



# ITU Plenipotentiary Conference 2018

29 October – 16 November, Dubai, UAE

*Introduction to PP-18*

## General overview

1. What is the ITU Plenipotentiary Conference?
2. Who can participate and how?
3. Proposed structure and timeline for the Plenipotentiary Conference
4. How to prepare for the Plenipotentiary Conference?
5. Prepare your travel and stay in Dubai



# 1. What is the ITU Plenipotentiary Conference?

1.1 Status and objectives

1.2 Agenda

# ITUPP

## PLENIPOTENTIARY CONFERENCE

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

*Determines the  
general policies for  
fulfilling the purposes  
of the Union*

*Amends CS & CV  
Adopts the Financial  
Plan & Strategic  
Plan*

*Elects the  
management team  
of the Union, the Council  
Member States  
and RRB Members*

Held every

**4**  
years

Attending

**+ 2000**  
participants

During

**3**  
weeks

# The 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.



Who can participate ?

### 2. Participation at the PP

2.1 Who can participate?

2.2 Who participated in the last PP?

### Invitation was sent on **23 October** to:

- Member States (CV 268)
- Observers
- State of Palestine (Res. 99 (Rev. Busan, 2014))
- 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)
- 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).

# ITUPP

## ITU PLENIPOТENTIARY CONFERENCE - 2014 PARTICIPATION





## 3. Proposed structure and timeline

- 3.1 Conference structure
- 3.2 Committees' terms of reference
- 3.3 Conference timeline

# ITUPP

(BASED ON PP-14)

						
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-14

<p><b>COMMITTEE 1</b> Steering Committee</p> 	<p>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).</p>
<p><b>COMMITTEE 2</b> Credentials</p> 	<p>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).</p>
<p><b>COMMITTEE 3</b> Budget</p> 	<p>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).</p>

#### COMMITTEES' TERMS OF REFERENCE BASED ON PP-14

##### 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).

##### 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-14

<p><b>COMMITTEE 5</b> Policy and legal issues</p> 	<p>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.</p> <p><u>Possible topics to be discussed (based on PP-14)</u></p> <ul style="list-style-type: none"> <li>• Institutional issues (e.g. issues related to CS and CV)</li> <li>• Governing bodies and instruments of the Union</li> <li>• Sector Members, Associates, Academia and participation of other stakeholders</li> <li>• ITRs</li> <li>• Access to ITU documents</li> <li>• Technical and/or regulatory issues (e.g. conformance and interoperability)</li> <li>• MoUs</li> <li>• ITU's role as supervisory authority</li> </ul>

#### COMMITTEES' TERMS OF REFERENCE BASED ON PP-14

##### 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 2016-2019 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

##### Themes

- Financial issues (ITU Financial Plan for 2020-2023, issues related to Revenue and Expenses and accounts of the Union)
- Human resources
- Corporate strategy, governance and management (including ITU Strategic Plan 2020-2023 and matters related with results-based management, as well as IMAC)
- Conference management and document management
- ITU events
- Direct assistance to specific countries
- Financial issues arising from decisions of other ITU conferences

