

GUIDE FOR THE DRAFTING/TRANSLATION/EDITING OF RESOLUTIONS, RECOMMENDATIONS, DECISIONS AND OPINIONS FOR WTSA-20

1. Scope and purpose

The purpose of this brief guide is to assist staff involved in the drafting, translation and editing (including in editorial committee) or typing of resolutions and Recommendations, decisions or opinions (if any) (hereinafter referred to, for the sake of simplicity, as *resolutions*), of the World Telecommunication Standardization Assembly (WTSA-20), and to answer frequently asked questions.

Any questions, comments or suggestions should be addressed to the Secretary of the Editorial Committee (anibal.cabrera@itu.int).

2. What is a *resolution*?

In ITU, *resolutions* of conferences fall into the category of texts that legal experts refer to as "unilateral instruments of international organizations". Although the question of their legal force is quite complex, such unilateral instruments nonetheless form part of the outcomes of the conference and constitute a very useful legal means of fulfilling the organization's purposes and missions.

The terminology used in ITU to designate a specific unilateral instrument (e.g. decision, resolution, recommendation, opinion) is relatively flexible and not always consistent. Furthermore, the precise legal scope of the different instruments is not defined anywhere in the Union's basic texts.

3. Format

Resolutions of conferences and assemblies follow a particular format.

The basic idea to bear in mind is that such texts in fact constitute one long sentence, with the name of the conference as the subject, and therefore should, in principle, contain no full stops. The different parts are separated by semi-colons (within a section) or commas (between sections).

The number of a *resolution* is not preceded by "No.", e.g. Resolution 90 (Hammamet, 2016).

Note that *resolutions* are each considered as separate, standalone instruments, and should thus be drafted with this in mind (e.g. when using and defining acronyms, making cross-references, etc.).

4. Numbering

In line with the practice followed in other major conferences of the Union, most notably the Plenipotentiary Conference, the place-name and date in parenthesis is an integral part of the number of each *resolution*, and should always be included.¹

¹ As with many other of these "rules", there may on occasion be cases when a derogation is required, for instance when reference is being made to a resolution as a "concept" or to the entire "lifetime" of a resolution revised several times over the years (e.g. "Resolution 77 of the Plenipotentiary Conference constitutes the mechanism for setting the programme of conferences"; "the rules of procedure of ITU-T are always set out in Resolution 1 of WTSA").

Resolutions of WTSA-20 will thus be numbered in the following form:

Existing resolutions revised by WTSA-20:

Resolution 1 (Rev. Hyderabad, 2020)
Resolution 2 (Rev. Hyderabad, 2020)
etc.

New resolutions adopted at WTSA-20:

Resolution 99 (Hyderabad, 2020)
Resolution 100 (Hyderabad, 2020)
etc.

During the editorial process in the course of the conference, new *resolutions* may be identified by provisional numbers, allocated by the Editorial Committee, comprising the source (plenary, committee, working group of the plenary) and a serial number (for resolutions) or letter (for Recommendations).

Examples:

Resolution PLEN/1,2, etc.
Resolution WGPL/1,2, etc.
Resolution COM4/1, 2, etc.

Recommendation PLEN/A, B, etc.
Recommendation WGPL/A, B, etc.
Recommendation COM4/A, B, etc.

5. Preambular paragraphs

The preambular paragraphs, as their designation suggests, contain mainly introductory material (historical, background, explanatory, etc.). Thus, authors enjoy relative freedom in the terminology used (*considering, recognizing, having noted, etc.*). The main preambular terms commonly employed in ITU *resolutions* are given in Table 1 in **Annex A**, in the six official languages of the Union.

There is a marked tendency for resolutions to grow in size over time, notably as existing preambular paragraphs are retained or expanded and new ones added; this can be detrimental, as it may ultimately dilute the core message contained essentially in the operative paragraphs and also adds to the processing time (adoption in meetings, editing, translation, typing, etc.). The secretariat should thus make every effort to counter this trend as far as possible.

6 Operative paragraphs

The operative paragraphs constitute the core of a *resolution*, usually requesting or mandating some form of action by a body or individual. Thus, they are governed by more explicit rules.

The main operative terms commonly employed in ITU *resolutions* are given in Table 2 in **Annex A**, in the six official languages of the Union.

