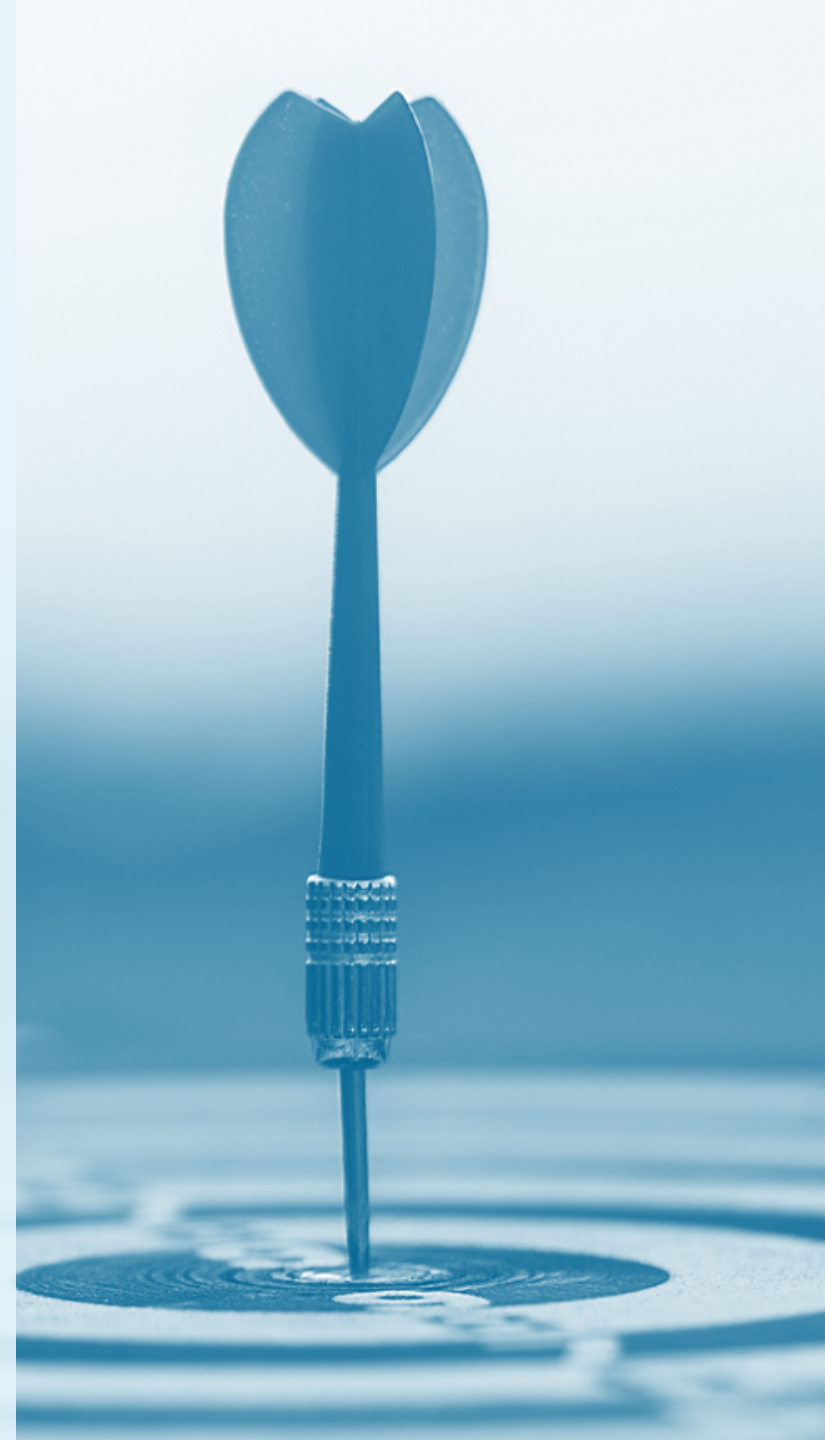


Briefing for new councillors: the ITU Council

12 May 2025



Mandate and functions



01. Role of the Council

CS/Article 10; CV/Article 4

Rules of Procedure: E – E – S – R – A – C

*Act as supreme organ
of ITU between PPs*

MANDATE

The Council acts as governing body of the Union on behalf of the Plenipotentiary Conference (PP) within the limits of the powers delegated by PP (CS/68).

