ITU Plenipotentiary Conference 2022

26 September – 14 October
Bucharest, Romania

Introduction to PP-22

February 2022

ITUPP

BUCHAREST2022

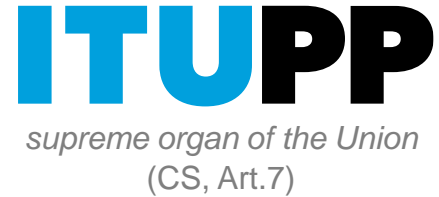26 September - 14 October 2022
Bucharest, Romania

General overview

1. What is the ITU Plenipotentiary Conference?

2. Who can participate?

3. Proposed structure and timeline for the Plenipotentiary Conference

4. How to prepare for the Plenipotentiary Conference?

Status and objectives

ITUPP

supreme organ of the Union
(CS, Art.7)

Determines the general policies for fulfilling the purposes of the Union	Elects the management team of the Union, the Council Member States and RRB Members	Amends CS & CV Adopts the Financial Plan & Strategic Plan
Held every **4** years	During **3** weeks	Attending **+2000** participants

Agenda of the Conference
Stated in Article 8 of the ITU Constitution

a) determine the general policies for fulfilling the purposes of the Union prescribed in Article 1 of the Constitution;

b) consider the reports by the Council on the activities of the Union since the previous plenipotentiary conference and on the policy and strategic planning of the Union;

c) establish the basis for the budget of the Union and determine, in the light of its decisions taken on the reports referred to in No. 50 of the Constitution, related financial limits until the next plenipotentiary conference, after considering all relevant aspects of the work of the Union in that period;

d) establish, using the procedures described in Nos. 161D to 161G of the Constitution, the total number of contributory units for the period up to the next plenipotentiary conference on the basis of the classes of contribution announced by Member States;

e) provide any general directives dealing with the staffing of the Union and, if necessary, fix the basic salaries, the salary scales and the system of allowances and pensions for all the officials of the Union;

f) examine the accounts of the Union and finally approve them, if appropriate;

g) elect the Member States which are to serve on the Council;

h) elect the Secretary-General, the Deputy Secretary-General and the Directors of the Bureaux of the Sectors as elected officials of the Union;

i) elect the members of the Radio Regulations Board;

j) consider and adopt, if appropriate, proposals for amendments to the Constitution and the Convention, put forward by Member States, in accordance with the provisions of Article 55 of the Constitution and the relevant provisions of the Convention, respectively;

k) conclude or revise, if necessary, agreements between the Union and other international organizations, examine any provisional agreements with such organizations concluded by the Council on behalf of the Union, and take such measures in connection therewith as it deems appropriate;

l) adopt and amend the Rules of Procedure of conferences and other meetings of the Union;

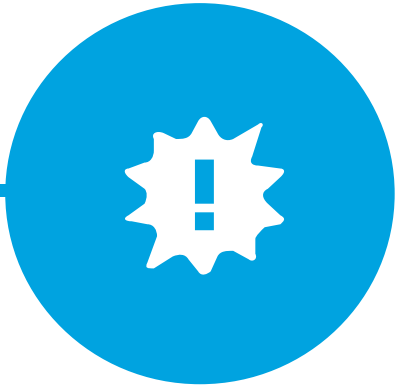m) deal with such other telecommunication questions as may be necessary.

Plenipotentiary Conference 2022 (PP-22)

ITU's 21st Plenipotentiary Conference will be held in Bucharest, Romania, from Monday, 26 September to Friday, 14 October 2022 in Bucharest's famous **Palace of Parliament.**

The Palace of Parliament (Senate and Chamber of Deputies), also known as the People's House, is the seat of the Parliament of Romania. The building also houses three museums and an international conference center. It is the second largest administrative building for civilian use in the world.

