

B Selection of topics, participants and locations

- The topics should be selected by the Secretary-General for their high-current interest to Member States and Sector Members.
- The Secretary-General shall select, and issue invitations to, relevant experts, after consultation with Directors of the Bureaux and taking into account proposals from the membership.
- In order to stimulate discussion, the target number of experts should be limited, while respecting the need for geographical balance among the Member States of the Union.
- The dates and topics of the workshops will be communicated to the membership of the Union well in advance to allow time for the submission of contributions and adequate preparation.
- Those who participate should preferably be experts in the subject under discussion and would participate in a personal capacity.
- Upon invitation, workshops may be held outside the headquarters of the Union.

C Finance and resources

- The meetings should be conducted in an efficient and cost effective manner, within the budget allocated by the Council.
- The expenditures incurred in organizing the Workshops, including any voluntary contributions, shall be presented in the accounts of the Union and will be subject to the Financial Regulations of the Union.

D Input and output documents

- Input documents shall include a background paper on the topic and a draft agenda. Where feasible, inputs should also include country case studies and presentations from participants.
- Any Member State or Sector Member may make an input to a Workshop.
- The participants shall determine the outputs of the workshop but they should, in no event, be considered as prescriptive regulatory outcomes or outputs with binding force.

E Information dissemination, technology transfer and education

- One of the objectives of the workshops should be to generate high quality, researched information that can be useful particularly for policy-makers and regulatory agencies, especially in developing countries.
- Each workshop should be accompanied by a website that would be used to inform the membership about the meeting and disseminate all the documentation from the meeting. Information generated could also be disseminated via the ITU News and other Union publications, and in other appropriate formats.
- As appropriate, the material developed shall be disseminated and may be used to assist with training programmes and in technology transfer and know-how.