- Role of the Council
- Composition
- Structure and functioning of the Council
- Structure and functioning of the Council Working Groups & Expert Groups
- Who is invited to the annual ordinary session?
- How is the draft agenda set?
- Key dates in the annual ordinary session’s preparatory process
- Roll out of the annual ordinary session
- Discussion
- Decision-making process
- Documents
- Time management plan
- Key things to do before the Council and organizational matters
Role of the Council
Composition
(CV 54; Res. 164, Guadalajara, 2010)

48 MEMBER STATES

Region C
Eastern Europe and Northern Asia (5 seats)

Region D
Africa (13 seats)

Region B
Western Europe (8 seats)

Region A
Americas (9 seats)

Region E
Asia and Australasia (13 seats)

DURATION

1 2 3 4

Elected for approximately a four-year term (between two ordinary Plenipotentiary Conferences)
Council 2019-22: Composition

- **Region A (9 seats)** (Americas)
  - Argentina, Bahamas, Brazil, Canada, Cuba, El Salvador, Mexico, Paraguay, United States

- **Region B (8 seats)** (Western Europe)
  - France, Germany, Greece, Hungary, Italy, Spain, Switzerland, Turkey

- **Region C (5 seats)** (Eastern Europe and Northern Asia)
  - Azerbaijan, Czech Republic, Poland, Romania, Russian Federation

- **Region D (13 seats)** (Africa)
  - Algeria, Burkina Faso, Côte d’Ivoire, Egypt, Ghana, Kenya, Morocco, Nigeria, Rwanda, Senegal, South Africa, Tunisia, Uganda

- **Region E (13 seats)** (Asia and Australasia)
  - Australia, China, India, Indonesia, Iran (Islamic Rep. of), Japan, Korea (Republic of), Kuwait, Pakistan, Philippines, Saudi Arabia, Thailand, United Arab Emirates
Structure and functioning of the Council

1. Chair and Vice-Chair elected for one year
2. One annual ordinary session of 9 days
3. 5 Council Working Groups and 1 Expert Groups
4. Can hold consultations during the year
5. Can take decisions by correspondence between sessions
Structure and functioning of the Council Working Groups & Expert Groups

- Created by the Council on specific issues and priorities
- Chairs and Vice-Chairs elected by the Council
- Meet twice a year during cluster of WG meetings
- Report to the Council
<table>
<thead>
<tr>
<th>COUNCIL WORKING GROUPS (CWGS)</th>
<th>OPEN TO</th>
<th>CURRENT CHAIRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWG on Financial and Human Resources (Dec. 563, C13)</td>
<td>Member States Sector Members</td>
<td>Mr Dietmar Plesse (Germany)</td>
</tr>
<tr>
<td>CWG on WSIS &amp; SDGs (R 1332 and 1334)</td>
<td>Member States Sector Members</td>
<td>Mr Vladimir Minkin (Russian Federation)</td>
</tr>
<tr>
<td>CWG on international Internet-related Public Policy Issues (R 1336)</td>
<td>Member States</td>
<td>Mr Majed Al Mazyed (Saudi Arabia)</td>
</tr>
<tr>
<td>CWG on Child online protection (Res. 179)</td>
<td>Member States Sector Members “ad hoc experts and COP Partners” as per decision of the 2012 Council</td>
<td>Mr Abdelaziz Al Zarooni (United Arab Emirates)</td>
</tr>
<tr>
<td>CWG on the use of the six official languages (Res. 154)</td>
<td>Member States</td>
<td>Ms Monia Jaber Khalfallah (Tunisia)</td>
</tr>
<tr>
<td>EG-DEC.482 - Council Expert Group on Decision 482</td>
<td>Member States Sector Members</td>
<td>Mr Nikolay Varlamov (Russian Federation)</td>
</tr>
<tr>
<td>Expert Group on the International Telecommunication Regulations (EG-ITRs) (Res. 146, R1379)</td>
<td>Member States Sector Members</td>
<td>To be reconvened by Council 2019</td>
</tr>
</tbody>
</table>
Who is invited to the annual ordinary session?

Member States of the Council

Observers

- Observer Member States
- State of Palestine
- Observer Sector Members (3 per Sector)
- 6 Regional Telecommunication Organizations
- United Nations
- Specialized Agencies if matters of interest are discussed
How is the draft agenda set?