#### COMMITTEES' TERMS OF REFERENCE BASED ON PP-14

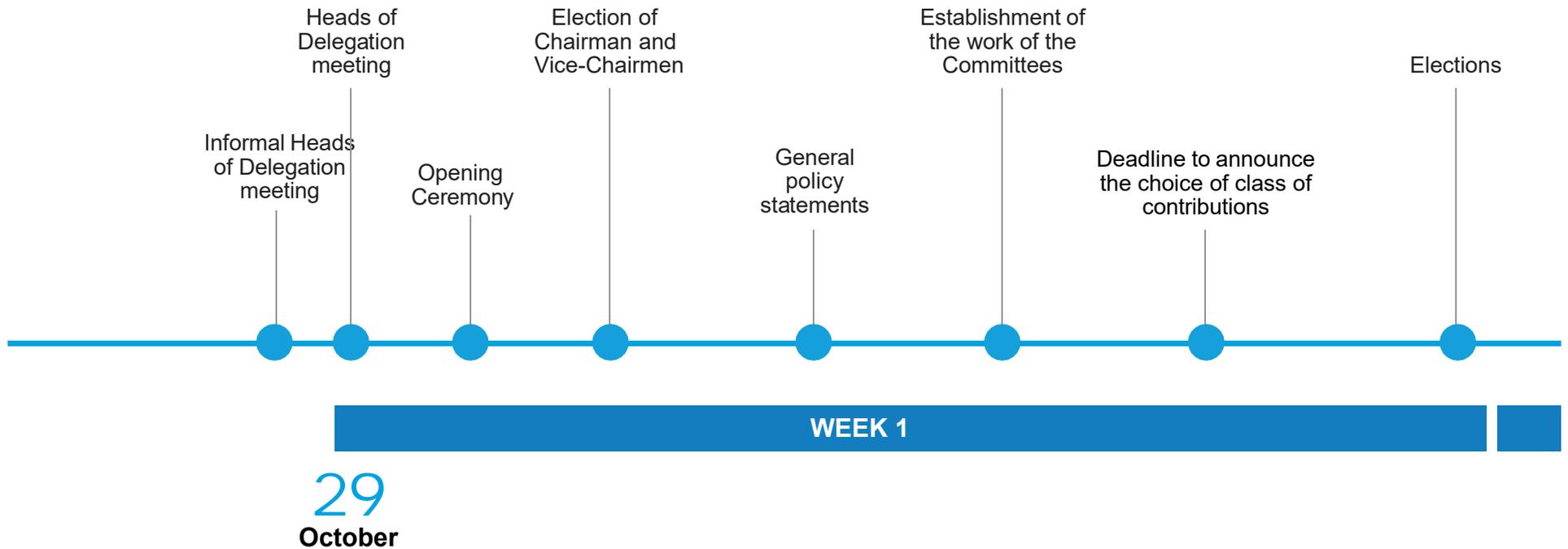
**WORKING  
GROUP OF THE  
PLENARY  
(WG-PL)**  
Issues related to  
public policies