In the interval between two PPs, it supervises the overall management and administration of the Union (CV/62).

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

FUNCTIONS

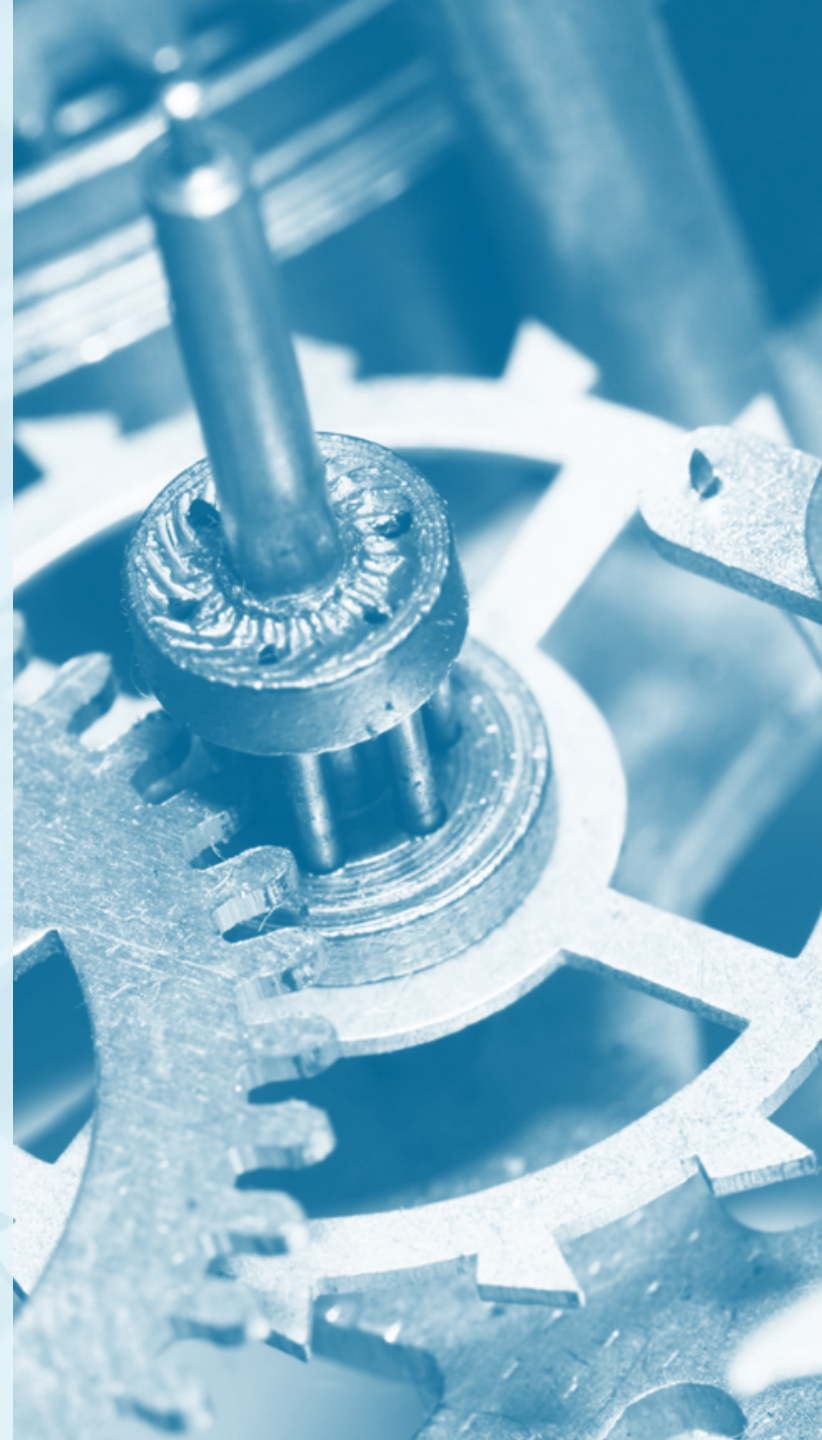
The Council reviews:

