

RESOLUTION 1 (Rev. ~~Hyderabad~~, 2014)**Working procedures to be applied to the World Telecommunication Development Conference, study groups, their subordinate groups, the Telecommunication Development Advisory Group and other regional and world meetings of the ITU Telecommunication Development Sector [Russian Federation²]**

The World Telecommunication Development Conference (~~Hyderabad~~, ~~2010~~2014),

considering

- a) the provisions of Article 21 of the ITU Constitution concerning the specific functions of the ITU Telecommunication Development Sector (ITU-D);
- b) the general working arrangements of ITU-D defined in the ITU Convention,

considering also

- a) that ITU-D shall work, among others, through telecommunication development study groups, the Telecommunication Development Advisory Group (TDAG) and regional and world meetings organized within the framework of the Sector's Action Plan;
- b) that, in accordance with No. 207A of the Convention, the World Telecommunication Development Conference (WTDC) is authorized to adopt the working methods and procedures for the management of the Sector's activities in accordance with No. 145A of the Constitution,

resolves

that, for ITU-D, the general provisions of the Convention referred to in *considering b)* and *considering also b)* should be supplemented by the provisions of this resolution and its annexes.

SECTION 1 – World Telecommunication Development Conference

1.1 The World Telecommunication Development Conference (WTDC), in undertaking the duties assigned to it in Article 22 of the ITU Constitution, Article 16 of the ITU Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each conference by setting up committees and group(s) to address organization, work programme, budget control and editorial matters, and to consider other specific matters if required.

1.2 It shall establish a Steering Committee, presided over by the chairman of the conference, and composed of the vice-chairmen of the conference and the chairmen and vice-chairmen of the committees and any group(s) created by the conference.

1.3 WTDC shall establish a Budget Control Committee and an Editorial Committee, the tasks and responsibilities of which are set out in the General Rules of conferences, assemblies and meetings of the Union (General Rules, Nos. 69-74):

- a) The “Budget Control Committee”, *inter alia*, examines the estimated total expenditure of the assembly and estimates the financial needs of ITU-D up to the next WTDC and the costs entailed by the execution of the decisions of the assembly.
- b) The “Editorial Committee” perfects the wording of texts arising from WTDC deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union.

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1.4 The plenary meeting of a WTDC may set up other committees or groups that meet to address specific matters, if required, in accordance with No. 63 of the General Rules. The terms of reference should be contained in the establishing Resolution.

1.5 All committees and groups referred to in 1.1 to 1.4 above shall normally cease to exist with the closing of WTDC except, if required and subject to the approval of the conference and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of the assembly to complete its tasks as assigned by the conference.

1.6 WTDC shall establish declaration, plan of action, including programmes and regional initiatives, ITU-D contribution to the draft ITU Strategic Plan, ITU-D study group Questions, as well as resolutions and recommendations.

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1.7 In accordance with No. 213A of the Convention, and the provisions of Article 17A of the Convention, the WTDC may assign specific matters within its competence to the Telecommunication Development Advisory Group for advice on the action required on those matters.

1.8 The Telecommunication Development Advisory Group is authorized in accordance with Resolution ITU-D 24 to act on behalf of the World Telecommunication Development Conference in the period between Conferences.

1.9 The Telecommunication Development Advisory Group shall report to the next World Telecommunication Development Conference on the progress in matters that may be included in agendas of future World Telecommunication Development Conference as well as on the progress of ITU-D studies in response to requests made by previous conferences.

1.10 A World Telecommunication Development Conference may express its opinion relating to the duration or agenda of a future conference.

1.11 Prior to the inaugural meeting of WTDC, in accordance with No. 49 of the General Rules, the heads of delegation shall meet to prepare the agenda for the first plenary meeting and make proposals for the organization of the conference, including proposals for the organization of the conference, including proposals for chairmanships and vice-chairmanships of WTDC and its committees and group(s).

1.12 During WTDC, the heads of delegation shall meet:

- a) to consider the proposals concerning the work programme and the constitution of study groups in particular;
- b) to draw up proposals concerning the designation of chairmen and vice-chairmen of study groups, TDAG and any other groups established by WTDC (see Section 2).

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1.13 The programme of work of WTDC shall be designed to provide adequate time for consideration of the important administrative and organizational aspects of ITU-D. As a general rule:

1.13.1 WTDC shall consider reports from the Director of the Telecommunication Development Bureau (BDT), from the study groups and TDAG, on the activities during the previous study period, including a report from TDAG on the fulfilment of any specific functions that were assigned to it by the previous WTDC. While WTDC is in session, chairmen of study groups and TDAG shall make themselves available to WTDC to supply information on matters which concern their study groups and TDAG.

1.13.2 World telecommunication development conferences shall establish work programmes and guidelines for defining telecommunication development questions and priorities and shall provide direction and guidance for the work programme of the Telecommunication Development Sector.

They shall decide, in the light of the above-mentioned programmes of work, on the need to maintain, terminate or establish study groups and, where appropriate, other groups, allocate to each of them the questions to be studied and, taking into account consideration by the heads of delegation, appoint the chairmen and vice-chairmen of study groups, of TDAG and of any other groups it has established, taking account of Article 20 of the Convention.

1.13.3 In those cases as indicated in Section 11, a WTDC may be asked to consider approval of one or more Recommendations. The report of any study group(s) or TDAG proposing such action should include information on why such action is proposed.

1.11.4 WTDC texts are defined as follows:

a) **Declaration:** Statement of the main outcomes and priorities established by the conference. The declaration is usually called by the conference venue.

b) **Action Plan:** A comprehensive package that will promote the equitable and sustainable development of telecommunication/ICT networks and services. It consists of study group Questions, programmes, and regional initiatives that address the specific needs of the regions. The Action Plan is usually called by the conference venue.

c) **Resolution:** A World Telecommunication Development Conference text containing provisions on the organization, working methods and programmes of the ITU Telecommunication Development Sector.

d) **Question:** Description of an area of work to be studied, normally leading to the production of one or more new or revised Recommendations.

e) **Recommendation:** An answer to a Question or part of a Question for the organization of the work of the ITU Telecommunication Development Sector, which answer, within the scope of existing knowledge and the research carried out by study groups and adopted in accordance with established procedures, may provide guidance on technical, organizational, tariff-related and operational matters, including working methods, may describe a preferred method or proposed solution for undertaking a specific task, or may recommend procedures for specific applications. These Recommendations should be sufficient to serve as a basis for international cooperation.

f) **Report:** A technical, operational or procedural statement, prepared by a Study Group on a given subject related to a current Question. Several types of reports are defined in §10 of Section 2.

1.14 Voting

Should there be a need to vote at WTDC, the vote will be conducted according to the relevant sections of the Constitution, Convention and the General Rules.

