

Advance Training Course

Strengthening Asia and the Pacific Engagement in ITU Conferences (SAPEIC)

Modules 3 and 4

WTDC Resolutions – Objective, Structure, and Life Cycle

ITU Regional Office for Asia and the Pacific

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Prof. Ahmad R. Sharafat

WTDC Preparatory Process

Regional Telecommunication/ICT Organizations (RTOs) coordinate **regional activities** for WTDCs. RTO for Asia and the Pacific is APT.

- To assist APT members in their preparations for WTDCs.
- To develop **APT Positions** and **APT Views**.
- To develop proposals from APT members, coordinate regional interest, and submit **APT Common Proposals** to WTDCs.
- To coordinate and assist APT members during the WTDCs.

WTDC Preparatory Process: APT Overview

APT WTDC-Prep consists of the **Plenary**, a **Chair**, **Vice Chairs**, **3 Working Groups**, and a **Steering Committee**, assisted by **APT Secretariat**.

- Working Group 1 (WG1): **Programmes, Study Groups**, and **Associated Questions**.
- Working Group 2 (WG2): **Working Methods, Declaration** and **Action Plan**, and **General ICT Development Issues**.
- Working Group 3 (WG3): **Regional Initiatives, Draft Strategic Plan of ITU-D**, and **other issues not covered by WG1 and WG2**.

Contributions

- Contributions are vital for the Conference, i.e., work is **contribution driven**.
- **Relevant, clear, concisely written, and well-structured** contributions are essential to the success of the Conference.
- The Conference depends entirely on the **timely** submission of relevant, and quality contributions.
- Without quality contributions, Conference cannot move forward.



Contributions

- Single Administration/Organization contribution
- **Regional / multi-Administration** contribution
- Should be **well-written**, have a **logical order**, and easily understandable by others
- Should be **clear, concise**, and **to the point**
- Should preferably be **coordinated** with other regions / stakeholders

Resolutions

- **Streamlining** existing resolutions (deleting outdated clauses, or suppressing a resolution to avoid duplicating PP resolutions)
- **Revising** existing resolutions to reflect new directions or requirements
- **Drafting** new resolutions (new topics)

Resolutions

Structure, preparation, and presentation:

- Preamble and operative clauses.
 - Resolutions must have actionable items (not statements or declarations)
- Commonly used specific language and words/phrases
- Attractive and convincing
- Effective presentation

Resolutions

Structure:

- **Number**
- **Title**
- **Preamble**
- **Operative** clauses
- **Annexes**

Resolutions - Number

Structure:

- Number: e.g., RESOLUTION 1
- Sequential, decided by the editorial committee

Resolutions - Title

Structure:

- **Title:** e.g., Rules of Procedure of the ITU Telecommunication Development Sector
- **Clear, to the point, short, and attractive**

Resolutions - Preamble

Structure:

- **Preamble:** e.g., *considering, considering also, noting, recognizing, etc.*
- Background and other **relevant** internationally adopted documents
- Each section may have one or more paragraphs

Resolutions – Operative Clauses

Structure:

- **Operative** clauses: e.g., *resolves, decides, instructs, invites, etc.*
- Actions
- Each section may have one or more paragraphs
- Governments and Administrations may be invited, but cannot be instructed

Resolutions - Annexes

Structure:

- **Annexes:** e.g., forms, templates, and details

Resolutions

WTDC-22 Final Report – Part IV – Resolution 2

RESOLUTION 2 (Rev. Kigali, 2022)

Establishment of study groups

The World Telecommunication Development Conference (Kigali, 2022),

considering

that the mandate for each study group needs to be clearly defined, in order to avoid duplication between study groups and other groups of the ITU Telecommunication Development Sector (ITU-D) established pursuant to No. 209A of the ITU Convention and to ensure the coherence of the overall work programme of the Sector as provided for in Article 16 of the Convention;

that, for carrying out the studies entrusted to ITU-D, it is appropriate to set up study groups, as provided for in Article 17 of the Convention, to deal with specific task-oriented telecommunication questions of priority to developing countries,¹ taking into consideration the ITU strategic plan and goals, and prepare relevant outputs in the form of reports, guidelines and/or Recommendations for the development of telecommunications/information and communication technologies (ICTs);

the need as far as possible to avoid duplication between studies undertaken by ITU-D and those carried out by the other two Sectors of the Union;

the results of the studies under the study Questions adopted by the World Telecommunication Development Conference (Dubai, 2014) and the World Telecommunication Development Conference (Buenos Aires, 2017) and assigned to the two study groups,

resolves

1 to continue the work within the Sector of two study groups, with a clear responsibility and terms of reference, as set out in Annex 1 and Annex 3 to this resolution;

Contribution Objectives



Preparing Contributions – Guidelines and Tips



Clearly state the **objective**, provide a **rationale** and describe the **proposal**.