Key features of PP-22

Council 2021 decided to make PP-22:

- As green as possible
- Gender-responsive
- Inclusive

Invitations have been sent to the following categories of entities entitled to participate (ref. CV/Art. 23):

- Member States [CV/268]
  - CL-21/40: Invitation on behalf of the Government of Romania
  - CL-21/41: Invitation from the ITU Secretary-General
- Palestine [Res. 99 (Rev. Dubai, 2018)]
- Observers which participate in an advisory capacity (Annex 2 to Res. 145 (Antalya, 2006)):
  - the United Nations [CV/269A]
  - regional telecommunications organizations [CV/269B]
  - intergovernmental organizations operating satellite systems [CV/269C]
  - specialized agencies of the United Nations and the International Atomic Energy Agency [CV/269D]
  - DM-21/1021: Invitation from the ITU Secretary-General
- Observers which do not participate in an advisory capacity (Annex 3 to Res. 145 (Antalya, 2006)):
  - Sector Members referred to in CV/229 (recognized operating agencies, scientific or industrial organizations and financial or development institutions) and CV/231 (regional and other international telecommunication, standardization, financial or development organizations)
  - DM-21/1022: Invitation from the ITU Secretary-General

Who participated in the last PP?

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ITU PLENIPOTENTIARY CONFERENCE - 2018 PARTICIPATION

2363
Participants representing

180
Member States

75
Observer organizations

83
Ministers

42
Deputy Ministers

Conference structure

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BASED ON
ITU PLENIPOTENTIARY CONFERENCE - 2018

COMMITTEE 1	COMMITTEE 2	COMMITTEE 3	COMMITTEE 4	COMMITTEE 5	COMMITTEE 6	WORKING GROUP OF THE PLENARY (WG-PL)
Steering Committee	Credentials	Budget	Editorial	Policy and legal issues	Administration and management	Issues related to public policies

Committees' terms of reference
Based on PP-18

COMMITTEE 1
Steering Committee

Coordinate all matters connected with the smooth execution of work and plan the order and number of meetings, avoiding overlapping wherever possible in view of the limited number of members of some delegations (No. 67 of the General Rules).

Committees' terms of reference

Based on PP-18

COMMITTEE 2
Credentials

Verify the credentials of delegations and report on its conclusions to the Plenary Meeting within the time specified by the latter (No. 68 of the General Rules).

Committees' terms of reference
Based on PP-18

COMMITTEE 3
Budget

Determine the organization and the facilities available to the delegates, examine and approve the accounts for expenditure incurred throughout the duration of the Conference and report to the Plenary Meeting on the estimated total expenditure of the Conference and on the estimated costs entailed by the execution of the decisions of the Conference (No. 71 and 73 of the General Rules).

Committees' terms of reference
Based on PP-18

COMMITTEE 4
Editorial

Perfect the form of the texts to be included in the Final Acts of the Conference, without altering the sense, for submission to the Plenary Meeting (No. 69 of the General Rules).

Committees' terms of reference
Based on PP-18

COMMITTEE 5
Policy and legal issues

Consider reports and proposals related to policy matters of the Union, including the reports submitted by the Council on the activities of the Union, recommend appropriate decisions with respect to the activities of the General Secretariat and the three Sectors, examine proposals for amending the Constitution, Convention, General Rules and Optional Protocol and, taking into account relevant reports and recommendations from Committee 6 and the Working Group of the Plenary, recommend all appropriate actions to the Plenary. Consider any other questions of a legal nature raised during the Conference and transmit to Committee 6 matters having financial implications.