- General policy, strategy and planning issues
- Preparations for major ITU events
- Implementation of the strategic plan and activities of the Union
- Membership issues

It also:

- Approves the biennial budget
- Approves rolling operational plans for the Sectors and the General Secretariat Reviews revenue and expenditure and financial operating reports
- Addresses staff issues and implementation of the HR strategic plan

Composition and functioning



02. Structure

Member States of the Council

48

MEMBER STATES



DURATION

Elected for approximately
a four-year term

(between two ordinary
Plenipotentiary Conferences)

Each Member State shall appoint:

(1) Councillor

The person appointed by a Member State of the Council as its representative

(1 or more) Alternate

Any person designated by a Member State of the Council to act in the place of the councillor.

(1 or more) Adviser

Any person (one or more) who advises or assists a councillor at the meetings.

03. Functioning

Rule 9 of the Rules of Procedure, CV/54



Held
every year



9 days of
conference



+500
participants

Chair and vice-
chair elected for
one year (on a
basis of
geographical
rotation)

One annual
ordinary session
of 9 days

Council Working
Groups and
Expert Groups
may support the
work of the
Council on key
issues, goals,
strategies and
priorities

Can hold
(formally or
informally)
consultations by
correspondence
between
sessions

Can take
decisions by
correspondence
between
sessions

Can convene an
extraordinary
session, in case
of an
emergency

04. Council working groups (CWGs) and expert groups (EGs)

PP Decision 11, Council R 1333

Created by PP
or the Council
on specific
issues and
priorities
(PP Res. 71)

Chairs and
vice-chairs
elected by the
Council

Meet twice a
year during
cluster of CWG
Meetings
(except on a PP
year)

Report
to the
Council

The Council shall decide the groups' mandates, the working procedures consistent with the Rules of Procedure of the Council, and the leadership of the working groups (PP Decision 11, Council R 1333).

05. Current Council working groups and expert groups (2023-2026)

COUNCIL WORKING GROUPS (CWGS)						
CWG-FHR Financial and human resources (Council D 563)	CWG-WSIS & SDGs (Council R 1332&1334)	CWG-Internet International Internet-related public policy issues (Council R 1336)	CWG-COP Child online protection (PP Res. 179)	CWG-LANG Use of the six official languages of the Union (PP Res. 154)	EG-DEC.482 Council Expert Group on Decision 482	EG-ITRs Expert Group on the International Telecommunication Regulations (PP Res.146, Council R1379)
OPEN TO	OPEN TO	OPEN TO	OPEN TO	OPEN TO	OPEN TO	OPEN TO
Member States, Sector Members	Member States, Sector Members	Member States	Member States Sector Members “ad hoc experts and COP Partners” as per decision of the 2012 Council	Member States	Member States, Sector Members	Member States, Sector Members

05. Current Council working groups and expert groups (2023-2026) *continued*

COUNCIL WORKING GROUPS (CWGs) and EXPERT GROUPS (EGs)

CWG-SFP Strategic and Financial Plans 2028- 2031 (Council R 1428)	IEG-WTPF Informal group of Experts on WTPF-26 (Council D 641)
OPEN TO	OPEN TO
Member States Sector Members	Nominated experts

Full details on all groups can be found here: <https://council.itu.int/2025/en/working-groups/>

Sessions



06. Who is invited to the annual ordinary session?

Member States
of the Council

Observers

Observer Member States

State of Palestine (Res. 99)

Observer Sector Members (3 per Sector)

