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| **Agenda item: PL-3** | **Document C25/29-E** |
| **16 May 2025** |
| **Original: English** |
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| Report by the Secretary-General |
| GUIDELINES FOR HARMONIZING PLENIPOTENTIARY CONFERENCE RESOLUTIONS AND DECISIONS |
| **Purpose**This document outlines proposed guidelines for harmonizing the outcomes of Plenipotentiary resolutions and decisions, as discussed and agreed upon by the Council Working Group for strategic and financial plans 2028-2031. These guidelines are intended to assist Member States in preparing their contributions to the Plenipotentiary Conference in 2026.**Action required by the Council**The Council is invited **to consider** the proposed guidelines.**Relevant link(s) with the Strategic Plan**Organizational excellence.**Financial implications**Within the allocated budget 2026-2027.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**References**[*CWG-SFP website*](https://www.itu.int/en/council/CWG-SFP-2028-2031/Pages/default.aspx)*;* [*Resolution 1428 (C24)*](https://www.itu.int/md/S24-CL-C-0139/en)  |

**1 Introduction**

Council [Resolution 1428 (C24)](https://www.itu.int/md/S24-CL-C-0139/en) established the Council Working Group for strategic and financial plans 2028-2031 (CWG-SFP) and defined its terms of reference. Among its tasks is the continuation of the mapping exercise of resolutions and decisions to harmonize the outcomes of the Plenipotentiary Conference (PP).

The mapping of resolutions, which illustrates the linkage between resolutions of ITU world conferences and assemblies, is available on the [Intersectoral Coordination](https://www.itu.int/en/general-secretariat/Pages/intersectoral-coordination.aspx) webpage.

Regarding the harmonization of the outcomes of these resolutions and decisions, during its 2nd meeting (20-21 February 2025), the CWG-SFP discussed and agreed on proposing guidelines for Member States. These guidelines aim to assist in reviewing existing resolutions and decisions, as well as in drafting new ones, in preparation for PP-26.

The proposed guidelines are presented to Council 2025 for consideration and action, if deemed necessary.

**2 Guidelines to harmonize the outcomes of PP-resolutions and decisions**

In view of harmonizing the outcomes of PP-26, some options when first reviewing resolutions and decisions are:

**Modification**

A resolution/decision can be ***modified*** (MOD or (MOD)) to bring it up-to-date, or for improvement, or for housekeeping by being:

 ***simplified*** where possible or reasonable while keeping adequate essential information, making texts more concise, simpler, easier to understand, and requiring less efforts for regular updating and maintenance, considering also the translation costs as all resolutions/decisions are published in the six (6) official languages of the Union; or

 ***aligned*** with other resolutions/decisions when referring to generic subjects such as: accessibility, gender, sustainability, youth, etc., including with Council resolutions or resolutions of other ITU world conferences and assemblies, to be focused, avoid duplication or repetition; or

 ***merged*** for resolutions/decisions thematically related or resolutions/decisions of the same category/subject, so as to reduce redundancy or overlap, including grouping together scattered information found in various resolutions/decisions into one resolution/decision;

or

**Suppression**

A resolution/decision can be ***suppressed*** (either SUP or SUP\*) if found with obsolete timing or milestones, completed with no further action to be taken, or have no action reported. The reporting mechanism for this last action can be verified using the web platform designed for reporting on the implementation of PP resolutions, which is linked to the report on the Implementation of the Strategic Plan and the Activities of the Union (Council Document 35).

Also, when preparing contributions for a Plenipotentiary Conference, before proposing new resolutions/decisions to be discussed and approved, Member States should first review the existing ones to assess whether they can be improved. New themes can also be considered for inclusion in existing resolutions or decisions.

Furthermore, when drafting PP resolutions/decisions, still other options are available. A list of symbols to be used can be found [here](https://pp.itu.int/2022/en/documents/submission-of-proposals/).

