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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | | cid:image001.png@01D15DC7.84B785F0 |
|  | | | Geneva, 9 March 2016 | |
| Ref: | **TSB Circular 204**  DIR | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members | |
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| E-mail: | [tsbdir@itu.int](mailto:tsbdir@itu.int) | | **Copy:**  - To the Chairmen and Vice-Chairmen of ITU-T Study Groups, TSAG and SCV;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau | |
| Subject: | **Candidates for Chairmen and Vice-Chairmen of ITU-T study groups,  the Telecommunication Standardization Advisory Group (TSAG) and  the Standardization Committee for Vocabulary (SCV) for 2017-2020** | | | |

Dear Sir/Madam,

In accordance with WTSA Resolution 35 (Rev. Dubai, 2012) in order to help WTSA appoint chairmen/vice-chairmen of ITU-T study groups, the Telecommunication Standardization Advisory Group (TSAG) and the Standardization Committee for Vocabulary (SCV), Member States, ITU-T Sector Members and the concerned study group or TSAG should be encouraged to indicate suitable candidates to the Director of TSB.

Member States and ITU-T Sector Members are encouraged to participate in discussions of the new study group structure and, noting the proposals for perhaps merging and/or splitting some study groups, are advised to await the outcome of the next TSAG meeting from 18 to 22 July 2016, when a new structure for the Sector should be clearer, before submitting applications for chairmen or vice-chairmen. An exception would be applications for the chairman and the vice-chairmen of TSAG and the SCV for which applications can be submitted now.

Nevertheless, I would like to draw your attention to the procedure for appointing chairmen and vice-chairmen in WTSA Resolution 35 (Annex 1 to this Circular). In addition, WTSA Resolution 1 (Rev. Dubai, 2012) clause 3.2 states that “Appointment of chairmen and vice‑chairmen shall be primarily based upon demonstrated competence both in technical content of the study group concerned and in the management skills required. Those appointed should be active in the field of the study group concerned and committed to the work of the study group. Other considerations, including incumbency, shall be secondary.”

Provision CV242 states: “The […] world telecommunication standardization assembly […] shall appoint the chairman and one vice-chairman or more for each study group. In appointing chairmen and vice-chairmen, particular consideration shall be given to the requirements of competence and equitable geographical distribution, and to the need to promote more efficient participation by the developing countries”.

Attention is also drawn to Resolution 166 (Rev. Busan, 2014) “Number of vice-chairmen of Sector advisory groups, study groups and other groups”, and WTSA Resolution 55 (Rev. Dubai, 2012) “Mainstreaming a gender perspective in ITU Telecommunication Standardization Sector activities” which invites Member States and Sector Members to submit applications to chairman/vice-chairman posts to support the active involvement of women experts in standardization groups and activities.

Based on experience, I would like to provide you with the following additional considerations:

- the position of study group chairman or vice-chairman is not an “honorary” position, nor will the chairmen or vice-chairmen receive financial assistance from ITU;

- candidates and/or their nominating Administrations should assure the commitment of time and resources to fulfil the duties of the chairmen and vice-chairmen;

- administrations are requested to nominate only a limited number of candidates, especially for chairmanships, and should not include candidates for vice-chairmanship of a study group for which they have a candidate for chairmanship. Failure to appoint a candidate for chairmanship will not automatically entitle the candidate to a vice-chairmanship post;

- only pre-announced candidates will be taken into consideration in the appointment process.

Please note that WTSA-12 agreed that the chairmen and vice-chairmen of all regional groups of the study groups (including those of ITU-T SG3 regional groups) would be appointed not by WTSA but directly by the study groups (see WTSA-12 Proceedings, Report of the fourth to seventh Plenary meetings and closing ceremony, section 8.2).

Some of the current chairmen and vice-chairmen of the study groups and TSAG will have completed two terms by the next WTSA (please see the WTSA website <http://www.itu.int/en/ITU-T/wtsa16/Pages/candidates.aspx> for details). There are no term limits for the chairman and vice-chairmen of the SCV.

I look forward to seeing all of you at WTSA-16 in Yasmine Hammamet, Tunisia.

Yours faithfully,

Chaesub Lee

Director of the Telecommunication  
Standardization Bureau

**Annex: 1**

ANNEX 1  
(to TSB Circular 204)

RESOLUTION 35 (Rev. Dubai, 2012)

Appointment and maximum term of office for chairmen and vice‑chairmen  
 of study groups of the Telecommunication Standardization Sector  
 and of the Telecommunication Standardization Advisory Group

(Montreal, 2000; Florianópolis, 2004; Johannesburg, 2008; Dubai, 2012)

The World Telecommunication Standardization Assembly (Dubai, 2012),

considering

*a)* that No. 189 of the ITU Convention provides for the establishment of study groups of the ITU Telecommunication Standardization Sector (ITU‑T);

*b)* that Article 20 of the Convention provides that, in appointing chairmen and vice-chairmen, personal competence and equitable geographical distribution should be especially kept in mind, as well as the need to promote more effective participation by developing countries[[1]](#footnote-1);