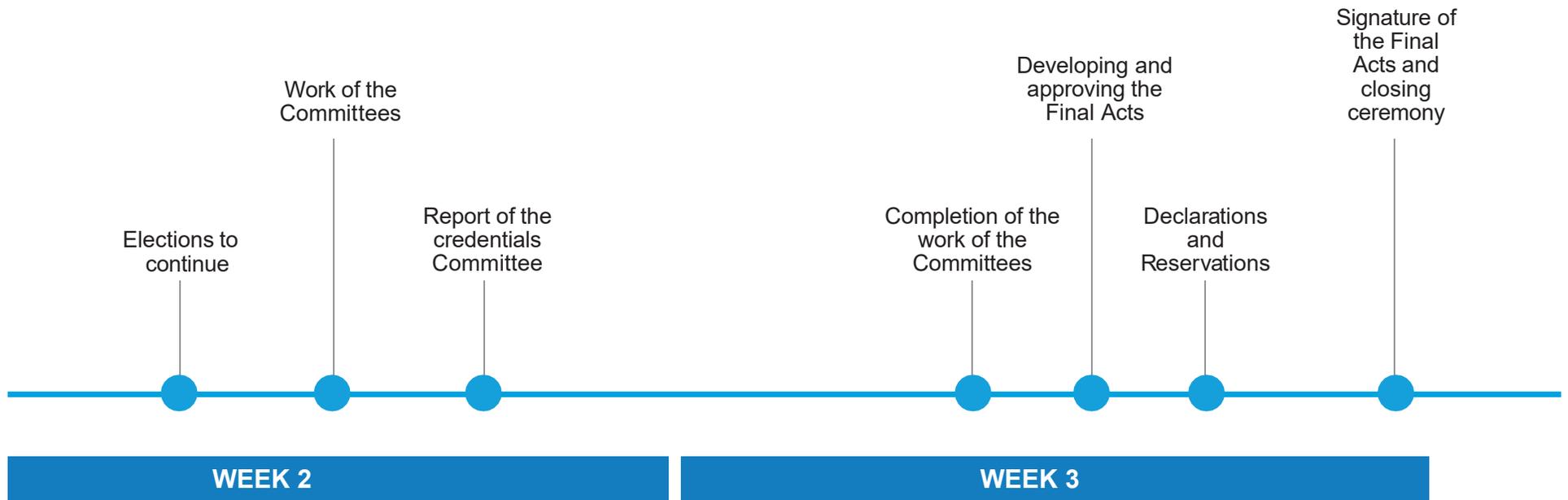


Consider reports and proposals and recommend appropriate actions with regard to issues related to public policies, including Internet, and other general matters; and transmit to Committee 5 matters requiring amendments to the Constitution, Convention and General Rules, and to Committee 6 matters having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

##### Possible topics to be discussed (based on PP-14)

- Bridging the digital divide (including promoting digital inclusion and WSIS)
- Connect 2020 and the SDGs
- e-Applications
- Environment and climate change
- Emergency communications
- Security and confidence in the use of ICTs
- Internet-related matters





16  
November



# How to prepare for the Conference

### 4. How to prepare for the conference

- 4.1 Important deadlines
- 4.2 Choice of class of contributory units
- 4.3 Prepare your proposal
- 4.4 Send your candidature
- 4.5 Prepare your credentials
- 4.6 Policy statements
- 4.7 Proposing Tellers
- 4.8 Proposing Chairmen and Vice-chairmen for Committees
- 4.9 Meetings of regional groups
- 4.10 Informal inter-regional preparatory meeting

