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|  | **Document CWG-SFP-2/4** |
| **23 January 2025** |
| **English only** |
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| Report by the Secretary-General |
| GUIDELINES FOR HARMONIZING PLENIPOTENTIARY CONFERENCE RESOLUTIONS AND DECISIONS |
| **Purpose**This document presents guidelines to be considered by Member States when drafting and reviewing resolutions and decisions for the next ITU Plenipotentiary Conference.**Action required**The Council Working Group for strategic and financial plans 2028-2031 is invited to **consider** the guidelines and to **recommend** Council 2025 to approve them.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**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) created the Council Working Group for strategic and financial plans (CWG-SFP) and established its terms of reference, among which it includes to continue the mapping exercise of resolutions and decisions with the view to harmonize the outcomes of the Plenipotentiary Conference (PP).

The mapping of resolutions, reflecting the linkage between resolutions of ITU world conferences and assemblies can be found in the Intersectoral coordination webpage [here](https://www.itu.int/en/general-secretariat/ties/ISCGDocumentLibrary/Liaisons%20Statements%20on%20Inter-Sectoral%20Coordination%20Activities/Mapping-of-Resolutions-Updated%20Dec2024.pdf).

In addition, this document provides guidelines for Member States on how to propose draft new and revised in-force Plenipotentiary resolutions and decisions in the preparation for PP-26.

# 2 Guidelines to harmonize the outcomes of PP-26

When preparing for PP-26, before proposing new resolutions/decisions to be discussed and approved, Member States should first review existing PP resolutions/decisions to assess whether they can be edited. This includes, updates, simplification/shortening texts, identifying overlap and/or candidates for merging or suppression. Even new themes can be considered to be included in existing resolutions or decisions.

In view of harmonizing the outcomes of PP-26, some options when 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

 ***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

 ***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., with Council resolutions or resolutions of other ITU world conferences and assemblies, to be focused, avoid duplication or repetition;

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).

When drafting PP resolutions/decisions, still other options are available. You can find the list of symbols to be used [here](https://pp22.itu.int/en/en/documents/submission-of-proposals/).

So, when assessed that a PP resolution/decision should be modified, an approach for harmonizing resolutions and decisions, has already been proposed by the Telecommunications Standardization Advisory Group (TSAG) to the World Telecommunication Standardization Assembly (WTSA-24) (see [ITU-T A Suppl. 7](https://www.itu.int/itu-t/recommendations/rec.aspx?rec=16142)). These guidelines have been adapted, for consideration by Member States, when preparing for PP‑26, taking into account that PP is a treaty-making conference.

When considering streamlining PP resolutions/decisions, Member States can focus on:

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

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

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

4 Apply 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 When the actions or activities put forward in a resolution/decision have been implemented or accomplished, the resolution/decision can be considered fulfilled and can be suppressed.

7 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 PP resolutions/decisions should be reviewed during the preparation of PP in regional preparatory meetings and as much as possible in inter-regional coordination meetings. A list of resolution/decision proposed to be reviewed can be provided by the secretariat for further consideration by Member States.

When drafting resolutions/decisions, the following guidelines can be followed:

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 Reference to the ITU Constitution, Convention and the General Rules should prevail a reference to a resolution/decision of a Plenipotentiary Conference only, when applicable.

6 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").

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

8 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.

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

10 Member States are requested to use 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.

Furthermore, the secretariat is developing a platform to help Member States analyse the in‑force PP resolutions/decisions that will be presented to the CWG-SFP meeting.

The CWG-SFP members are invited to consider the guidelines proposed in the preparation for PP-26. And, if agreed, the CWG-SFP members are invited to recommend Council 2025 to approve the proposed guidelines.

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