Additionally, when reviewing resolutions and decisions, Member States can consider:

1 Reviewing and examining in-force resolutions/decisions, including reports and status of their implementation.

2 Examining the resolutions/decisions with a view to avoid repetitions and duplication of texts.

3 Making resolutions/decisions concise, focused, implementable, effective, and stay abreast of the evolution of information and communication technologies (ICTs).

4 Applying the following principles:

a) coherence and consistency: is the resolution/decision consistent with the ITU Mission and Vision;

b) overlap and duplication: are the goals of the resolution/decision already reflected in the ITU Strategic Plan or other PP resolutions/decisions;

c) necessity: is the resolution/decision indispensable as a stand-alone; has the implementation of the resolution already been completed; is there any action instructed by the resolution found unimplementable;

d) action orientation and accountability: does the resolution/decision call for a specific action or outcome; and is there a clear accountability line or responsible actor in the resolution/decision.

5 All similar or related subjects should be addressed in one single resolution/decision to the extent possible (“stand-alone principle”). In general, streamlining in-force resolutions/decisions is preferable rather than adding a new resolution/decision.

6 If no change is to be made to the substance of the resolution/decision, no editorial updates (such as date or venue of the conference) will be made to the resolution/decision, i.e. it should remain as No Change (NOC and NOC).

8 Editorial modifications should be kept to a minimum or to what is strictly necessary for their efficient implementation.

9 If only editorial updates are required to a resolution/decision, the necessary editorial amendments could be entrusted by the Plenipotentiary Conference to the Editorial Committee before the publication of the resolution/decision.

10 It is recommended that regional preparatory meetings and, where feasible, inter-regional coordination meetings be utilized to review PP resolutions and decisions in preparation for the conference. The secretariat can provide a list of resolutions and decisions proposed for review for further consideration by Member States.

If a PP resolution/decision is deemed to require modification, when drafting, Member States can follow these guidelines:

1 It is preferable for a resolution/decision not to exceed four A4-pages.

2 The “preamble” part of a resolution/decision should be as concise as possible, summarizing key rationales for justification. It is preferable that the “preamble” part does not exceed one A4 page. While any additional explanation and justification such as a detailed chronicle of events, bibliography, historical activities and achievements could be presented as background of a contribution, their inclusion should be avoided in the adopted final resolution/decision text.

3 Cross-reference to other ITU resolutions should be kept to a minimum as necessary (“minimum cross-reference principle”), while striking a balance to avoid inserting material copied from other instruments.

4 Once a resolution/decision on the same or relevant subject is referenced, any identical justification or rational text should be minimized whereas additional specific justification or rational could be added to this resolution/decision (“no repetition principle”).

5 When reference to the conclusion or output of an event is deemed necessary, the reference should be meaningful and in substance to specify its relevance, avoiding only listing the event per se (“no chronicle of events principle”).

6 Any reference to documents should be meaningful and substantive to specify its relevance to the purpose of the resolution/decision (“no bibliography principle”).

7 When drafting the “operational” part of a resolution/decision, the following should be kept in mind:

a) use an appropriate verb to specify an implementable action by a respective entity according to its proper mandate (“identified entity and specific action principle”);

b) specify an expected result(s) so that the achievement in implementing this action can be measurable as much as possible using objective measurement methodologies (“measurable result principle”);

c) plan or recommend a course of actions with milestones and/or checkpoints as appropriate (“planning principle”);

d) specify a reporting and expiration mechanism as appropriate (“report/expire principle”); and

e) specify concrete instructions to the relevant actors for the implementation of the resolution/decision, if required.

8 Take into account that an instruction given to the membership is non-binding.

9 Member States are requested to use Conference Proposals Interface (CPI) to create the skeleton of their contribution(s), mainly because it contains the correct “styles” (i.e. Annex number, annex title, etc.).

For more information on how to draft resolutions/decisions, please visit the ITU [Plenipotentiary Conference](https://pp22.itu.int/en/en/documents/submission-of-proposals/) and the [ITU Language Tools](https://www.itu.int/en/general-secretariat/multilingualism/Pages/language-tools.aspx) websites.

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