines for remote participation"* in December 2022 (<https://www.itu.int/rec/T-REC-A.Sup4/en)>. The updated Supplement did not include provisions related to the governance of remote participations but provides the current practices in TSB; it may be used as basis by the Council to start discussing high level guidance for the management and governance of fully virtual meetings and physical meetings with remote participation.
* ITU-D TDAG and ITU-R RAG were informed via outgoing liaison statement TSAG-LS4 (<https://handle.itu.int/11.1002/ls/sp17-tsag-oLS-00004.docx>) on the updates agreed by TSAG to A-Series Supplement 4 above.

In addition, TSB has produced two documents that were used by ITU-T Study Groups to manage fully virtual meetings (in absence of the Union governance) when they were forced to organize fully virtual meetings due to COVID19. One is a user guide for the internal remote participation tool and the second is a policy document that every Study Group who organized a fully virtual meeting published and approved before starting the meeting, for example in the case of ITU-T SG9 in 2022:

* MyMeetings - User guide: <https://www.itu.int/en/ITU-T/ewm/Documents/guides/ITU-T_e-Meetings_tool_User_Guide.pdf>
* Policy guide for remote participation at SG9 fully virtual meetings: <https://www.itu.int/md/T22-SG09-220906-TD-GEN-0017/en>

The following documents have been produced by BR/ITU-R:

For each block of ITU-R meetings, the BR Study Groups Department provides an “*Information for participants*” document that includes all of the practical guidance delegates need for the meeting.  Below is an example of such a document:

<https://www.itu.int/md/R19-WP6A-INF-0010/en>

(Note: One Word document which references to a PowerPoint document)

The following documents have been produced by BDT/ITU-D:

TDAG produces a DT for each of its meetings. The last one to-date is [TDAG-23/DT/2](https://www.itu.int/md/D22-TDAG30-230619-TD-0002/en).

For the General Secretariat:

Instructions on remote participation are given at the beginning by the secretary of the meeting. Additionally, an ITU-internal document has been produced by the ITU Remote Participation Task Force (with over 40 ITU staff from General Secretariat and three bureaux). The latest version, which dates from February 2022 and therefore may be updated again, is available here with TIES protection: [*Virtual Events and Remote Participation - Guidelines and best practices*](http://council.itu.int/2023-additional/en/download/23500/?tmstv=1702570280).

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