Committees' terms of reference
Based on PP-18

COMMITTEE 6
Administration and management

Consider the draft Strategic Plan and other reports and proposals relating to the Strategic Plan, examine relevant reports and proposals on the general management of the Union, in particular those relating to financial and human resources and relevant parts of the reports submitted by other Committees and Working Groups; prepare draft financial policies and a draft financial plan for 2024-2027 and recommend to the Plenary all appropriate decisions related to the management of the Union's activities; transmit to Committee 5 matters requiring amendments to the Constitution, Convention and the General Rules
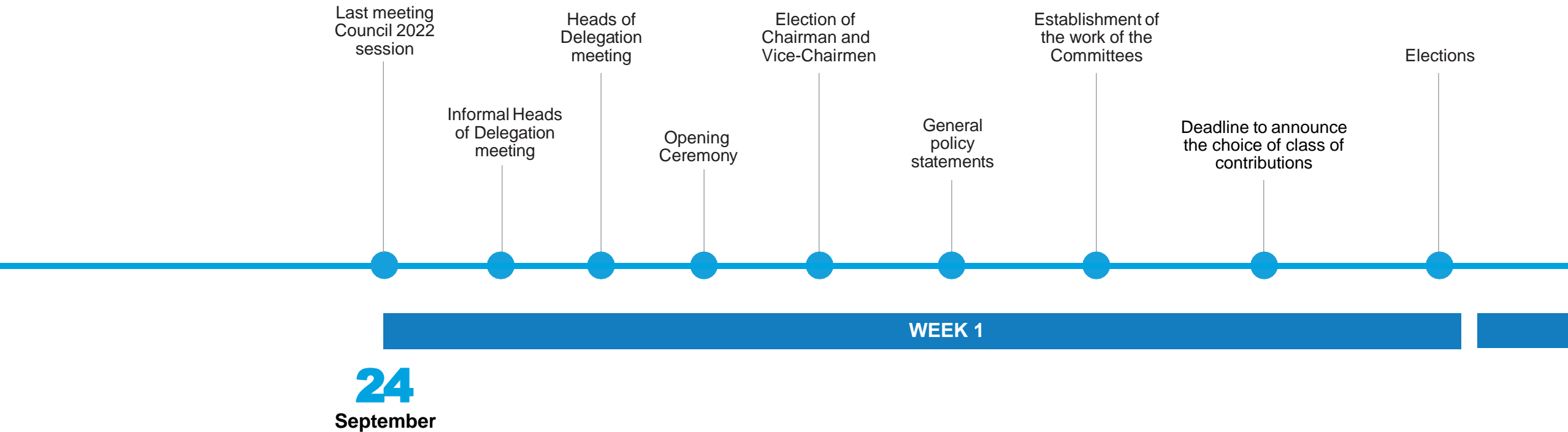
Committees' terms of reference

Based on PP-18

WORKING GROUP OF THE PLENARY (WG-PL)
Issues related to public policies

Consider reports and proposals and recommend appropriate actions with regard to issues related to public policies, including Internet, and other general matters; and transmit to Committee 5 matters requiring amendments to the Constitution, Convention and General Rules, and to Committee 6 matters having financial implications.
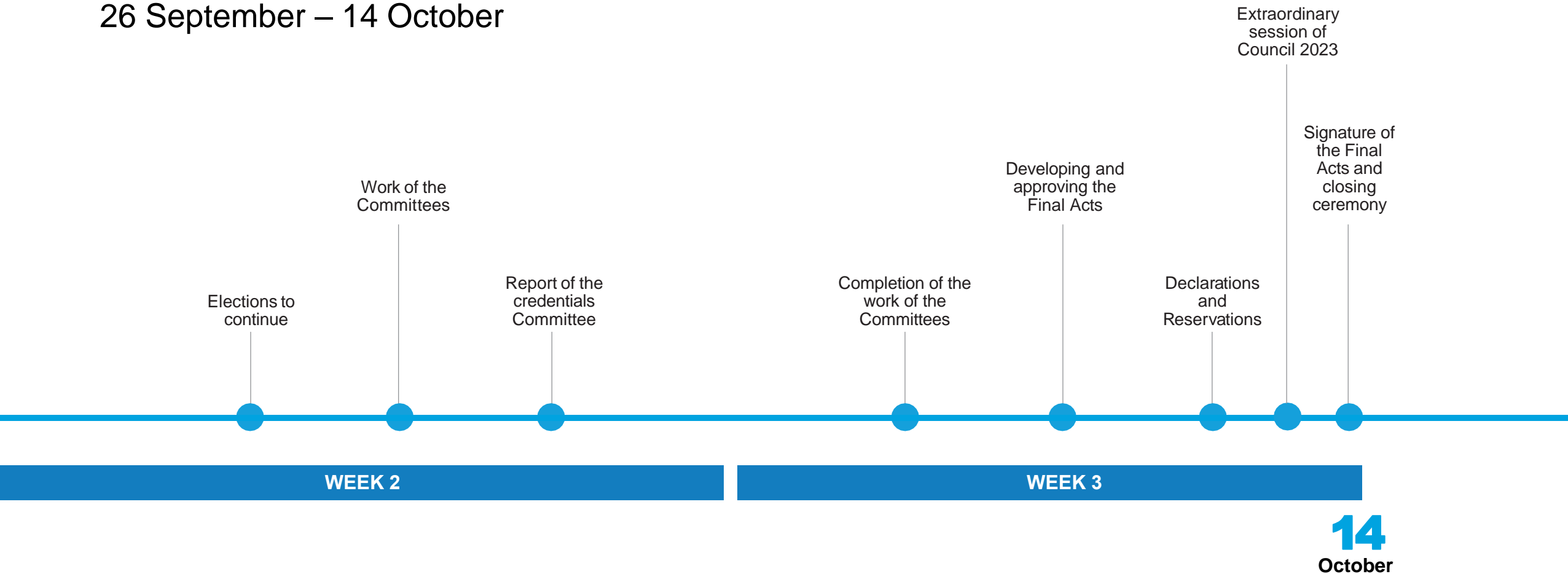
Conference timeline
26 September – 14 October