The structure of the Union, as laid down in its basic instruments, implies a natural hierarchy, which must be duly reflected in *resolutions*.² Care must also obviously be taken in addressing bodies or individuals outside ITU. Accordingly, Table 3 in **Annex B** indicates, as a guide, operative verbs that are commonly used in addressing different stakeholders in WTSA *resolutions*.

It should be noted that, in line with practice followed in the editorial committees of treaty-making conferences and endorsed by the Legal Affairs Unit, the operative part of a resolution must always contain a *resolves* paragraph (normally as the first operative paragraph). If there is no natural standalone *resolves* paragraph available, the *resolves* should preface the first operative paragraph, e.g. *resolves to instruct the Director of the Telecommunication Standardization Bureau*.

7 Editorial rules

The following editorial rules are best-practice guidelines drawn up on the basis of experience at past conferences, and should be followed wherever possible. It is recognized, however, that in some cases there may exceptionally be a need to derogate from them slightly – for example, for pure reasons of form, phonetics or aesthetics.

7.1 Numbering

Preambular paragraphs (where there is more than one in any given section) take Roman letters: a), b), c), etc.

Operative paragraphs take Arabic numerals: 1, 2, 3, etc.

In subdivisions, it is best to avoid mixing up these two systems. Use bullets, dashes or lower case Roman numerals: (i), (ii), (iii), or some similar specific format.

7.2 References to parts of resolutions

The standard way to refer to parts of *resolutions* in ITU is by means of the preambular or operative verb or phrase (in italics) and the appropriate letter/number, e.g. "In *considering* c) of Resolution ..."; "pursuant to *resolves* 1 of Resolution..."; "as stated in *requests the Secretary-General* above ...", etc.

7.3 References to the Constitution and Convention

The ITU Constitution and the ITU Convention were adopted at the Additional Plenipotentiary Conference (Geneva, 1992). Since then, no new CS/CV has been adopted, only amending instruments: Kyoto, 1994; Minneapolis, 1998; Marrakesh, 2002; Antalya, 2006; Guadalajara, 2010; Busan, 2014; and Dubai, 2018. Strictly speaking, therefore, references to the current texts should take the unmanageable form:

"Constitution of the International Telecommunication Union (Geneva, 1992), as amended by the Instrument Amending the Constitution of the International Telecommunication Union (Kyoto, 1994), the Instrument Amending the Constitution of the International Telecommunication Union (Minneapolis, 1998), the Instrument Amending the Constitution of the International Telecommunication Union (Marrakesh, 2002), the Instrument Amending the Constitution of the International Telecommunication Union (Antalya, 2006), the Instrument Amending the Constitution of the International Telecommunication Union (Guadalajara, 2010), the Instrument Amending the Constitution of the International Telecommunication Union (Busan, 2014) and the Instrument Amending the Constitution of the International Telecommunication Union (Dubai, 2018)".

² Note, however, that there is no hierarchy among the Sectors/Bureaux of the Union. When referring to the Sectors/Bureaux/Directors in a list, where no particular order is required for reasons of substance, the order is that followed in the CS/CV, namely: ITU-R, ITU-T, ITU-D.

For obvious reasons, this is not feasible in practice. Moreover, any effort to simplify the above by combination/contraction founders on other problems. Accordingly, and recognizing that, in *resolutions*, the reference is usually assumed to relate to the CS/CV in force at the time, the shorthand terms “ITU Constitution” and “ITU Convention” are used. Hence, references should take the following form:

- In the first reference in a *resolution*:
the ITU Constitution
the ITU Convention
- In subsequent references in the same *resolution*:
the Constitution
the Convention
- In joint references:
the ITU Constitution and Convention
the Constitution and Convention

References to individual provisions of the basic instruments use “No.” or “Nos.”, e.g.

No. 123 of the Constitution

Nos. 45 and 67 of the Convention

No. 20 of the General Rules of conferences, assemblies and meetings of the Union.

7.4 References to other resolutions

In references to other *resolutions*, the name of the adopting conference should be specified, in the first occurrence, for example:

... in accordance with Resolution 71 (Rev. Dubai, 2018) of the Plenipotentiary Conference

...Resolution 17 (Rev. Buenos Aires, 2017) of the World Telecommunication Development Conference.³

...Resolution 2 (Dubai, 2012) of the World Conference on International Telecommunications

If the reference is to another *resolution* of the same WTSA, then use “of this conference”, as follows:

... taking account of Resolution 1 (Rev. Hyderabad, 2020) of this conference.