[Russian Federation²]

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SECTION 1 – Study groups

1 Structure of study groups

1.1 Study groups shall observe strictly Nos 214, 215, 215A and 215B of the Convention.

1.2 To facilitate their work, the study groups may set up working parties, rapporteur's groups and joint rapporteur's groups to deal with specific Questions or parts of thereof.

1.3 Where appropriate, regional groups may be set up to study Questions or problems, the specific nature of which makes it desirable that they be studied within the framework of one or more regions of the Union.

1.4 The establishment of regional groups should not give rise to duplication of work being carried out at the global level by the corresponding study group, its subordinate groups or any other groups established pursuant to No. 209A of the Convention.

1.5 Joint rapporteur's groups (JRG) may be established for Questions requiring the participation of experts from more than one study group. [or from scientific organizations and academia members]^[SG2_Chairman] Unless otherwise specified, the working methods of JRGs should be identical to those of rapporteur groups. At the time a JRG is established, its terms of reference, reporting lines and final decision-making authority should be clearly identified.

2 Chairmen and vice-chairmen^[Brazil]

2.1 Appointment of chairmen and vice-chairmen by WTDC shall be primarily based upon proven competence both in matters considered by the study group concerned and the management skills required. -taking into account the need to promote gender balance in leadership positions and [USA] equitable geographical distribution, in particular promoting the participation of developing countries through [Argentine Republic] ~~Candidates should represent a broad range of~~ Member States and Sector Members.

2.2 The mandate of the vice-chairman shall be to assist the chairman in matters relating to the management of the study group, including substitution for the chairman at official ITU-D meetings or replacement of the chairman should he or she be unable to continue with study group duties.

2.3 Study group v Vice-chairmen may in turn be selected as chairmen of ~~working parties a~~ Question or indeed as a rapporteurs, with the sole limitation that they may not occupy more than two posts at the same time in the study period - [Argentine Republic]

2.4 To the extent possible, there is a need to appoint only the number of vice-chairmen and working party and rapporteur group chairmen necessary for the efficient and effective management and functioning of the study group, consistent with the projected structure and work programme. [Argentine Republic]

3 Rapporteurs

3.1 Rapporteurs are appointed by a study group in order to progress the study of a Question and to develop new and revised reports, opinions and Recommendations. Rapporteurs may have responsibility for no more than two ~~only one~~ Question or topic. ^[Argentine Republic]

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3.2 Because of the nature of the studies, rapporteur appointments should be based both on expertise in the subject to be studied and on the ability to coordinate the work. In this regard, after the WTDC and prior to the first meetings of the study groups, member states and sector members are invited to put forward their commitment to support the work of the ITU-D study groups and make proposals showing the expertise and skills that they can contribute to the work ahead. Any proposal should be supported by the provision of a CV highlighting the profile and competences of the designated person. This also concerns scientific organizations and academia members.

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3.3 For purposes related to the width of the studies to be conducted for each Question, it is recommended that the Rapporteur Team in charge of a specific study be composed of people with multidisciplinary skills from the following areas:

- Telecommunication/ICT network operators
 - Telecommunication/ICT regulators
 - Telecommunications/ICT equipment manufacturers
 - Representatives from scientific organizations and academia
 - Economists in the area of “Economics and development policies of ICT/Telecommunication network” [SG2_Chairman]
- Elements of the expected work done by the rapporteurs are described in Annex 5 to this resolution.

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3.34 Clear terms of reference for the work of the rapporteur, including expected results, should be added to the corresponding Question, by the study group, as required.

3.45 One rapporteur and one or more vice-rapporteurs are appointed as appropriate by a study group for each Question. The vice-rapporteur automatically takes over chairmanship when the rapporteur is not available. This also includes the case of rapporteurs who are no longer representing the Member State or ITU-D Sector Member which nominated them as participant in accordance with § 6.1 below. Vice-rapporteurs may be representatives from Member States, Sector Members and Associates, the latter except for liaison activities. When a vice-rapporteur is called upon to replace a rapporteur for the rest of the study period, a new vice-rapporteur is nominated from among the membership of the study group concerned.

4 Powers of the study groups

4.1 Each study group may develop draft Recommendations for approval either by WTDC or pursuant to section 5 below. Recommendations approved in accordance with either procedure shall have the same status.

4.2 Each study group may also adopt draft Questions in accordance with the procedure described in § 15.2 of section 3 below or for approval by WTDC.

4.3 In addition to the above, each study group shall be competent to adopt guidelines and reports.

4.4 In cases where the implementation of the results obtained is through activities of the Telecommunication Development Bureau (BDT), such as workshops, regional meetings, or surveys, these activities should be reflected in the annual operational plan and conducted in coordination with the relevant Study Question [USA].

4.5 In the cases where the terms of reference of a Rapporteur Group are completed prior to the end of the study period, the study group should issue guidelines, reports, and best practices promptly for review by the membership [USA].

5 Meetings

5.1 The study groups and their subordinate groups shall normally meet at ITU headquarters.

5.2 The meetings of the study groups and their subordinate groups studying Questions may take place, to the extent possible, in the ITU-D regions, when invited by Member States or Sector Members, in order to facilitate the attendance of developing countries. Such invitations shall normally be considered only if they are submitted to WTDC, to TDAG or to an ITU-D study group meeting. If such invitations cannot be submitted to any of these meetings, the decision to accept the invitation rests with the Director of BDT in consultation with the chairman of the study group concerned. They shall be finally accepted after consultation with the Director of BDT if they are compatible with the resources allocated to ITU-D by the Council.

5.3 Regional and subregional meetings offer a valuable opportunity for information exchange and for the development of management and technical experience and expertise. Every opportunity should be taken to provide additional opportunities for experts (study group participants) from developing countries to gain experience by participating in regional and subregional meetings which deal with study group work. To this end, invitations to regional and subregional meetings organized on topics dealt with by study groups should be extended to participants of the rapporteur's groups concerned.

5.4 The invitations referred to in § 5.2 above shall be issued and accepted, and the corresponding meetings outside Geneva organized, only if the conditions laid down in Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference and ITU Council Decision 304 are met. Invitations to hold meetings of the study groups or their subordinate groups away from Geneva shall be accompanied by a statement indicating the host's agreement to defray the additional expenditure involved and that it will provide at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries, equipment need not necessarily be provided free of charge by the host government, if the government so requests.

5.5 Subordinate groups may benefit from meetings held via teleconference or other alternative arrangements rather than at ITU headquarters or in a region. A request by a rapporteur for such a meeting should be submitted to and approved by the parent study group.