Last meeting
Council 2022
session

Informal Heads
of Delegation
meeting

Heads of
Delegation
meeting

Opening
Ceremony

Election of
Chairman and
Vice-Chairmen

General
policy
statements

Establishment of
the work of the
Committees

Deadline to announce
the choice of class of
contributions

Elections

WEEK 1

24
September

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www.itu.int 19

Conference timeline

26 September – 14 October

Extraordinary session of Council 2023

Signature of the Final Acts and closing ceremony

Work of the Committees

Developing and approving the Final Acts

Elections to continue

Report of the credentials Committee

Completion of the work of the Committees

Declarations and Reservations

WEEK 2	WEEK 3

14
October

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Choice of class of contributory units

Member States are free to choose their class of contributory units within the limits of the scale set for in Art. 33 of the Convention subject to CS 165.

Council 2021 agreed to **fix the provisional amount of the contributory unit (CU) at 318,000.00 Swiss francs (CHF)** for the period 2024-2027.

Choice of class of contributory units

From the 40 unit class to the 2 unit class: in steps of one unit

Below the 2 unit class, as follows:

1 1/2 unit class

1 unit class

1/2 unit class

1/4 unit class

1/8 unit class*

1/16 unit class*

Only Member States listed by the UN as LDCs and those determined by the Council

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Choice of class of contributory units

31 December 2021 was the deadline to announce the provisional choice of class of contribution for the period 1 January 2024 to 31 December 2027. It will allow the secretariat to prepare the draft financial plan 2024-2027.

The PP will fix the definitive value of the contributory unit and the final date for the definitive choice of class of contributory unit.

Prepare your proposal through the conference proposal interface (CPI)

To prepare Your documents

The electronic tool CPI facilitates the preparation and submission of proposals from authorized membership during a Conference.

It allows easy tracking of proposals through the Proposals Management System.

It facilitates the search in the current collection of basic texts of the ITU adopted at the last Plenipotentiary Conference.

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https://www.itu.int/net4/proposals/CPI/PP22

Deadlines for submitting contributions

26
January
2022

Proposals to amend
CS and CV

Ref: CS 224, CV 519,
Res.114 (Marrakesh, 2002)

26
May
2022

Other proposals for
the work of the
conference

(Ref: No. 40 of
the General Rules)

5
September
2022

FIRM DEADLINE
to ensure translation of
the document

(Ref: Res. 165 (Rev. Dubai,
2018))

Composition of delegations and registration

- Registration is an individual process. All registration requests are then submitted to the Member State's focal point for approval.

- All delegates must be in possession of an ITU user account in order to register.

- Registration will open in May 2022.

- Requests for visa support must be made at the time of registration. Such requests will be handled by the Host Country, not ITU.

TIES and ITU User account

- In addition to the ITU User Account necessary for registration, delegates should also ensure that their ITU User Account has TIES access.

- TIES access allows you to access ITU information resources including contributions and other in-session working documents.

- To request TIES access, log on to your ITU User Account and click on "Request TIES access".

- Your request will be submitted to the TIES focal point of your organization for approval.

- If you are the TIES focal point, you are encouraged to review the list of users with TIES access to ensure that only approved delegates have access.

Credentials

- Registration of delegates does not exempt Member States from the need to submit an original credentials document.

- Credentials must fulfill one of the following criteria:
  - ✓ Confer full power on the delegation;
  - ✓ Authorize the delegation to represent its government without restrictions;
  - ✓ Give the delegation, or certain members, the right to sign the final Acts.

