

2 to prepare and make available appropriate drafting guidelines for authors for each conference, assembly or Council session on the length, format and layout and possible electronic application of documents, including suitable templates;

3 to avoid the reprinting of existing documents on paper which are accessible electronically and the constant re-issuing of amended texts unless absolutely justified, and, in respect of treaty-making conferences, to study the possibility, including the practical and legal implications, of dispensing with physical reprinting of texts (white, blue and pink) for each reading;

4 to study the correlation between meeting duration and volume of documentation with a view to developing indicative standards;

5 to investigate the possibility of extending the availability of suitable power outlets and local networking facilities to delegate positions in conference rooms,

encourages Member States and Sector Members to make every effort to contribute to reducing the volume of documentation by exercising restraint, in particular by requesting fewer or no paper copies of documents; making the greatest possible use of electronic document handling media; reducing the length of their contributions; and submitting documents for conferences in a timely manner,

further instructs the Secretary-General to report to Council-2000 on the implementation of this Resolution and its impact on meetings,

instructs the Directors of the Bureaux to report to Council-2000 on the procedures developed by the advisory groups and the resulting savings, as demonstrated by their trial application in a meeting or assembly,

instructs the Director of BDT to take account of this Resolution when implementing Resolution 66 (Rev. Minneapolis, 1998).

Ref.: Documents C99/116 and C99/133.

ANNEX A (to Resolution 1141)

Measures to be taken to reduce the volume and cost of documentation for ITU conferences and assemblies and the Council

1 Translation and reproduction of documents

- a) *Plenipotentiary conferences, radiocommunication conferences, world conferences on international telecommunications and the Council*
- Proposals by Member States, all reports by the secretariat produced in reply to instructions by a conference or the Council and any document resulting from the work of plenary meetings and committees shall be translated and published in the requisite languages⁵.

⁵ In accordance with the Constitution and Convention and taking into account the implementation of Resolution 103 (Minneapolis, 1998).