*c)* that No. 192 of the Convention and other related provisions indicate the nature of the work of the study groups;

*d)* that provisions for the Telecommunication Standardization Advisory Group (TSAG) have been incorporated in Article 14A of the Convention;

*e)* that No. 242 of the Convention requires the World Telecommunication Standardization Assembly (WTSA) to appoint chairmen and vice‑chairmen of study groups, taking account of competence and equitable geographical distribution, and the need to promote more efficient participation by the developing countries;

*f)* that 1.10 of Section 1 of Resolution 1 (Rev. Dubai, 2012) of this assembly indicates that WTSA shall appoint the chairmen and vice‑chairmen of study groups and of TSAG;

*g)* that Section 3 of Resolution 1 (Rev. Dubai, 2012) of this assembly contains guidelines regarding the appointment of study group chairmen and vice-chairmen at WTSAs;

*h)* that procedures and qualifications for the chairman and vice-chairmen of TSAG should generally follow those for the appointment of study group chairman and vice-chairmen;

*i)* that experience of ITU in general and of ITU‑T in particular would be of particular value for the chairman and vice-chairmen of TSAG;

*j)* that No. 244 of the Convention describes the procedure for replacing a study group chairman or vice‑chairman who is unable to carry out his or her duties at some time in the interval between two WTSAs;

*k)* that No. 197G of the Convention states that TSAG shall "adopt its own working procedures compatible with those adopted by the world telecommunication standardization assembly";

*l)* that a specific time-limit on the term of office would permit the introduction of new ideas on a periodic basis, while at the same time give an opportunity for study group chairmen and vice‑chairmen and the chairman and vice‑chairmen of TSAG to be appointed from different Member States and Sector Members,

pursuant to

Resolution 166 (Guadalajara, 2010) of the Plenipotentiary Conference, on the number of vice-chairmen of Sector advisory groups, study groups and other groups,

noting

*a)* Article 19 of the Convention, on the participation of entities and organizations in the Union’s activities;

*b)* Resolution 58 (Rev. Guadalajara, 2010) of the Plenipotentiary Conference, on strengthening of relations between ITU and regional telecommunication organizations and regional preparations for the Plenipotentiary Conference;

*c)* Resolution 43 (Rev. Dubai, 2012) of this assembly, on regional preparations for WTSAs,

taking into account

*a)* that a maximum time in office of two terms for study group and TSAG chairmen and vice‑chairmen provides for a reasonable amount of stability while providing the opportunity for different individuals to serve in these capacities;

*b)* that the management team of a study group should include at least the chairman, vice‑chairmen and working party chairmen,

*c)* Resolution 55 (Rev. Dubai, 2012) of this assembly, and the importance of incorporating gender policies in each of the Sectors of ITU,

resolves

1 that candidates for the posts of chairmen and vice-chairmen of the ITU-T study groups and candidates for the posts of chairman and vice-chairmen of TSAG should be appointed according to the procedures given in Annex A, the qualifications given in Annex B and the guidelines given in Annex C to this resolution;

2 that candidates for the posts of study group chairmen and vice-chairmen and candidates for the posts of chairman and vice-chairmen of TSAG should be identified, taking into account that, for each study group and for TSAG, WTSA will appoint the chairman and only the number of vice-chairmen deemed necessary for the efficient and effective management and functioning of the group in question, applying the guidelines given in Annex C;

3 that nominations for the posts of study group chairmen and vice‑chairmen or for a post of chairman and vice‑chairmen of TSAG should be accompanied by a biographical profile highlighting the qualifications of the individuals proposed, taking into careful consideration continuity in participation in ITU-T study groups or TSAG, and that the Director of the Telecommunication Standardization Bureau will circulate the profiles to the heads of delegation present at WTSA;

4 that the term of office for both chairmen and vice-chairmen should not exceed two terms of office between consecutive assemblies;

5 that the term of office in one appointment (e.g. as a vice-chairman) does not count towards the term of office for another appointment (e.g. as a chairman) and that steps should be taken to provide some continuity between chairmen and vice-chairmen;

6 that the interval between assemblies during which a chairman or vice-chairman is elected under No. 244 of the Convention does not count towards the term of office,

invites Member States and Sector Members

to support their successful candidates for such posts in ITU-T, and support and facilitate their task during their term of office.