- Credentials must be signed by the Head of State, Head of Government, Ministry of Foreign Affairs.

- Template is available at https://www.itu.int/pp22/participation/credentials/

Submit a candidature
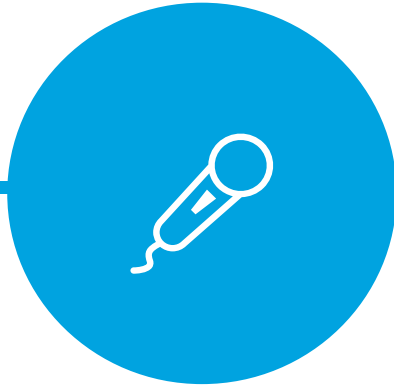
The PP elects:

- the Secretary-General

- the Deputy Secretary-General

- BR Director

- TSB Director

- BDT Director

- 12 members of the Radio Regulations Board (RRB)

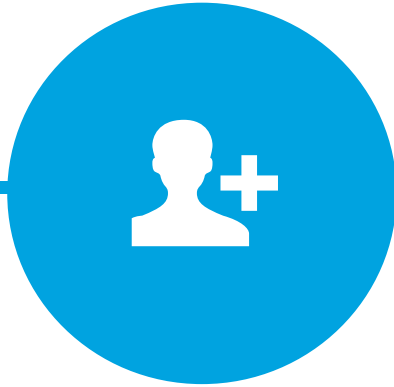- 48 Members of the ITU Council

Submit a candidature

- All candidatures must reach the Secretary-General not later than 23h59 Geneva time on Monday, 29 August 2022 (ref. No. 170 of the GR).

- For Elected Official and RRB positions, the candidature should be sent with name, CV and vision statement (in Word version), and photo.

- All candidatures are posted on PP-22 website at https://www.itu.int/pp22/elections/candidates/

Policy statements

- High-ranking officials will be invited to deliver policy statements addressing the overall theme of the Conference. More information and suggested guidelines will be sent in May 2022.

- Policy statements will be delivered from the podium.

- Each intervention will be limited to 3 minutes.

- A full and longer speech can be posted on the ITU PP website.

- Requests should be made online on the PP website from May onwards at https://www.itu.int/pp22/policy-statements/request-a-slot/.

Proposing tellers for elections and votes

- Each team of tellers is composed of 5 tellers (one teller for each administrative region: A, B, C, D, E).

- Tellers shall be designated by the Chair of the Conference based on informal consultation with regions (GR 176).

- Teams of tellers will be established. One team is used for the different rounds of the same election.

- Regions are encouraged to send their nominations for tellers to the secretariat in advance of the conference.

Proposing Chairs and Vice-Chairs

- General Rules, No. 49. Proposals for chairs and vice-chairs of the conference and its committees should take into account the principle of rotation, gender balance, geographical distribution, and the necessary competencies.

- Proposals are made by the ITU Secretary-General in consultation with the regions.

- The number of vice-chairs proposed will be in accordance with conference needs; 6 vice-chairs for PP-18.

- Submit your proposals to the ITU Secretary-General as soon as possible.

Greening the PP

- As part of an ongoing effort to systematically reduce the footprint of all ITU events, ITU and the Government of Romania are integrating environmental sustainability considerations in the planning of PP-22 with the aim to reduce event-related greenhouse gas emissions, energy consumption and waste.

- Delegates are encouraged to support the efforts, for example by favouring soft mobility and offsetting their travel emissions, choosing hotels in walking distance to the venue, supporting the paperless aim of the conference, bringing a reusable water bottle and switching off their equipment when not in use.

- Details about greening PP-22 and how delegates can support the greening aim can be found here.

A gender-responsive PP

- A gender-responsive event is one that aims to advance gender equality by upholding actions on agenda-setting, participation, governance, working environment, and decision-making which, when used collectively, can work as a system to accelerate, achieve, and sustain gender equality, as well as to achieve the Sustainable Development Goals by 2030 (SDG 5), and contribute to a gender equal and inclusive society.

- Council 2021 agreed to organize a gender-responsive PP.

- The Secretary-General is encouraging Member States to include more women in their delegation to reach at least 35% of women participants at PP-22.