5.6 The dates, place and agenda for meetings of subordinate groups shall be agreed by the parent study group.

6 Participation in meetings

6.1 Member States, Sector Members, Associates and other entities duly authorized to participate in ITU-D activities shall be represented, in the study groups and subordinate groups in whose work they wish to take part, by participants registered by name and chosen by them as representatives to make an effective contribution to the study of the Questions entrusted to those study groups. Chairmen of meetings may, in accordance with No. 248A of Article 20 of the Convention, invite individual experts, as appropriate, to present their specific point of view at one or more meetings, without taking part in the decision-making process and without giving the expert the right to participate in any other meetings to which a specific invitation by the chairman has not been extended.

6.2 The Director of BDT shall keep up to date a list of the Member States, Sector Members, Associates and other entities participating in each study group.

6.3 The Rapporteur of each Study Question shall coordinate and keep up to date a list of focal points from Member States, Sector members and Associates, in order to facilitate the communication and exchange of information on specific matters in the context of study. [Brazil]

6.3 To the extent possible and practicable, study groups and their subordinate groups shall endeavour to use remote participation technologies as part of efforts to encourage and enable broader participation in the work of the study groups by all members and sector members, especially for persons with special needs, such as persons with disabilities. [USA]

7 Frequency of meetings

7.1 The study groups shall in principle meet at least once a year during the interval between two WTDCs. However, additional meetings may take place with the approval of the Director of BDT, having regard to the priorities laid down by the preceding WTDC and the resources of ITU-D.

7.2 To ensure the best possible use of the resources of ITU-D and of those participating in its work, the Director, in collaboration with the study group chairmen, shall establish and publish a timetable of meetings well in advance. The timetable shall take account of such factors as the capacity of the ITU conference services, document requirements for meetings and the need for close coordination with the activities of the other Sectors and other international or regional organizations.

7.3 In the establishment of the work plan, the timetable of meetings must take into account the time required for participating bodies to prepare contributions and documentation.

7.4 All study groups shall meet sufficiently in advance of WTDC in order to enable the final reports and draft Recommendations to be disseminated within the required deadlines.

8 Establishment of work plans and preparation of meetings

8.1 After each WTDC, a work plan shall be proposed by each study group chairman and rapporteur, with the assistance of BDT. The work programmes shall take account of the programme of activities and priorities adopted by WTDC. As an informational resource to support the development of the work plans, the Director shall, through the appropriate BDT staff (e.g., regional directors, focal points) prepare information about all ITU projects relevant to the particular question or issue, including those being implemented by the Regional Offices and in other Sectors. This information should be provided to the study group chairs and rapporteurs in advance of development of their work plans to allow study group chairs and rapporteurs to take full advantage of new, existing and ongoing work of the ITU that could contribute to the work of their questions. [USA]

8.2 The implementation of the work plan will, however, depend to a large extent on the contributions received from Member States, Sector Members and Associates, duly authorized entities or organizations, and BDT, as well as on the opinions expressed by participants in the meetings.

8.3 A circular with an agenda of the meeting, a draft work plan and a list of the Questions to be studied shall be prepared by BDT with the help of the chairman of the study group concerned. [After the third meeting of the study groups and before the last meeting of the Rapporteur Groups, draft final reports are to be translated into six languages and sent together with a circular letter to the entities for comments and contributions in revision marks.] [Cote d'Ivoire2]

8.4 The circular must reach the bodies participating in the work of the study group concerned at least three months before the opening of the meeting.

8.5 Details on registration, including a link to the online registration form, shall be included in the circular, and shall remind them about the provisions relating to the preparation and presentation of contributions and reports to the meeting. [Cote d'Ivoire2] so that the representatives of the entities

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concerned can announce their intention to participate in the meeting. The form shall contain the names and addresses of intended participants and an indication of the languages required by participants. The form shall be submitted before the deadline, preferably no less than six weeks prior to the opening of the meeting, in order to secure interpretation and translation of documents in the requested languages.

9 Study group management teams

9.1 Each ITU-D study group has a management team composed of the chairman, the vice-chairmen of the study group, the chairmen and vice-chairmen of working parties, the rapporteurs and vice-rapporteurs.

9.2 Study group management teams should maintain contact among themselves and with BDT by electronic means to the extent practicable. Appropriate liaison meetings should be arranged, as necessary, with study group chairmen from the other Sectors.

9.3 The ITU-D study group management team should meet prior to the meeting of the study group, in order to properly organize the coming meeting, including the review and approval of a time-management plan. To support these meetings and identification of any efficiencies, the Director shall, through the appropriate BDT staff (e.g., regional directors, focal points) provide information to study group rapporteurs on all relevant existing and planned ITU projects, including those being implemented by the Regional Offices and other Sectors. [USA]

9.4 A joint management team will be established, chaired by the Director of BDT, composed of the ITU-D study group management teams and TDAG Chairman [Russian Federation].

9.5 The role of the joint management team of the ITU-D study groups is to:

- a) advise BDT management on the estimation of the budget requirements of the study groups;
- b) coordinate issues common to study groups;
- c) prepare joint proposals to TDAG or other relevant bodies in ITU-D as required;
- d) finalize the dates of subsequent study group meetings;
- e) deal with any other issue that may arise.

10 Preparation of reports

10.1 Reports of the study group's work can be of four major types:

- a) Meeting reports
- b) Progress reports
- c) Output reports
- d) Chairman's report to WTDC.

10.2 Meeting reports

10.2.1 Prepared by the study group chairman, the working party chairman or the rapporteur, assisted by BDT, meeting reports shall contain a summary of the outcome of the work. They must also indicate items which require further study at the next meeting or a recommendation for conclusion or completion of the work of a question or consolidation with another question. [USA] The reports should also include reference to contributions and/or meeting documents, the main results (including Recommendations and guidelines), directives for future work (including referral of output reports to BDT for incorporation into relevant BDT programme activities as appropriate),

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planned meetings of working parties, if any, rapporteur's groups and joint rapporteur's groups, and liaison statements endorsed at the study group level.

10.2.2 The report of a study group's first meeting in the study period shall include a list of the chairmen and vice-chairmen of working parties and/or rapporteur's groups, if any, and of any other groups that may have been created, and of the rapporteur and vice-rapporteurs appointed. This list shall be updated, as required, in subsequent reports.

10.3 Progress reports

10.3.1 The following list of items is suggested for inclusion in progress reports:

- a) brief summary of the status and draft outline of the output report;
- b) conclusions or titles of reports or Recommendations to be endorsed;
- c) status of work with reference to the work plan, including baseline document, if available;
- d) draft new or revised reports, guidelines or Recommendations, or reference to source documents containing the Recommendations;
- e) draft liaison statements in response to or requesting action by other study groups or organizations;
- f) reference to normal or delayed contributions considered part of assigned study and a summary of contributions considered;
- g) reference to submissions received in response to liaison statements from other organizations;
- h) major issues remaining for resolution and draft agenda of future approved meetings, if any;
- i) reference to the list of attendees at meetings held since the last progress report;
- j) reference to the list of normal contributions or temporary documents containing the reports of all rapporteur's group meetings since the last progress report.