## To Note : important deadlines

2017  
**29**  
Oct

**Invitations to participate to be sent out (GR 5)**

2017  
**31**  
Dec

**Deadline for MS to announce their provisional choice of class of contributory units**

2018  
**28**  
Feb

**Deadline for submission of proposals to amend CS/CV (CS 224 / CV 519, Res 114)**

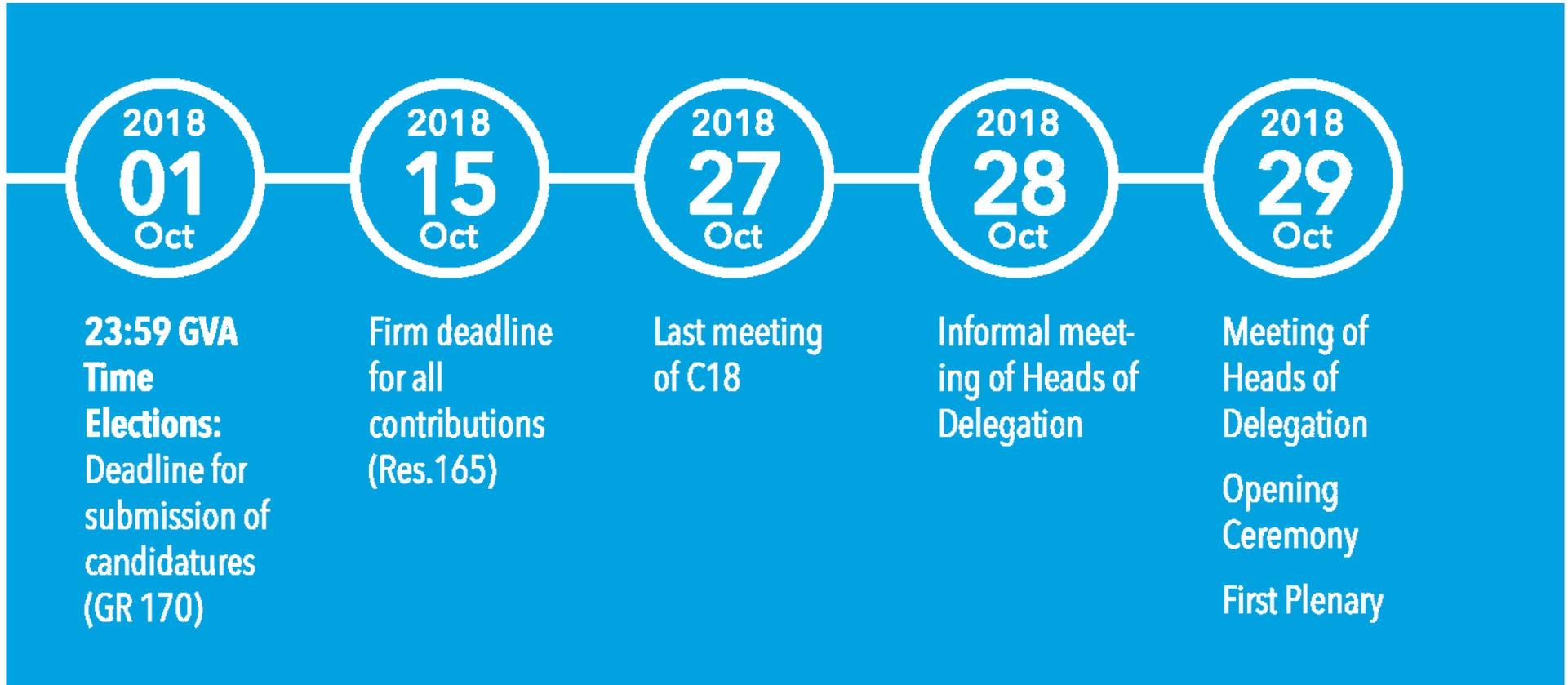
2018  
**28**  
May

**Opening of online registration**

2018  
**29**  
June

**Deadline for submission of other proposals (GR 40)**

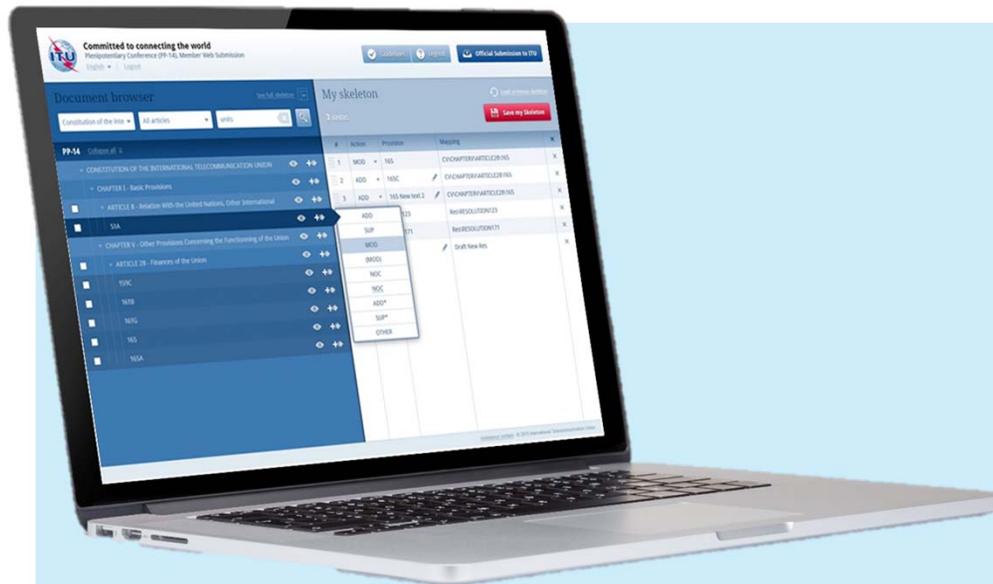
## To Note : important deadlines



# Choice of class of contributory units

1. 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.
2. The Council, at its **2017 session, fixed the provisional amount of the contributory unit (CU) at 318,000.00 Swiss francs (CHF)** for the period 2020-2023.
3. 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
4. **31 December 2017 was the deadline** to announce the provisional choice of class of contribution for the period 1 January 2020 to 31 December 2023. It allows the secretariat to prepare the draft financial plan 2020-2023. (Ref. CL Class Cont. 2020-2023)
5. The PP will fix the final date for the definitive choice of class of contributory unit.