A gender-responsive PP

- PP-22 will consider the following criteria:
  - ✓ An enabling and inclusive environment for meaningful and substantive participation of women and the advancement of gender equality;
  - ✓ Gender equality in participation and governance; and
  - ✓ Deliberations and decisions that advance gender equality.

- To promote a gender-balanced PP-22, with an active participation of women delegates, a training will be organized in advance of PP-22.

A gender-responsive PP

What can Member States do to advance a gender-responsive PP?

- Include more women in their delegation
- Nominate women for chair and vice-chair positions
- Nominate women for tellers
- Involve the gender regional NOW network in the preparatory process
- Mainstream a gender perspective in PP resolutions/decisions
- Nominate women to participate in the women training
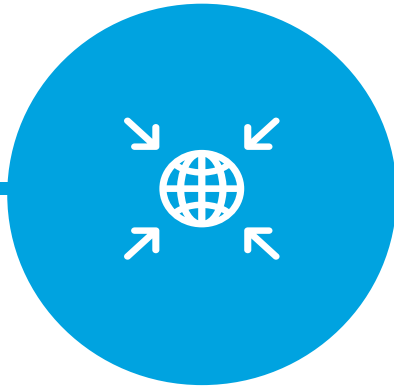
Host a social event

- Social events (coffee breaks, lunch time/evening receptions) are highly appreciated occasions where participants connect, network, and refresh between meetings during the Conference.

- The ITU Protocol Service maintains and coordinates a calendar of such events to inform Conference participants.

- Interested parties planning to host a social event must first liaise with the ITU Protocol Service via protocol.service@itu.int before proceeding with any final arrangements.

- Further information can be found at https://www.itu.int/pp22/social-events/.

VIP participation

- Special arrangements, courtesies, and facilities will be extended to attending Heads of States and Government as well as Ministerial-level delegates.

- Courtesy/services will include, among others: access to the Bucharest international airport VIP lounge, access to the VIP lounge and VIP bilateral meeting rooms at the venue, Opening Ceremony special seating arrangements etc.

- Further information will be available in due course at https://www.itu.int/pp22/protocol-services/.
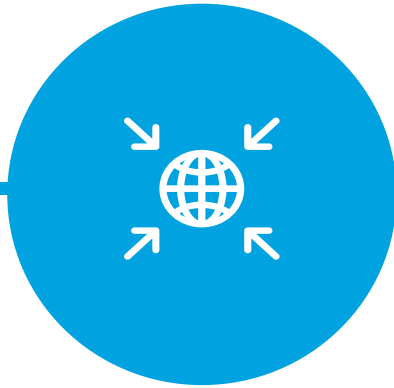
Room booking

- Meeting rooms within the Conference premises at the Palace of Parliament will be managed by the ITU secretariat.
- Delegations wishing to reserve a room are requested to contact the Room Reservations Service at conf-logistics@itu.int, with an indication of the time of the meeting and the number of participants.
- Requests will be processed on a first-come, first-served basis.
- During the Conference, the Room Reservation Service will be located in the Conference venue (exact office number TBD).

Room booking

Important information:

Meeting facilities at PP-22 are primarily reserved for the work of the Conference and due to the limited number of meeting rooms, and with a view of fairness to all participants the following terms and conditions will apply:

- The requests will be processed on a first-come, first-served basis and are restricted to 2 non-consecutive slots of 1.5 hours per day per delegation.
- The meeting rooms cannot be booked to serve as working space or office suites.
- When processing the requests, the following order of precedence will apply: 1) Committees of the PP and their working/drafting groups; 2) Member States and Regional Telecommunication Organizations; 3) Other Entities. Therefore, please take note that a reservation made in advance could be cancelled and rescheduled as and when necessary, according to the load of requests and the nature of the reservations.

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Regional preparatory meetings

The PP-22 regional preparatory process has started in all the regions. The calendar of meetings can be found on the PP-22 website: https://www.itu.int/pp/about/pp-preparatory/.