10.3.2 The progress report may make reference to meeting reports in order to avoid duplication of information.

10.3.3 Progress reports by rapporteurs shall be submitted to the study group for approval.

10.4 Output reports

10.4.1 Such reports represent the expected deliverable, i.e. the principal results of a study. The items to be covered are indicated in the expected output of the Question concerned. ~~Such reports shall be limited to a maximum of 50 pages including annexes and appendices, with relevant electronic references as needed. When reports exceed the 50-page limit, and after consultation with the study group chairman concerned, annexes and appendices may be included without translation when they are considered of particular relevance and provided that the body of the report is within the 50-page limit. All reports shall be translated up to the number of pages agreed upon in the Terms of Reference for a Question. [USA]~~

As part of the preparation of the draft output report, the BDT, in the 3rd year of the study period and within the budget available, can arrange if needed, seminars, workshops and regional and sub-regional meetings on the topics studied in the Questions, before the meetings of the study groups. This will provide the rapporteurs with additional information and contributions to improve the final reports and will also encourage the involvement of countries, particularly developing countries, in the work of the ITU-D study groups. [Cote d'Ivoire2]

Output reports can be summarized and sent to member states and sector members at the end of the WTDC. The electronic dissemination of reports remains privileged. [SG2_Chairman]

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10.4.2 To help maximize use of study group final output reports, study groups may place final output reports and associated annexes in an online library accessible for the ITU-D home page as well as the study group document registry until the study group decides that they have become outdated. Study group outputs should be incorporated into BDT Programme and Regional Office activities and form part of the implementation of ITU-D strategic objectives. ~~[USA]~~

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10.5 Chairman's reports to WTDC

10.5.1 The chairman's report of each study group to WTDC shall be the responsibility of the chairman of the study group concerned, and shall be limited to:

- a) a summary of the results achieved by the study group during the study period in question, describing the work of the study group and the outcome achieved including discussion of the strategic objectives of the ITU-D that are linked to the activities of the study group [USA];
- b) reference to any new or revised Recommendations approved by correspondence by Member States during the study period;
- c) reference to the text of Recommendations submitted to WTDC for approval;
- d) a list of any new or revised Questions proposed for study during the next study period;
- e) a list of Questions proposed for deletion;
- f) summary of collaboration between [with?] the Programmes and Regional Offices when undertaking the activities of the study group [USA].

10.5.2 The preparation of Recommendations should follow the general practice of the Union. Examples include the recommendations and resolutions of WTDCs. A Recommendation should stand alone. Information may be annexed to the Recommendations, in order to accomplish this. A model Recommendation is set out in Annex 1 to this resolution.

10.5.3 Communication of the results of the study groups. During the various seminars organized under the BDT programmes, sessions should be dedicated to the issues under study in the study groups to enable greater awareness, good understanding of and greater involvement of participants in the work of the associated study groups.

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In addition, one month after the holding of WTDC-14, BDT should, through its regional offices, make available the main conclusions of the WTDC, the output reports of all Questions under study during the past study period, and the list of new Questions, regional initiatives and programmes to the following entities :

- International and regional organizations whose headquarters is located within the jurisdiction of the ITU Regional Office;
- Administrations of Member States and national regulators ;
- Sector Members;
- Academia and centers of excellence;
- National and regional consumer associations. ~~[Cote d'Ivoire2]~~

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SECTION 2 – Submission, processing and presentation of contributions

11 Submission of contributions

11.1 Member States, Sector Members, Associates, Academia /Russian Federation2]-duly authorized entities and organizations, and the chairmen and vice-chairmen of study groups or subordinate groups should submit their contributions to current studies to the Director of BDT using the official templates made available online.

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11.2 Such contributions should, *inter alia*, deal with the results of experience gained in telecommunication development, describe case studies and/or contain proposals for promoting balanced worldwide and regional telecommunication development.

11.2a Contributions should relate to the matters under study in the Question to which they have been submitted (to limit or avoid contributions with no relation to the Questions to which they are addressed).

11.2b Contributions should aim to provide useful data for the study of questions that they have been submitted to and for developing and least developed countries in particular, by providing them mainly with specific and concrete information concerning the implementation of telecommunication policy, the deployment of telecommunications networks or the provision of telecommunications services.[Cote d'Ivoire2]

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11.3 In order to facilitate the study of certain Questions, BDT may submit consolidated documents relevant to the Question or the results of case studies including information on existing Programme and Regional Office activities [USA]. Such documents will be treated as contributions.

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11.4 In principle, documents submitted to the study groups as contributions should not exceed five pages. For existing texts, cross-references should be used instead of repeating material *in extenso*. Information material can be placed in annexes or provided on request as an information document. An example of the form for the submission of contributions is set out in Annex 2 to this resolution.

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11.5 Contributions should be submitted to BDT using the online form in order to fast-track their processing by minimizing their reformatting, without any modification to the content of the text. Any contribution submitted by participants shall be immediately transmitted by BDT to the chairman of the study group and to the rapporteur in accordance with § 14.1 below.

11.6 The collaboration between study group members should be, as far as possible, by electronic means. BDT should provide all study group members with appropriate access to electronic documentation for their work, and promote the provision of appropriate systems and facilities to support the conduct of study group work by electronic means in all the official languages of ITU.

12 Processing of contributions

Input to study group or rapporteur's group meetings may be of five types:

- a) Contributions for action
- b) Contributions for information
- c) Background documents
- d) Temporary documents
- e) Liaison statements

12.1 Contributions for action

12.1.1 Contributions requiring action from the meeting under the terms of its agenda received at least two months before a meeting shall be published and distributed in time for the said meeting.

12.1.2 The Director of BDT shall assemble the documentation and, for those contributions received before the deadline, arrange any translation needed and post this documentation for access by participants in the requested languages not less than 12 calendar days [Russian Federation2] no later than 12 calendar days before the date set for the meeting of a study group or subordinate group.

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12.1.3 After consultation with the chairman of the study group or rapporteur's group concerned, it may be agreed to accept contributions for action which go beyond the page-limit of five pages. In such cases, they shall be posted without having been translated. However, notwithstanding this limit, any contribution proposing text to be adopted by the study group as an output shall be translated in its entirety. [USA]

12.1.4 Documents originating from rapporteur meetings, excluding their output reports, which go to the study group meetings, and which are received not later than one month before the meeting, will be treated according to § 12.1.1 above.

12.1.5 Contributions requiring action from the meeting under the terms of its agenda received by the Director less than two months, but at least ~~seven~~ 12 calendar days, before the opening of a meeting, will not be processed in accordance with the procedure outlined in § 12.1.1 above, and shall be published no more than three working days after they are received by the secretariat (Russian Federation2) by the secretariat no later than three calendar days after their receipt [Russian Federation] as "delayed contributions" in the original language only (and in any other official language into which they may have been translated by the author).