In subsequent occurrences, the conference is omitted, except in cases where this would lead to ambiguity.

When the reference to a resolution also includes the title or subject of that resolution, in order to avoid editorial problems associated with direct citations (e.g. slight changes, the need to use “[]” or “...”, capitalization issues, etc.), avoid the use of quotation marks, italics, etc. Instead, simply use a comma followed by the word “on” and the title or subject without a capital letter on the first word, e.g.:

- In accordance with Resolution 58 (Rev. Dubai, 2012), on encouraging the creation of national computer incident response teams, particularly for developing countries, ...

³ For references to conferences, see §7.6 below

- Resolution 50 (Rev. Hammamet, 2016), on cybersecurity, instructs the Director of the Telecommunication Standardization Bureau to ...

7.5 Use of abbreviations/acronyms

General rule:

- The first time a concept is used, in the body of the text, write it out in full
- If the concept has a recognized abbreviation, and that abbreviation is re-used subsequently in the same *resolution*, insert the abbreviation in parentheses immediately after the concept and thereafter use the abbreviation
- In some cases, an abbreviation/acronym may be extremely well-known and the actual name of the corresponding concept/organization much less so; here, it is acceptable to insert the abbreviation/acronym in parenthesis immediately after the concept/organization even if it does not recur in the *resolution*.
- Refrain from using two-letter abbreviations
- Abbreviations should not be used in titles of *resolutions*, nor in the italicized introductory “headers” in preambular and operative paragraphs, e.g.

instructs the Director of the Telecommunication Development Bureau

invites Member States of the European Telecommunication Standards Organization

calls upon Sector Members of the ITU Telecommunication Development Sector

Exceptions:

- It is acceptable to use the abbreviation ITU without any explanation (apart from in the first, introductory paragraph of a *resolution*, where it is customary to write it out in full: “The Plenipotentiary Conference of the International Telecommunication Union (Dubai, 2018),”
- In lengthy annexes or attachments which may be quoted separately for other purposes, abbreviations should be used with discretion according to the specific circumstances.
- Where aesthetic or other specific needs so require.

7.6 References to conferences

References to conferences may take the following forms⁴:

- When referring to the conference in general as an entity, use the form: “The World Radiocommunication Conference...”
- When referring to a specific event in the past, use the form: “The World Telecommunication Development Conference (Buenos Aires, 2017)...”

NB - The place and year can be omitted if it is implicit from the surrounding text, e.g. Resolution 57 (Rev. Hyderabad, 2010) of the World Telecommunication Development Conference”

⁴ Note that these rules have not always been applied uniformly in less recent past *resolutions*.

- When referring to a specific event in the future, use the form: “The forthcoming/a future/ the next/ a subsequent world telecommunication standardization assembly...” or “the 2023 world radiocommunication conference...” (lower case).

The use of conference abbreviations (e.g. WTSA) shall follow the general rules for abbreviations set out in §7.5 above.

7.7 References to countries/Member States

The names of ITU Member States have two forms, the “long” form (e.g. “Kingdom of Saudi Arabia”) and the “short” form (e.g. “Saudi Arabia”)⁵.

Given the status of *resolutions* as unilateral instruments of an international organization, one would expect that the more official, long form would be used in such texts. In fact, past practice has been somewhat inconsistent in this regard. However, the short form appears to have been used in the vast majority of cases. Therefore, it is this option which has been selected.

Accordingly, failing any overriding requirement to the contrary, the short form of country names shall continue to be used in *resolutions*.

7.8 Order in lists

In case of doubt, where no particular order is required for reasons of substance, lists of items such as countries, languages, etc., shall follow the French alphabetical order.

8 Repeated or recurrent text(s)

Every effort should be made to ensure that repeated or recurrent text is reproduced consistently.

For example, the very common footnote defining “developing countries” should always use the same wording:

“These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.”