- Items requested by Rule 4 of the Rules of Procedure
- Report of the Council Working Groups (CWGs)
- Items proposed by Member States (MS)
- Report from the secretariat as requested by PP/Council
- Items proposed by the UN or a specialized agency
- Items proposed by a Conference or Sector of the Union
Key dates in the preparatory process

- 3 months
  • Invitation and preliminary draft agenda sent

- 2 months/8 weeks
  • Publication of documents from the Secretary-General with financial implications
  • New agenda items to be communicated to the Secretary-General

- 7 weeks
  • Publication of draft biennial budget

- 4 weeks
  • Publication of documents from the Secretary-General
  • Draft time management plan made available

- 14 calendar days
  • Contributions from Member States shall be received by the secretariat to ensure timely translation and thorough consideration
Roll-out of the annual session in Geneva

- Informal meeting
- Inaugural Plenary
- Plenaries
- Standing Committee on Administration and Management (SC-ADM)
- Steering Committee meetings
- Ad hoc drafting group
Inaugural Plenary meeting

- Election of Chair and Vice-Chair of Council and SC-ADM
- Adoption of the Agenda and Allocation of documents
SC-ADM Committee (RPC rule 12)

- Two-year chairmanship
- Considers allocated documents
- Prepares draft Decisions, Resolutions, and a report to PL
- Does not meet during PL
- Debates are webcast
- No final decision-making power
- No vote
- No summary record
Steering Committee

Composed of Chair and Vice-Chair of the Council and Chair and Vice-Chairs of SC-ADM

In practice Chairs of Council Working Groups also invited to attend

Responsible for the smooth running of Council work and scheduling of meetings

Meets around 4 times during a session
**Discussion**

- Interpretation is provided in the six official languages of the Union for plenaries and SC-ADM, and these sessions are webcast.
- The Chair directs the debates and shall ensure that discussion is limited to the point of issues.
- Member States of Council present contributions they have submitted.
- Observers representing the UN or one of its specialized agencies can contribute to the discussion.
- Observer Member States can be granted the floor only after Member States of the Council, and can speak only once on any given agenda item (not on any document), and in accordance with the Rules of Procedure of the Council Nos. 7 and 11.
- No contribution, either written or oral, shall be permitted by the Observer Sector Members.
Decision-making process

- Right to vote
- Consensus
- Quorum
- Case of votes
  - Types of votes
  - Majority
  - Consequences of abstention
  - Prohibition of interruption
- Forms of Plenary conclusions
Documents of the Council session

Input documents
- DOC
- ADM
- INF

In session documents
- DT
- DL
- DOC

Outcome documents
- Resolutions and Decisions
- Summary Records
The time management plans for Plenary and for SC-ADM are contained in documents DT/2 and DT/3, respectively. There is also an online version which contains links to the current documents, webcast and captioning of the session, relevant summary record and resolution or decision, as well as links to relevant websites. This is an example from C18:
Key things to do before the Council:
Consult the Rules of Procedures and download the documents!

ITU Council is a totally paperless meeting. Documents and Council highlights can be accessed through:
- the website: itu.int/council
- the sync app to be downloaded in advance

A TIES access is necessary. Request can be made at http://www.itu.int/TIES/.

ROPs are available at:
https://www.itu.int/en/council/Pages/documents.aspx
Key things to do before the Council:
Room reservation and social event sponsoring

To book a room delegates are invited to contact:

**Room Management**

- Office V247 (2nd floor Varembé Building)
- Opening hours: 8:30-12:30 / 13:30-17:30
- Contact: room.management@itu.int
- Tel.: +41 22 730 6250 / 5746

To sponsor a coffee break or a reception please contact Protocol: protocol@itu.int
Key things to do before the Council:
Travel and visa support

**CV57** applies only to the Councillor of each Member State of the Council belonging to the category of developing countries.

Councillors may wish to contact the ITU travel section for more information at travel@itu.int or christine.marechal@itu.int
Organizational matters:
Seating Plan

- Member State delegations
- Delegations of Observer Member States Including State of Palestine
- UN and UN specialized agencies
- Observer Sector Members
- RTOs
Organizational matters:
IT info

ITU Wi-Fi
- Password: itu@GVA1211

Blue-cap technicians
- For technical support, approach the staff wearing blue caps
- Located in the front of the room
- Wired internet cables are available upon request

Service Desk
- Varembé building (V29)
- Call 6666 from any fixed phone in ITU
Organizational matters:
Safety and security

- **Security** can be physically contacted in front of the Popov Room or at the ITU Montbrillant Building Access Point.

- Delegate Access to ITU premises: via the MBT Bldg. Access Point: 24-hour/day (Mon-Fri); via the Tower Bldg. Access Point: 07:00-20:00 (Mon-Fri); Weekend exclusively via MBT Bldg.

- To contact Security, call #119 (or by pushing the emergency button) on all the ITU premises telephones.

- **ITU Medical Services** is located in the Varembé Building on the ground floor.

- **Lost and Found** items can be reported to Security at the Montbrillant Building Access Point.
For any questions

Governing Bodies Secretariat

gbs@itu.int