# Prepare your proposal through the conference proposal interface (CPI)



To prepare your document  
[www.itu.int/pp/documents](http://www.itu.int/pp/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

# Deadlines for submitting contributions



Proposals to  
amend CS  
and CV

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



Other proposals  
for the work of  
the Conference

(Ref: No. 40 of the  
General Rules)



**FIRM DEADLINE**

to ensure translation  
of the document

(Ref: Res. 165 (Guadalajara,  
2010))



## Send your candidature

### 1. PP elects:

- Secretary-General; Deputy Secretary-General
- Directors of the 3 Bureaux
- 12 members of the Radio Regulations Board (RRB)
- 48 Members of the ITU Council

2. All candidatures must reach the Secretary-General not later than 23h59 (Geneva Time) on Monday, 1 October 2018, (ref. No. 170 of the GR)

3. For Elected positions and RRB, candidature should be sent with Name, CV, picture of candidates and vision statement (as per Council 2017 decision)

4. All candidatures are posted on website at [www.itu.int/pp/elections](http://www.itu.int/pp/elections)



## Credentials

- Credentials should 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 should be signed by the Head of State, Head of Government, Ministry of Foreign Affairs.
- Template is available at [www.itu.int/pp/credentials](http://www.itu.int/pp/credentials).



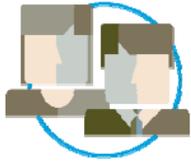
## Policy statements

- 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 2018.
- Policy statements will be delivered from the podium.
- As per Council 2017, 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 ITU PP website at [www.itu.int/pp/policy-statements](http://www.itu.int/pp/policy-statements).



## 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 Chairman 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.



## Proposing Chairs and Vice-Chairs

- General Rules, No. 49. Proposals for chairmanships and vice-chairmanships 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 ITU SG in consultation with the regions.
- The number of vice-chairmen proposed will be in accordance with conference needs.
- 6 vice-chairmen for PP14.
- Submit your proposals to ITU SG as soon as possible.



### Calendar of meetings of regional groups

	APT	ATU	CEPT	CITEL	RCC	ARAB
<b>Meetings held</b>	8 June 2017	5-6 July 2017, Harare, Zimbabwe	4-6 July 2017, COM-ITU 3, Sofia  6-7 September 2017, COM-ITU, Copenhagen  13-15 December 2017, Com-ITU, Copenhagen	11-13 December 2017, 33 Meeting of COM/CITEL, Santa Domingo, Dominican Republic	August 2017, Kyrgyzstan  30.11-01.12.2017 – Tashkent, Uzbekistan, 19th meeting of ITU Cooperation Workgroup	18-20 December 2017, UAE 5-7 March
<b>Upcoming meetings</b>	30 Jan-01 Feb 2018, Hanoi, Vietnam  19-22 Jun 2018, Melbourne, Australia  21-24 Aug 2018, Kuala Lumpur, Malaysia	20-22 March 2018, Abuja, Nigeria	26-29 March 2018, Com-ITU, Copenhagen  12-15 June 2018, Com-ITU, Prague  September 2018, Com-ITU, TBC	28 February 2018, 34 Meeting of COM/CITEL, Argentina	02.02.2018 – Almaty, Kazakhstan, 20th meeting of ITU Cooperation Workgroup (TBC)  28-29.08.2018 – Issyk Kul, Kyrgyzstan – RCC PP-2018 preparatory meeting (TBC)	(Sudan) 2 <sup>nd</sup> meeting (dates and place tbc)  26-28 June (Oman) 3rd meeting (dates and place tbc)  24-28 Sept (KSA) 4th meeting (dates and place tbc)  28 Oct – last meeting (dates and place tbc)



## Informal inter-regional preparatory meeting

*Geneva, third quarter 2018*

- Council 2017 session decided to hold one informal inter-regional preparatory meeting in Geneva with remote participation in the third quarter of 2018. Exact date TBC.
- To be chaired by PP18 Chairman-designate.
- Will provide an informal platform to:
  - exchange information on current status of regional preparatory process;
  - to have a preliminary exchange of views on some of the topics already discussed at the regional level.