Use **international terminology**, keep the preamble **short**, and carefully consider the **precedence** of higher Instruments (PP, etc.).



Concise, clear, and **to the point** writing in **universally understood language**.



Avoid unnecessary details, tables, or statistics.

Major Elements of a Contribution – A Closer Look



Abstract is a brief outline of the contribution.



Rationale outlines the reasons and states the justification for the proposals you are making.



Proposal is what you are asking the Conference to adopt. It **cannot** be **vague** or **ambiguous**.



Proposal is the most important section of contribution and can be placed after Rationale at the very end of the contribution.

Expectations – A Closer Look



Directives to Members are not obligatory but advisory.



Directives to Study Groups and Advisory Groups are only effective if driven by member contributions.

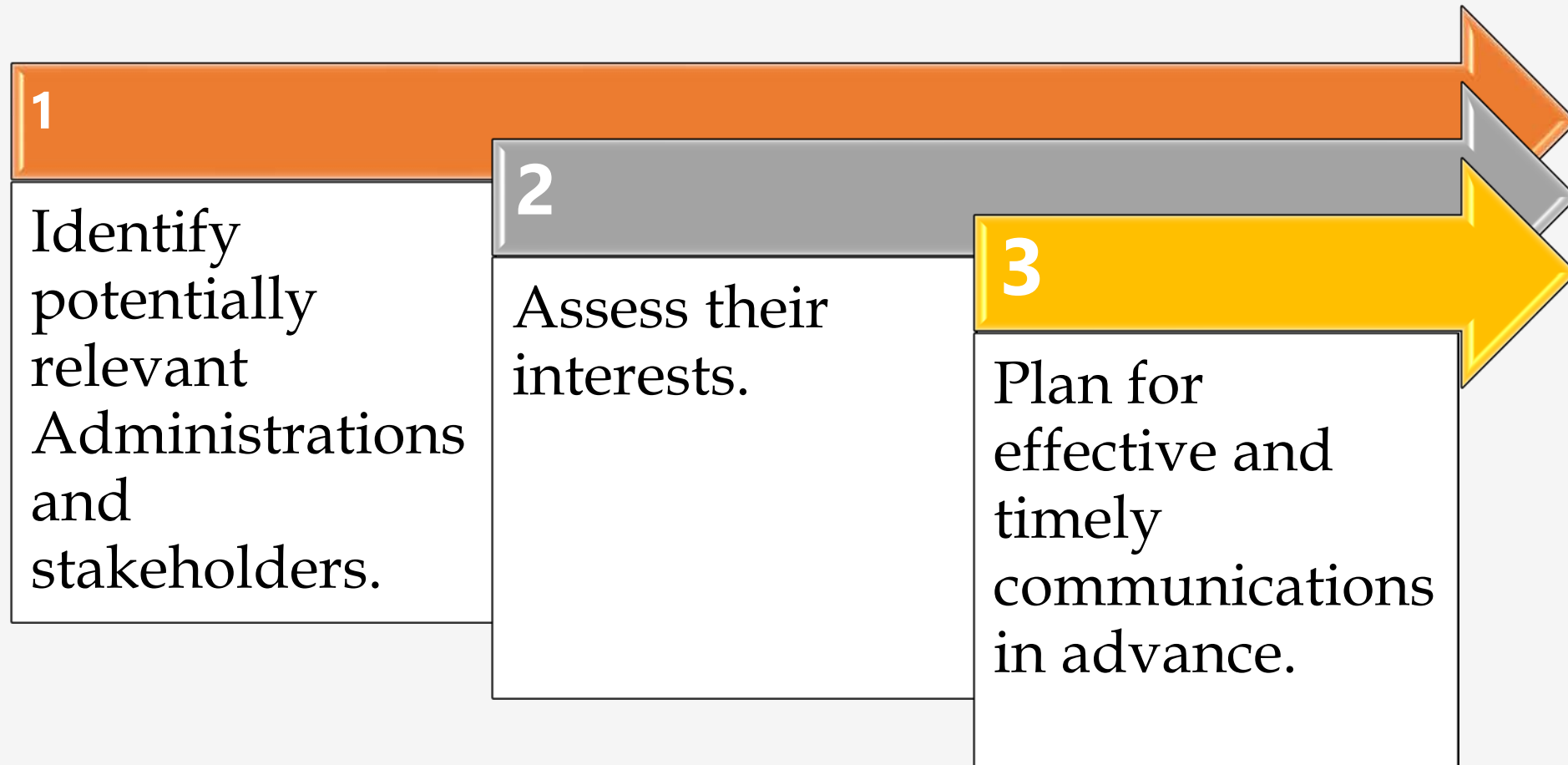


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Coordination Steps and Strategies



How to Find Like-Minded Participants

- Check Participants Lists from current & past meetings.
- Check the contacts of current or past contributions that are relevant (*contact details are included in the footer of each contribution*).
- Reach out to the Management team or Secretariat.
- Don't be shy but be logical!!

To Do List Prior to Your Presentation



It is important to check **when** your contribution is scheduled for presentation, to be in the room **well before** and **ready** to present.



Know your contribution **thoroughly before presenting**, so that you would be able to answer any questions that may arise.

How to Present Your Contribution



Your presentation should be **short** but contain all the key points. It should **emphasize the proposal**. Depending on the content, presentations can be as short as **2 minutes**.



You should **avoid reading the text of the contribution verbatim**. Instead, focus on the **key aspects** of your proposal and **why the proposal is sound, valid, and timely**.

General Tips for Presentation

- Make effective use of **formalities**.
- Use **consistent** language.
- Don't hesitate to **moderately use repetition** for emphasis.
- **Modulate your voice:** loud, silent, animated, and steady.
- Strategically use **pauses** – become comfortable with silence.