12.1.6 Contributions requiring action from the meeting under the terms of its agenda received by the Director less than ~~twelve~~ [Russian Federation2]seven 12 [Russian Federation] calendar days before the opening of a meeting shall not be entered on the agenda. They shall not be distributed but held for the next meeting. Exceptionally, contributions judged to be of extreme importance and urgency might be admitted by the chairman, in consultation with the Director, in derogation to the above deadlines, provided that these contributions are available to participants at the opening of the meeting. For late contributions, no commitment can be made by the secretariat to ensure the document will be available at the opening of the meeting in all the required languages.

12.1.7 No contributions for action shall be accepted after the opening of the meeting.

12.1.8 The Director should insist that authors follow the rules established for the presentation and form of documents set out in this resolution and annexes and the timing given therein. A reminder should be sent out by the Director whenever appropriate. The Director, with the agreement of the study group chairman, may return to the author any document that does not comply with the general directives set out in this resolution so that it may be brought into line with those directives.

12.2 Contributions for information

12.2.1 Contributions submitted to the meeting for information are those which do not require any specific action under the agenda (e.g. descriptive documents submitted by Member States, Sector Members, Associates or duly authorized entities and organizations, general policy statements, etc.), as well as other documents considered by the study group chairman and/or the rapporteur, in consultation with the author, as being for information. They should be published in the original language only (and in any other official language into which they may have been translated by the author) [Argentine Republic] and appear under a separate numbering scheme from the contributions submitted for action.

12.2.2 Information documents considered to be of extreme importance might be translated if requested by a majority of the participants at the meeting.

12.2.3 The secretariat shall prepare a list of information documents that provides summaries of the documents. This list shall be available in all the official languages.

12.3 Background documents

Reference documents containing only background information relating to issues addressed at the meeting (data, statistics, detailed reports of other organizations, etc.) should be available upon request in the original language only and, if available, also in electronic format.

12.4 Temporary documents

Temporary documents are documents produced during the meeting to assist in the development of the work.

12.5 Liaison statements

Liaison statements are documents that provide a response to a question raised by another study group of any Sector of the Union, or request action by other study groups or organizations. Liaison statements shall be approved by the chairman of the study group concerned before their transmission to the study group or organization concerned. Incoming liaison statements shall not be translated. A template for liaison statements is set out in Annex 4 to this resolution.

13 Electronic access

13.1 BDT will post all input and output documents (e.g. contributions, draft Recommendations, liaison statements and reports) as soon as electronic versions of these documents are available.

13.2 A website dedicated to the study groups shall be constantly updated to include all input and output documents as well as information related to each of the meetings. While the website of the study groups shall be in six languages, those of specific meetings shall be in the languages of the meeting concerned as per § 8.5 above.

This website provides access to a collection of documents and references for each Question under study. The said collection of documents is maintained by all stakeholders involved in and concerned by the study of the Question. The reference website uses only information that is available in the public domain and does not have any commercial or advertising purposes. [SG2 Chairman].

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14 Presentation of contributions

14.1 Contributions for action shall be relevant to the Question or the subject under discussion as agreed by the chairman, the rapporteur for the Question, the coordinator of the study group and the author. Contributions must be clear and concise. Documents that are not directly related to the Questions under study should not be submitted.

14.2 Articles that have been or are to be published in the press should not be submitted to ITU-D, unless they relate directly to Questions under study.

14.3 Contributions that include passages of an unduly commercial nature shall be deleted by the Director of BDT in agreement with the chairman; the author of the contribution shall be advised of any such deletions.

14.4 The cover page shall indicate the relevant Question(s), agenda item, date, source (originating country and/or organization, address, telephone number, fax number, and possible e-mail address of the author or contact person of the submitting entity), as well as the title of the

contribution. Indication should also be made as to whether the document is for action or for information and the action required, if any, and an abstract should be provided. A model is set out in Annex 2 to this resolution.

14.5 If existing text needs to be revised, the number of the original contribution shall be indicated and revision marks (track changes) shall be used in the original document.

14.6 Contributions submitted to the meeting for information only (see § 12.2.1 above) should include a summary prepared by the author. When summaries have not been provided by authors, BDT shall, to the extent possible, prepare such summaries.

SECTION 3 – Proposal and adoption of new and revised Questions

15 Proposal of new and revised Questions

15.1 Proposed new Questions for ITU-D shall be submitted at least two months prior to a WTDC by Member States and Sector Members authorized to participate in the activities of the Sector.

15.2 However, an ITU-D study group may also propose new or revised Questions at the initiative of a member of that study group if there is consensus on the subject. These proposals shall be submitted to TDAG for endorsement.

15.3 Each proposed Question should state the reasons for the proposal, the precise objective of the tasks to be performed, the urgency of the study and any contacts to be established with the other two Sectors and/or other international or regional bodies. Authors of Questions should use the online template for the submission of new and revised Questions based on the outline found in Annex 3 to this resolution, in order to ensure that all relevant information is included.

16 Adoption of new and revised Questions by WTDC

16.1 Before a WTDC, TDAG shall meet to examine proposed new Questions and, if necessary, recommend amendments to take account of ITU-D's general development policy objectives and associated priorities.

16.2 At least one month before a WTDC, the Director of BDT shall communicate to Member States and Sector Members a list of the Questions proposed, together with any changes recommended by TDAG, and make these available on the ITU website.

17 Adoption of proposed new and revised Questions between two WTDCs

17.1 Between two WTDCs, Member States, Sector Members, and duly authorized entities and organizations participating in ITU-D activities may submit proposed new and revised Questions to the study group concerned.

17.2 Each proposed new and revised Question should be based on the template/outline referred to in § 15.3 above.

17.3 If the study group concerned agrees by consensus to study the proposed new and revised Question and some Member States, Sector Members or other duly authorized entities and organizations (normally at least four) have committed themselves to support the work (e.g. by contributions, provision of rapporteurs or editors and/or hosting of meetings), it shall address the draft text thereof to the Director of BDT with all the necessary information.

17.4 The Director, after endorsement by TDAG, shall inform Member States, Sector Members and other duly authorized entities of the new and revised Questions by circular.

SECTION 4 – Deletion of Questions

18 Introduction

Study groups may decide to delete Questions. In each individual case, it has to decide which of the following alternative procedures is the most appropriate.

18.1 Deletion of a Question by WTDC

Upon agreement by the study group, the chairman shall include the request to delete a Question in the report to WTDC, for decision.