Informal inter-regional preparatory meetings

Council 2021 decided to hold informal inter-regional preparatory meetings as follows:

- 1st meeting in conjunction with C22 (21-31 March 2022);

- 2nd meeting after the deadline for Member States contributions (at least 4 months before, as per GR 40: 26 May 2022) during the second half of June 2022;

- 3rd meeting after the deadline for submission of candidatures (no later than 23.59 on the 28th day prior to the conference, as per GR 170: 23.59 on 29 August 2022) during the first week of September 2022; and

- a last meeting could be held virtually before the conference to advance some issues if necessary.
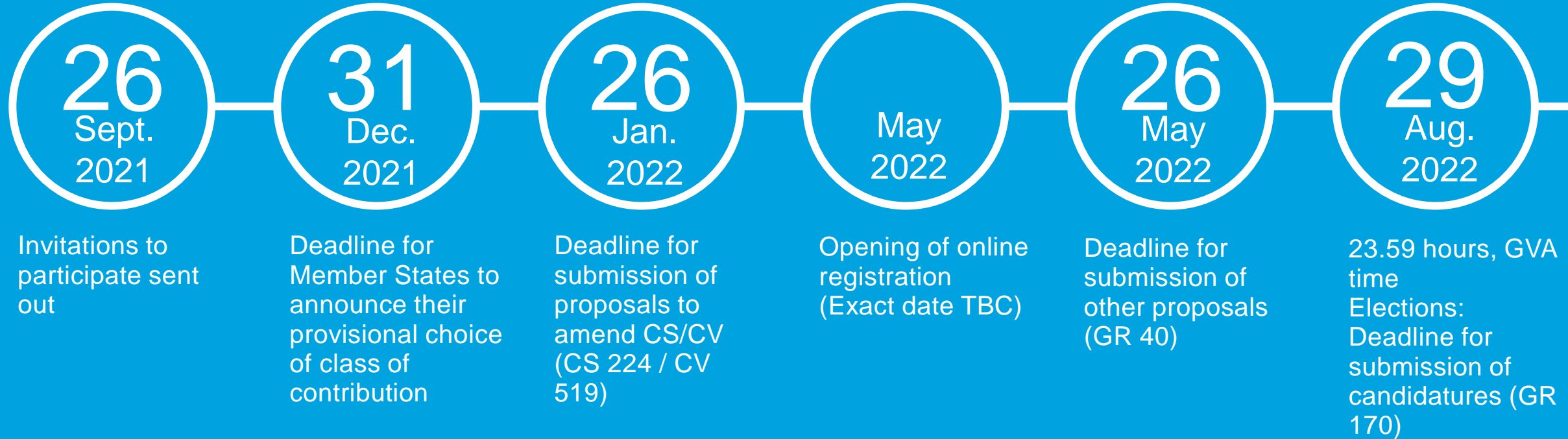
PP website and HC website

Further information on the PP-22 Conference can be found on the PP-22 website: www.itu.int/pp22.

Further information on Bucharest, visas, and hotel reservations can be found on the Host Country website: www.bucharestpp22.gov.ro.

Important deadlines

26 Sept. 2021	**31** Dec. 2021	**26** Jan. 2022	May 2022	**26** May 2022	**29** Aug. 2022
Invitations to participate sent out	Deadline for Member States to announce their provisional choice of class of contribution	Deadline for submission of proposals to amend CS/CV (CS 224 / CV 519)	Opening of online registration (Exact date TBC)	Deadline for submission of other proposals (GR 40)	23.59 hours, GVA time Elections: Deadline for submission of candidatures (GR 170) .

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Important deadlines

5
Sept.
2022

24
Sept.
2022

25
Sept.
2022

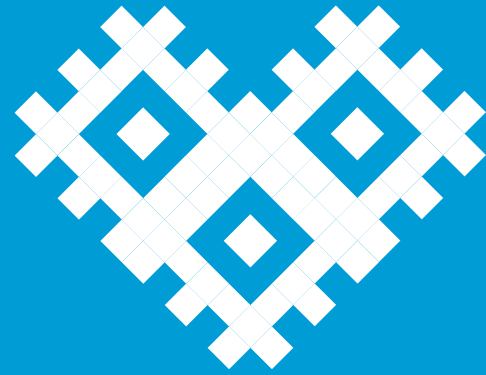**26**
Sept.
2022

Firm deadline for all contributions (Res. 165 (Rev. Dubai, 2018))

Last meeting of C22

Informal meeting of Heads of Delegation

Meeting of Heads of Delegation, Opening Ceremony, and First Plenary

Thank you!

For further info:
gbs@itu.int