- Identify and be aware of **crutch words** (e.g., “um,” “ah,” “actually,” “really,” “literally,” “just,” “quite,” “a lot.” and other similar words) to avoid them.

Responding to Questions



Hands-on Exercises

- **Streamlining** an existing resolution (Resolution 20)
- **Revising** an existing resolution (Resolution 2)
- **Drafting** a new resolution (AI, Impersonation, and Fake News)

Hands-on Exercises – Streamlining an Existing Resolution

- TDAG Working Group on Streamlining Resolutions:
 - suppressing the whole WTDC Resolution;
 - suppressing the text which contains dispositions already contained in PP Resolutions;
 - merging WTDC Resolutions containing similar matters
- [Streamlining Resolution 64 \(Rev. Kigali, 2022\) - Protecting and supporting users/consumers of telecommunication/information and communication technology services](#) to delete references to COVID-19
- Suppressing WTDC Resolution 20 as it is the same as PP-2022 Resolution 64

Hands-on Exercises – Revising an Existing Resolution

- TDAG Working Group on Future Study Questions:
 - to assist ITU membership in their preparations for the next WTDC by **proposing specific changes to Resolution 2** (Rev. Kigali, 2022) on the scope of ITU-D study Questions, their number, titles, and terms of reference, taking into consideration the evolution of ICTs, priorities of ITU membership, as well as current and past activities/outcomes of ITU-D study groups.
- [Revised draft proposal of the deliverable of TDAG-WG-futureSGQ](#)
- Reduced the number of Study Questions from 7 to 5 per Study Group for **improving efficiency** without deleting any topic from the current study topics by merging and combining topics. Also adding two new topics that are becoming increasingly important for development.

Hands-on Exercises – Drafting a New Resolution

- Empty template
- Title
- Operative clauses (objectives)
- Preamble

Summary

- **Terminology** and **wording** as well as **content** are crucial.
- **Creative** and **carefully crafted text** + **Cooperation** + **Flexibility** => **Success.**
- **Do NOT** read the entire proposal, articulate instead.
- Presentation should be **concise** and **clear**, focus only on **important and relevant points**.
- Be **prepared to anticipate questions and provide convincing answers**.

Questions?