⁵ See the “Pink list” at <http://www.itu.int/cgi-bin/htsh/mm/scripts/membstat>

ANNEX A

TABLE 1: TERMINOLOGY USED IN PREAMBULAR PARAGRAPHS

Table 1 below shows, in English alphabetical order, the preambular terms most commonly used in ITU resolutions/recommendations/decisions, with their equivalents in the other languages¹

English	French	Spanish	Arabic	Chinese	Russian
<i>acknowledging</i>	<i>reconnaissant</i>	<i>reconociendo</i>	وإذ يسلم	承认	<i>признавая</i>
<i>appreciating</i>	<i>se félicitant, sensible à</i>	<i>apreciando</i>	وتقديرأ منه	赞赏	<i>высоко оценивая</i>
<i>aware</i>	<i>consciente</i>	<i>consciente</i>	وإذ يدرك	意识到	<i>отдавая себе отчет</i>
<i>bearing in mind</i>	<i>tenant compte</i>	<i>teniendo en cuenta</i>	وإذ لا يغيب عن باله	牢记	<i>памятуя о том, что</i>
<i>believing</i>	<i>estimant</i>	<i>creyendo, estimando</i>	واعتقاداً منه	相信	<i>считая</i>
<i>concerned</i>	<i>préoccupé</i>	<i>preocupado</i>	وإذ يشعر بالقلق	关注	<i>будучи обеспокоен(а)</i>
<i>conscious</i>	<i>conscient</i>	<i>consciente</i>	وإذ يعي	意识到	<i>сознавая</i>
<i>considering</i>	<i>considérant</i>	<i>considerando</i>	وإذ يعتبر	考虑到	<i>учитывая</i>
<i>convinced</i>	<i>convaincu</i>	<i>convencido</i>	واقناعاً منه	深信	<i>будучи убежден(а)</i>
<i>desiring</i>	<i>souhaitant</i>	<i>deseando</i>	وإذ يرغب (في)	希望	<i>стремясь</i>
<i>emphasizing</i>	<i>soulignant</i>		وإذ يشدد (على)	强调	<i>подчеркивая</i>
<i>endorsing</i>	<i>faisant sien/s/sienne/s</i>	<i>respaldando haciendo suyo</i>	وإذ يؤيد	赞同	<i>поддерживая</i>

¹ An extensive list of possible preambular and operative verb forms and terms used in the United Nations is given in UN Terminology Bulletin 313 of 8 December 1978 (ST/CS/SER.F/313), a copy of which is available in the English Translation Section (Office V.241, telephone 5629).

<i>expressing its appreciation / its satisfaction / the hope</i>	<i>se félicitant / exprimant sa satisfaction/ l'espoir</i>	<i>expresando su satisfacción, felicitándose</i>	وإن يعرب عن تقديره/ عن ارتياحه/ عن أمله	表示感谢/满意/希望	<i>выражая удовлетворенность/ удовлетворение/ надежду</i>
<i>having adopted</i>	<i>ayant adopté</i>	<i>habiendo adoptado</i>	وقد اعتمد	已通过	<i>приняв</i>
<i>having examined</i>	<i>ayant examiné</i>	<i>habiendo examinado</i>	وقد درس (وقد فحص)	经审查	<i>рассмотрев</i>
<i>having noted</i>	<i>ayant pris note</i>	<i>habiendo tomado nota</i>	وقد لاحظ	已注意到	<i>отметив</i>
<i>having regard to</i>	<i>compte tenu / eu égard à</i>	<i>teniendo en cuenta</i>	وإن يضع في اعتباره	考虑到	<i>обращая внимание</i>
<i>in view of</i>	<i>vu</i>	<i>visto</i>	ونظراً إلى	鉴于	<i>ввиду</i>
<i>mindful</i>	<i>conscient</i>	<i>consciente</i>	وإن يعي	注意到	<i>созная</i>
<i>noting</i>	<i>notant</i>	<i>observando tomando nota</i>	وإن يأخذ علماً	注意到	<i>отмечая</i>
<i>observing</i>	<i>constatant</i>	<i>observando</i>	وإن يلاحظ	注意到	<i>замечая</i>
<i>pursuant to</i>	<i>en vertu de</i>	<i>en virtud de</i>	وعملاً (بـ...)	按照	<i>согласно</i>
<i>reaffirming</i>	<i>réaffirmant</i>	<i>reafirmando</i>	وإن يؤكد من جديد	重申	<i>вновь подтверждая</i>
<i>recalling</i>	<i>rappelant</i>	<i>recordando</i>	وإن يشير إلى	忆及	<i>напоминая</i>
<i>recognizing</i>	<i>reconnaissant</i>	<i>reconociendo</i>	وإن يعترف	认识到	<i>признавая</i>
<i>regretting</i>	<i>regrettant</i>	<i>sintiendo</i>	وإن يأسف	遗憾的是	<i>сожалея</i>
<i>stressing</i>	<i>soulignant</i>	<i>haciendo hincapié</i>	وإن يشدد	强调	<i>подчеркивая</i>
<i>taking into account</i>	<i>prenant en considération</i>	<i>teniendo en cuenta</i>	وإن يأخذ في الحسبان	考虑到	<i>принимая во внимание</i>

Note that many of these terms can be qualified by adverbs or adverbial phrases, such as *considering further*, *recognizing also*, *noting with regret/satisfaction*, *gravely concerned*, *still convinced*, etc.