18.2 Deletion of a Question between WTDCs

18.2.1 At a study group meeting, it may be agreed, by consensus among those present, to delete a Question, e.g. because work has been terminated or because no contributions have been received at that meeting and at the previous study group meetings. Notification of this agreement, including an explanatory summary about the reasons for the deletion, shall be provided to Member States and Sector Members by circular. If a simple majority of the Member States has no objection to the deletion within two months, the deletion comes into force. Otherwise the issue is referred back to the study group.

18.2.2 Those Member States that indicate disapproval are invited to provide their reasons and to indicate the possible changes that would facilitate further study of the Question.

18.2.3 Notification of the result will be given in a circular, and TDAG will be informed by a report from the Director of BDT. In addition, the Director shall publish a list of deleted Questions whenever appropriate, but at least once by the middle of a study period.

SECTION 5 – Approval of new or revised Recommendations

19 Introduction

After adoption at a study group meeting, Member States can approve Recommendations, either by correspondence or at a WTDC.

19.1 When the study of a Question has reached a mature state resulting in a draft new or revised Recommendation, the approval process to be followed is in two stages:

- adoption by the study group concerned (see § 19.3);
- approval by the Member States (see § 19.4).

The same process shall be used for the deletion of existing Recommendations.

19.2 In the interest of stability, revision of a Recommendation should not normally be considered for approval within two years, unless the proposed revision complements rather than changes the agreement reached in the previous version.

19.3 Adoption of a new or revised Recommendation by a study group

19.3.1 A study group may consider and adopt draft new or revised Recommendations, when the draft texts have been prepared and made available in all the official languages sufficiently in advance of the study group meeting.

19.3.2 A rapporteur's group or any other group which feels that its draft new or revised Recommendation(s) is (are) sufficiently mature, can send the text to the study group chairman to start the adoption procedure according to § 19.3.3 below.

19.3.3 Upon request of the study group chairman, the Director of BDT shall explicitly indicate, in a circular, the intention to seek approval of new or revised Recommendations under this procedure for adoption at a study group meeting. The circular shall include the specific intent of the proposal in summarized form. Reference shall be provided to the document where the text of the draft new or revised Recommendation may be found.

This information shall be distributed to all Member States and Sector Members and should be sent by the Director so that it shall be received, so far as practicable, at least two months before the meeting.

19.3.4 Adoption of a draft new or revised Recommendation must be unopposed by any Member State present at the study group meeting.

19.4 Approval of new or revised Recommendations by Member States

19.4.1 When a draft new or revised Recommendation has been adopted by a study group, the text shall be submitted for approval by Member States.

19.4.2 Approval of new or revised Recommendations may be sought:

- at a WTDC;
- by consultation of the Member States as soon as the relevant study group has adopted the text.

19.4.3 At the study group meeting during which a draft is adopted, the study group shall decide to submit the draft new or revised Recommendation for approval, either at the next WTDC or by consultation of the Member States.

19.4.4 When it is decided to submit a draft to WTDC, the study group chairman shall inform the Director and request the Director to take the necessary action to ensure that it is included in the agenda of the conference.

19.4.5 When it is decided to submit a draft for approval by consultation, the conditions and procedures hereafter will apply.

19.4.6 At the study group meeting the decision of the delegations to apply this approval procedure must also be unopposed by any Member State present.

19.4.7 Exceptionally, but only during the study group meeting, delegations may request more time to consider their positions. Unless advised of formal opposition from any of these delegations within a period of one month after the last day of the meeting, the approval process by consultation shall continue. If formal objection is received, the draft shall be submitted to the next WTDC for consideration.

19.4.8 For the application of the approval procedure by consultation, within one month of the adoption of a draft new or revised Recommendation by a study group, the Director shall request Member States to indicate within three months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text, in the official languages, of the proposed new or revised Recommendation.

19.4.9 The Director shall also advise Sector Members participating in the work of the relevant study group under the provisions of Article 19 of the Convention that Member States are being asked to respond to a consultation on a proposed new or revised Recommendation, but only Member States are entitled to respond. This advice should be accompanied by the complete final texts, for information only.

19.4.10 If 70 per cent or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the study group.

19.4.11 Any comments received along with responses to the consultation shall be collected by the Director and submitted to the study group for consideration.

19.4.12 Those Member States which indicate that they do not approve are encouraged to state their reasons and to participate in the future consideration by the study group and its subordinate groups.

19.4.13 The Director shall promptly notify, by circular, the results of the above consultation approval procedure.

19.4.14 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the approval of the chairman of the relevant study group.

19.4.15 ITU shall publish the approved new or revised Recommendations in the official languages as soon as practicable.

20 Reservations

If a delegation elects not to oppose the approval of a Recommendation but wishes to enter reservations on one or more aspects, such reservations shall be mentioned in a concise note appended to the text of the Recommendation concerned.

SECTION 6 – Support to the study groups and their subordinate groups

21 The Director of BDT should ensure that, within the limits of existing budgetary resources, the study groups and their subordinate groups have appropriate support to conduct their work programmes as outlined in the terms of reference and as envisioned by the WTDC's work plan for the Sector. In particular, support may be provided in the following forms:

- a) appropriate administrative and professional staff support;
- b) contracting of outside expertise, as necessary;
- c) coordination with regional and subregional telecommunication/ICT organizations.
- d) award of exceptional fellowships to participate - given that rapporteurs and vice-rapporteurs are under the obligation to achieve results, especially to coordinate of the rapporteur groups and to produce output reports for the various Questions, on an exceptional basis fellowships could be granted to them when requested, to facilitate the effective participation of active rapporteurs and vice-rapporteurs in the work to achieve the objectives assigned to the Study Groups. Thus, active rapporteurs and vice-rapporteurs nominated by countries will be added to the list of priority recipients. *[[Cote d'Ivoire2]]*

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SECTION 7 – Other groups

22 As far as applicable, the same rules of procedure for study groups in this resolution should also apply to other groups referred to in No. 209A of the Convention and their meetings, for

example with respect to the submission of contributions. However, these groups shall not adopt Questions nor deal with Recommendations.

SECTION 8 – Telecommunication Development Advisory Group

23 In accordance with No. 215C of the Convention, TDAG shall be open to representatives of administrations of Member States and representatives of ITU-D Sector Members and to chairmen and vice-chairmen of the study groups and other groups. Its principal duties are to review priorities, programmes, operations, financial matters and strategies in ITU-D; to review the implementation of the operational plan of the preceding period progress in the implementation of the regional initiatives, priorities in the execution of those initiatives, the assigned resources and their linkage with the strategic plan, in order to identify areas in which BDT has not achieved or was not able to achieve the objectives laid down in that plan, ~~and so as to~~ advise the Director of BDT on the necessary corrective measures; to review progress in the implementation of its work programme; to provide guidelines for the work of the study groups; ~~and to~~ recommending measures, *inter alia*, to foster and give effect to cooperation and coordination with the Radiocommunication Sector, the Telecommunication Standardization Sector and the General Secretariat, as well as with other relevant development and financial institutions. [Argentine Republic]

24 A world telecommunication development conference shall appoint the TDAG bureau, comprising the chairman and the vice-chairmen of TDAG. The chairmen of ITU-D study groups are members of the TDAG bureau.