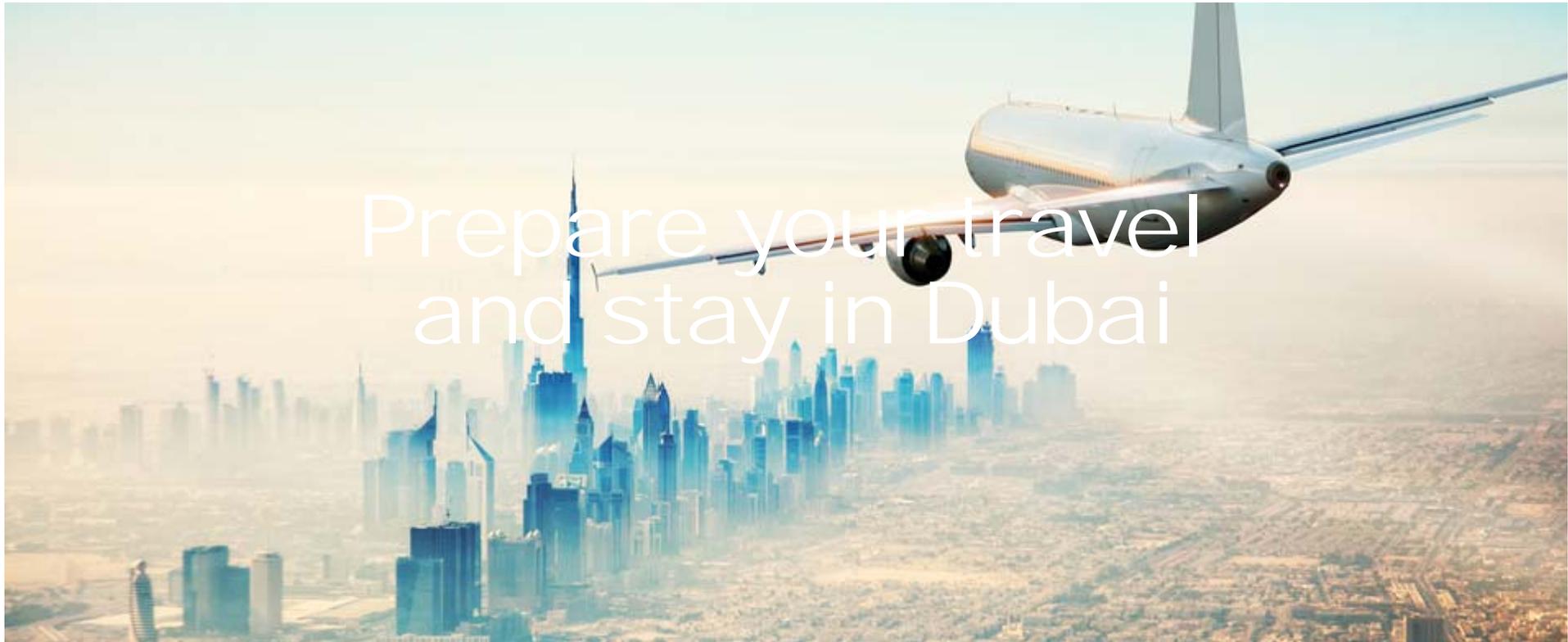
[WHAT IT IS](#) ▾

[PARTICIPATION](#) ▾

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Prepare your travel  
and stay in Dubai



## Host Country information

- Further information about Dubai and hotel reservations will be available on the Host country website
- Practical information to prepare your travel will be available at [www.itu.int/pp/practical-info](http://www.itu.int/pp/practical-info).

# Thank You

*For further info,  
contact [gbs@itu.int](mailto:gbs@itu.int)*