ANNEX A  
(to Resolution 35)

Procedure for the appointment of chairmen and   
vice‑chairmen of the ITU‑T study groups   
and of TSAG

1 Typically, the positions of chairmen and vice‑chairmen to be filled are known in advance of WTSA.

a) In order to help WTSA appoint chairmen/vice‑chairmen, Member States and ITU‑T Sector Members are encouraged to indicate to the Director of TSB suitable candidates, preferably three months, but no later than two weeks, before the opening of WTSA.

b)In nominating suitable candidates, ITU-T Sector Members should carry out prior consultations with the administration/Member State concerned, in order to avoid any possible disagreement in regard to such nomination.

c) On the basis of received proposals, the Director of TSB will circulate to Member States and Sector Members the list of candidates. The list of candidates should be accompanied by an indication of the qualifications of each candidate as given in Annex B to this resolution.

d) On the basis of this document and any relevant received comments, the heads of delegation, at a suitable time during WTSA, should be invited to prepare, in consultation with the Director of TSB, a consolidated list of designated study group chairmen and vice‑chairmen to be submitted in a document to WTSA for final approval.

e) In drafting the consolidated list, the following should be taken into account: In cases where there are two or more candidates with equal competence for the same chairman position, preference should be given to candidates from Member States and Sector Members having the lowest number of designated study group and TSAG chairmen.

2 Situations which cannot be considered within the above will be dealt with on a case-by-case basis at WTSA.

For example, if a merger of two existing study groups is envisaged, the proposals pertaining to the relevant study groups can be considered. Therefore the procedure outlined in § 1 can still be applied.

However, if WTSA decides to set up a completely new study group, discussions will have to be held at WTSA and appointments made.

3 These procedures should be applied for appointments made by TSAG under delegated authority (see Resolution 22 (Rev. Dubai, 2012) of this assembly).

4 Vacant positions of chairmen and vice-chairmen that occur in mid-term between WTSAs are filled in accordance with No. 244 of the Convention.

ANNEX B  
(to Resolution 35)

Qualifications of chairmen and vice‑chairmen

No. 242 of the Convention states that:

"… In appointing chairmen and vice‑chairmen, particular consideration shall be given to the requirements of competence and equitable geographical distribution and to the need to promote more efficient participation by the developing countries."

Whilst giving primary consideration to the qualifications below, there should be an appropriate representation of chairmen and vice-chairmen from developing countries, including the least developed countries, small island developing states and countries with economies in transition.

As regards competence, the following qualifications, *inter alia*, appear to be of paramount importance when appointing chairmen and vice‑chairmen:

– knowledge and experience;

– continuity in participation in the relevant study group or, for chairmen and vice-chairmen of TSAG, in ITU-T;

– managerial skills;

– availability[[2]](#footnote-2).

Particular reference to the above qualifications should be included in the biographical profile to be circulated by the Director of TSB.

ANNEX C   
(to Resolution 35)

Guidelines for appointment of the optimum numbers of vice-chairmen  
 for ITU-T study groups and for TSAG

1 Pursuant to Resolution 166 (Guadalajara, 2010) and No. 242 of the Convention, the requirements of competence, equitable geographical distribution and the need to promote more effective participation by the developing countries should be taken into account[[3]](#footnote-3) to the extent practicable.

2 To the extent possible, and taking into account the need for demonstrated competence, appointment or selection to the management team should utilize the resources of as broad a range of Member States and Sector Members as possible, at the same time recognizing the need to appoint only the number of vice-chairmen necessary for the efficient and effective management and functioning of the study groups, consistent with the projected structure and work programme.

3 The workload should be a factor in determining the appropriate number of vice-chairmen to ensure that every aspect within the purview of TSAG and the study groups is fully managed.

4 The total number of vice-chairmen proposed by any administration should be fairly reasonable, so as to observe the principle of equitable distribution of posts among the Member States concerned.

5 Regional representation[[4]](#footnote-4) in the advisory group, study groups and other groups of all three Sectors should be taken into account, such that no single individual may hold more than one vice-chairmanship position in these groups in any one Sector, and only in exceptional cases hold such a position in more than one Sector[[5]](#footnote-5).

6 Where the re-election of vice-chairmen is concerned, the nomination of candidates who have failed to participate in at least half of all meetings during the previous study period should normally be avoided, taking into account prevailing circumstances.

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1. These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition. [↑](#footnote-ref-1)
2. A further factor to be considered when appointing chairmen and vice-chairmen to both study groups and TSAG is candidates' availability for the period up to the next WTSA. [↑](#footnote-ref-2)
3. For those regions consisting of numerous administrations and with diverse economic and technological developments within the region, to the extent possible the number of representatives of those regions may be increased, as appropriate. [↑](#footnote-ref-3)
4. Taking into account Resolution 58 (Rev. Guadalajara, 2010) of the Plenipotentiary Conference in regard to the six regional telecommunication organizations, namely: the Asia-Pacific Telecommunity (APT), the European Conference of Postal and Telecommunications Administrations (CEPT), the Inter-American Telecommunications Commission (CITEL), the African Telecommunications Union (ATU), the Council of Arab Ministers of Telecommunication and Information represented by the Secretariat-General of the League of Arab States (LAS), and the Regional Commonwealth in the field of Communications (RCC). [↑](#footnote-ref-4)
5. The criterion mentioned in this paragraph should not prevent a vice-chairman of a given advisory group or a vice-chairman of a given study group from holding positions of chairman or vice-chairman of a given working party or as rapporteur or associate rapporteur for any group under the mandate of that Sector group. [↑](#footnote-ref-5)