TABLE 2: TERMINOLOGY USED IN OPERATIVE PARAGRAPHS

Table 2 below shows, in English alphabetical order, the operative terms most commonly used in ITU resolutions/recommendations/decisions, with their equivalents in the other languages¹

English	French	Spanish	Arabic	Chinese	Russian
<i>authorizes</i>	<i>autorise</i>	<i>autoriza</i>	يصرح (بأذن)	授权	<i>уполномочивает</i>
<i>calls upon</i>	<i>engage</i>	<i>pide</i>	يطلب إلى	呼吁	<i>обращается с призывом</i>
<i>encourages</i>	<i>encourage</i>	<i>alienta</i>	يشجع	鼓励	<i>поощряет</i>
<i>expresses (the hope/appreciation/etc.)</i>	<i>exprime (l'espoir, la satisfaction)</i>	<i>expresa (la esperanza, la satisfacción)</i>	يعرب (عن أمله، عن تقديره)	表示 (希望/感谢/等)	<i>выражает (надежду/удовлетворенность и т. п.)</i>
<i>instructs</i>	<i>charge</i>	<i>encarga</i>	يكلف	责成	<i>поручает</i>
<i>invites</i>	<i>invite</i>	<i>invita</i>	يدعو	请	<i>предлагает</i>
<i>recommends</i>	<i>recommande</i>	<i>recomienda</i>	يوصي	建议	<i>рекомендует</i>
<i>requests</i>	<i>demande</i>	<i>pide</i>	يرجو	要求	<i>просит</i>
<i>resolves</i>	<i>décide</i>	<i>resuelve</i>	يقرر	做出建议	<i>решает</i>
<i>urges</i>	<i>prie instamment</i>	<i>insta</i>	يحث	敦促	<i>настоятельно призывает</i>
<i>approves</i>	<i>approuve</i>	<i>aprueba</i>	يوافق على	批准	<i>удобряет ; утверждает</i>
<i>notes</i>	<i>note</i>	<i>señala, toma nota</i>	يلاحظ (يجب على علماء)	注意到	<i>отмечает</i>

¹ An extensive list of possible preambular and operative verb forms and terms used in the United Nations is given in UN Terminology Bulletin 313 of 8 December 1978 (ST/CS/SER.F/313), a copy of which is available in the English Translation Section (Office V.241, telephone 5629).

TABLE 3

Table 3 below shows, as a guide, the operative verbs which may be used by the World Telecommunication Standardization Assembly to address different stakeholders through resolutions/recommendations/decisions.

ITU bodies

Addressee	PP	Council	ITU Sector (ITU-R/T/D)	next WTSA	WRC, RA, WTDC	TSAG	RAG, TDAG	ITU-T study groups	ITU-R/D study groups
Operative verbs	<i>invites</i>	<i>invites</i>	<i>invites/urges/calls upon/encourages/requests</i>	<i>invites</i>	<i>invites</i>	<i>instructs*</i>	<i>invites</i>	<i>instructs*</i>	<i>invites</i>

ITU officials

Addressee	Secretary-General	Director of TSB	Director of BR/BDT
Operative verbs	<i>invites/requests</i>	<i>instructs*</i>	<i>invites</i>

Other organizations/officials

Addressee	Member States ⁶	Sector Members	Other orgs	Officials of other orgs
Operative verbs	<i>invites/urges/calls upon/encourages/ requests</i>	<i>invites/urges/calls upon/encourages/ requests</i>	<i>invites</i>	<i>invites</i>

* In particular cases, where the context so requires, in respect of any body or person whom WTSA is entitled to *instruct*, it may select a less forceful verb such as *requests*, *invites*, *urges*, *encourages*, etc., or a more specific verb such as *authorizes*.

⁶ Including "administrations"