25 In appointing the chairman and the vice-chairmen, particular consideration shall be given to the requirements of competence, the need to promote gender balance in leadership positions [USA], and equitable geographical distribution, and to the need to promote more efficient participation by developing countries.

26 WTDC may assign temporary authority to TDAG to consider and act on matters specified by WTDC. TDAG may consult with the Director on these matters, if necessary. WTDC should assure itself that the special functions entrusted to TDAG do not require financial expenses exceeding the ITU-D budget. The report on TDAG activity on the fulfilment of specific functions shall be submitted to the next WTDC. Such authority shall terminate when the following WTDC meets, although WTDC may decide to extend it for a designated period.

27 TDAG holds regular scheduled meetings, included in the ITU-D timetable of meetings. The meetings should take place as necessary, but at least once a year. The timing of meetings should be such as to allow TDAG to effectively review the draft operational plan before its adoption and implementation. TDAG meetings should not take place in conjunction with the study group meetings.

28 In the interest of minimizing the length and costs of the meetings, the chairman of TDAG should collaborate with the Director in making appropriate advance preparation, for example by identifying the major issues for discussion.

29 In general, the same rules of procedure as for study groups in this resolution should also apply to TDAG and its meetings, for example in respect of the submission of contributions. However, at the discretion of the chairman, written proposals may be submitted during the TDAG meeting, provided they are based on ongoing discussions taking place during the meeting and are intended to assist in resolving conflicting views which exist during the meeting.

30 TDAG Bureau should maintain contact among themselves and with BDT by electronic means to the extent practicable and meet not less than one time per year, including one of them prior to the meeting of TDAG, in order to properly organize the coming meeting, including the review and approval of a time-management plan [Russian Federation2]

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30 In order to facilitate its task, TDAG may complement these working procedures with additional procedures.

31 After each TDAG [Russian Federation2] meeting, a concise summary of conclusions shall be drawn up by the secretariat to be distributed in accordance with normal ITU-D procedures. It should contain only TDAG proposals, recommendations and conclusions in respect to the above items.

32 In accordance with No. 215JA of the Convention, at its last meeting prior to WTDC, TDAG shall prepare a report for WTDC. This report should summarize TDAG's activities on the matters assigned to it by WTDC including linkages to the Strategic Plan [USA] and offer advice on allocation of work, proposals on ITU-D working methods, strategies and relations with other relevant bodies inside and outside ITU, as appropriate. Likewise, it shall offer advice on the implementation of the regional initiatives, possibly proposing actions and working methods to improve such implementation. This report shall be transmitted to the Director for submission to the conference. [Argentine Republic]

SECTION 9 – Regional and world meetings of the Sector

33 In general, the same working methods found in this resolution, ~~and in particular those relating to the submission and processing of contributions,~~ [Russian Federation2] apply, *mutatis mutandis*, to other regional and world meetings of the Sector, with the exception of those referred to in Articles 22 of the Constitution and 16 of the Convention.

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34 ~~In line with established practice, all committees and groups established by WTDC shall normally cease to exist with the closing of the WTDC except, if required and subject to the approval of the conference and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of the conference to complete its tasks as assigned by WTDC.~~ [Russian Federation2]

36 For the submission and processing of contributions to regional and world conferences and meetings, the rules established by Resolution 165 (Guadalajara, 2010) of Plenipotentiary Conference shall be applied. [Russian Federation2]

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ANNEX 1 TO RESOLUTION 1 (Rev. Hyderabad, 2010)

Model for drafting Recommendations

ITU-D (general terminology applicable to all Recommendations),

The World Telecommunication Development Conference (terminology only applicable to Recommendations approved at a WTDC),

considering

This section should contain various general background references giving the reasons for the study. The references should normally refer to ITU documents and/or resolutions.

recognizing

This section should contain specific factual background statements such as "the sovereign right of each Member State" or studies which have formed a basis for the work.

taking into account

This section should detail other factors that have to be considered, such as national laws and regulations, regional policy decisions and other applicable global issues.

noting

This section should indicate generally accepted items or information that support the recommendation.

convinced

This section should contain details of factors that form the basis of the Recommendation. These could include objectives of government regulatory policy, choice of financing sources, ensuring fair competition, etc.

recommends

This section should contain a general sentence, leading into detailed action points:

specific action point

specific action point

specific action point

etc.

Note that the above list of *action verbs* is not exhaustive. Other *action verbs* may be used when appropriate. Existing Recommendations provide examples.

ANNEX 2 TO RESOLUTION 1 (Rev. Hyderabad, 2010)

Model for submission of contributions for action/for information¹

Venue and date of meeting

Document No./Study Group-E

Date

Original language

FOR ACTION**FOR INFORMATION**Indicate which
is appropriate**QUESTION:****SOURCE:****TITLE:****Revision to previous contribution (Yes/No)**

If yes, please indicate the document number

*Any changes in a previous text should be indicated with revision marks (track changes)***Action required**

Please indicate what is expected from the meeting (for contributions submitted for action only)

Abstract

Include here a summary of a few lines outlining your contribution

Start your document on the following page
(maximum 4 pages)

Contact point: Name of author submitting the contribution:
Phone number:
E-mail:

¹ This model outlines the information to be submitted and the format of the contribution. The contribution is, however, submitted through an online template.

ANNEX 3 TO RESOLUTION 1 (Rev. Hyderabad, 2010)

**Template/outline for proposed Questions and issues
for study and consideration by ITU-D**

* *Information in italics describes the information which should be provided by the author under each heading.*

Title of Question or issue (the title replaces this heading)

1 Statement of the situation or problem (*the notes follow these headings*)

* *Provide an overall general description of the situation or problem which is proposed for study, with specific focus on:*

- the implications for developing countries and LDCs;
- gender perspective; and
- how a solution will benefit these countries. Indicate why the problem or situation warrants study at this time.

2 Question or issue for study

* *State the Question or issue that is proposed for study, expressed as clearly as possible. The tasks should be tightly focused.*

3 Expected output

* *Provide a detailed description of the expected output of the study. This should include a general indication of the organizational level or status of those who are expected to use and to benefit from the output. Outputs may include a set of actions, activity, work and work products specific to the work of the Study Question as well as including those undertaken pursuant to Programmes and Regional Initiatives that are relevant to the work of the question (e.g. documented best practices, guidelines, workshops, capacity building events, seminars, etc). More specifically, study outputs may promote gender equality and greater access by women to communications technologies and women's access to employment, health and education. [USA]*

4 Timing

* *Indicate the required timing, noting that the urgency of the output will influence both the method used to carry out the study, and the depth and breadth of the study. Outputs and the work of a Question may be completed in less than the four-year study cycle. [USA]*

5 Proposers/sponsors

- * Identify by organization and contact point those proposing and supporting the study.

6 Sources of input

- * Indicate what types of organizations are expected to provide contributions to further the work, e.g. Member States, Sector Members, Associates, other UN agencies, regional groups, other ITU sectors, BDT focal points as appropriate, etc.
- * Also include any other information, including potentially useful resources, including expert organizations or stakeholders [USA], that will be helpful to those responsible for carrying out the study.

7 Target audience

- * Indicate expected types of target audience, by noting all relevant points on the matrix which follows:

	Developed countries	Developing countries*
Telecom policy-makers	*	*
Telecom regulators	*	*
Service providers/operators	*	*
Manufacturers	*	*
<u>ITU-D Programmes</u>		

Where appropriate, please provide explanatory notes as to why certain matrix points were included or excluded.

a) Target audience – Who specifically will use the output

- * Indicate as precisely as possible which individuals/groups/regions within the target organizations will use the output. In addition, indicate as precisely as possible which ITU-D Programmes, Regional Initiatives, and Strategic Objectives the work of the Study Question could/will be relevant to and how the results of the work of the Study Question can/could be used to fulfil the objectives of those relevant Programmes, Regional Initiatives, and Strategic Objectives [USA]

b) Proposed methods for the implementation of the results

- * In the author's opinion, how should the results of this work best be distributed to and used by the target audience (indicate which Programmes, activities, projects, etc. will be involved in the work of the Study Question) [USA]

- * These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

8 Proposed methods of handling the Question or issue**a) How?**

* *Indicate the suggested handling of the proposed Question or issue*

1) Within a study group:

– Question (over a multi-year study period) ☐

2) Within regular BDT activity:

– Programmes ☐

– Projects ☐

– Expert consultants ☐

– Regional Offices

3) In other ways – describe (e.g. regional, within other organizations with expertise [USA], jointly with other organizations, etc.) ☐

b) Why?

* *Explain why you selected the alternative under a) above.*

9 Coordination and Collaboration

- * *Include, inter alia, the requirements for coordination of the study with all of:*
 - regular ITU-D activities including those of the Regional Offices;
 - other study group Questions or issues;
 - regional organizations, as appropriate;
 - work in progress in the other ITU Sectors;
 - expert organizations or stakeholders, as appropriate.
- * *The Director shall, through the appropriate BDT staff (e.g., Regional Directors, Focal Points) provide information to Rapporteurs on all relevant ITU projects in the regions. This information should be provided to the meetings of the rapportaeurs when work of the Programmes and Regional Offices is in the planning stages and when it is completed. [USA]*
- * *Identify which Programmes, Regional Initiatives and Strategic Objectives are related to the work of the question and list specific expectations for collaboration with the Programmes and Regional Offices. [USA]*

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10 BDT programme link

- * *Note the programme and Regional Initiatives of the Action Plan that would best contribute to, help facilitate, and make use of the outputs and results of this Question and list specific expectations for collaboration with the Programmes and Regional Offices. [USA]*

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11 Other relevant information

- * *Include any other information that will be helpful in establishing how this Question or issue should best be studied, and on what schedule.*

ANNEX 4 TO RESOLUTION 1 (Rev. Hyderabad, 2010)

Template for liaison statements

Information to be included in the liaison statement:

- 1) List the appropriate Question numbers of the originating and destination study groups.
- 2) Identify the study group or rapporteur's group meeting at which the liaison was prepared.
- 3) Include a concise and clear subject. If this is in reply to a liaison statement, make this clear, e.g. "Reply to the liaison statement from (*source and date*) concerning ...".
- 4) Identify the study group(s), if known, or other organizations to which sent.

NOTE – Can be sent to more than one organization.

- 5) Indicate the level of approval of such liaison statement, e.g. study group, or state that the liaison statement has been agreed at a rapporteur's group meeting.
- 6) Indicate if the liaison statement is sent for action or comments, or for information only.

NOTE – If sent to more than one organization, indicate this for each one.

- 7) If action is requested, indicate the date by which a reply is required.
- 8) Include the name and address of the contact person.

NOTE – The text of the liaison statement should be concise and clear using a minimum of jargon.

NOTE – Among ITU-D groups liaison statements should be discouraged, and problems solved through informal contacts.

Example of a liaison statement:

QUESTIONS: A/1 of ITU-D Study Group 1 and B/2 of ITU-D Study Group 2
SOURCE: Chairman of ITU-D Study Group X or Rapporteur's Group for Question B/2
MEETING: Geneva, September 2009
SUBJECT: Request for information/comments by [deadline when it is an outgoing liaison statement] – Reply to liaison statement from ITU-R/ITU-T WP 1/4
CONTACT: Name of chairman or rapporteur for Question [number]
Tel./fax/e-mail

ANNEX 5 TO RESOLUTION 1 (Rev. Hyderabad, 2010)

Rapporteur's checklist

- 1 Establish a work plan in consultation with the group of collaborators. The work plan should be reviewed periodically by the study group and contain the following:
 - list of tasks to be completed;
 - target dates for milestones;
 - results anticipated, including titles of output documents;
 - liaison required with other groups, and schedules for liaisons, if known;
 - proposed meeting(s) of rapporteur's group and estimated dates, with request for interpretation, if any.
 - 2 Adopt work methods appropriate to the group. Use of electronic document handling (EDH), electronic and facsimile mail to exchange views is strongly encouraged.
 - 3 Act as chairman at all meetings of the group of collaborators. If special meetings of the group of collaborators are necessary, give appropriate advance notice.
 - 4 Delegate portions of the work to vice-rapporteurs or other collaborators, depending on the workload.
 - 5 Keep the study group management team regularly informed of the work progress. In case no progress can be reported on a given Question between two study group meetings, the rapporteur should nevertheless submit a report indicating the possible reasons for the lack of progress. To allow the chairman and BDT to take the necessary steps for the work to be done on the Question, reports should be submitted at least two months before the study group meeting.
 - 6 Keep the study group informed of the progress of work through reports to study group meetings. The reports should be in the form of white contributions (when substantial progress has been made such as completion of draft Recommendations or a report) or temporary documents.
 - 7 The progress report mentioned in §§ 5 and 6 above should, as far as applicable, comply with the format given in § 10.3 of section 1 of this resolution.
 - 8 Ensure that liaison statements are submitted as soon as possible after all meetings, with copies to the study group chairmen and BDT. Liaison statements must contain the information described on the *Template for liaison statements* described in Annex 4 to this resolution. BDT may provide assistance in distributing the liaison statements.
 - 9 Oversee the quality of texts up to and including the final text submitted for approval.
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