6 Regional Telecommunication Organizations (RTOs)

United Nations

07. Seating plan

PP Res. 164

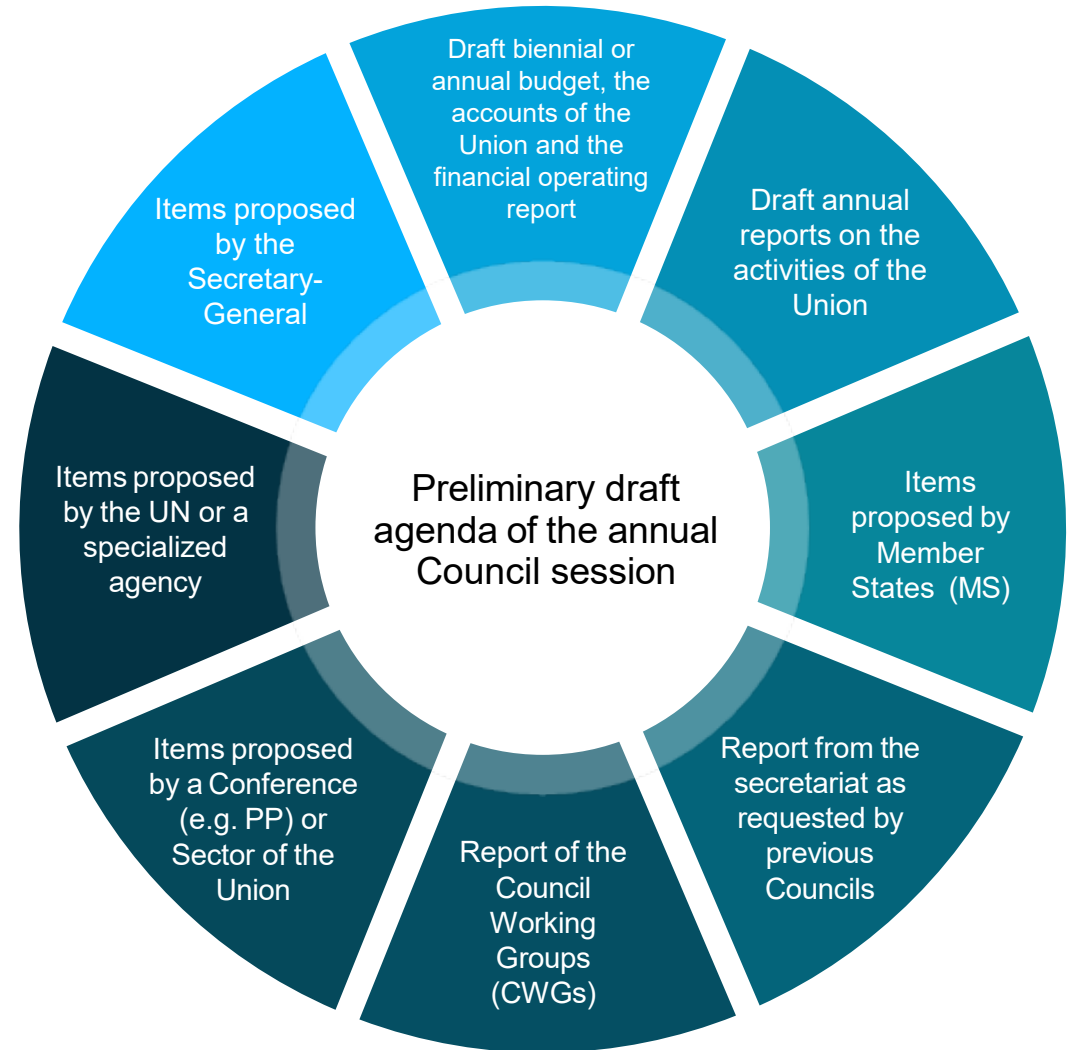


All delegations are seated in alphabetical order of their French names (GR48).

08. How is the draft agenda set ?

Rule 4 of the Rules of Procedure

The preliminary draft agenda is prepared by the Secretary-General and shall include, as per Rule 4 of the Rules of Procedure:

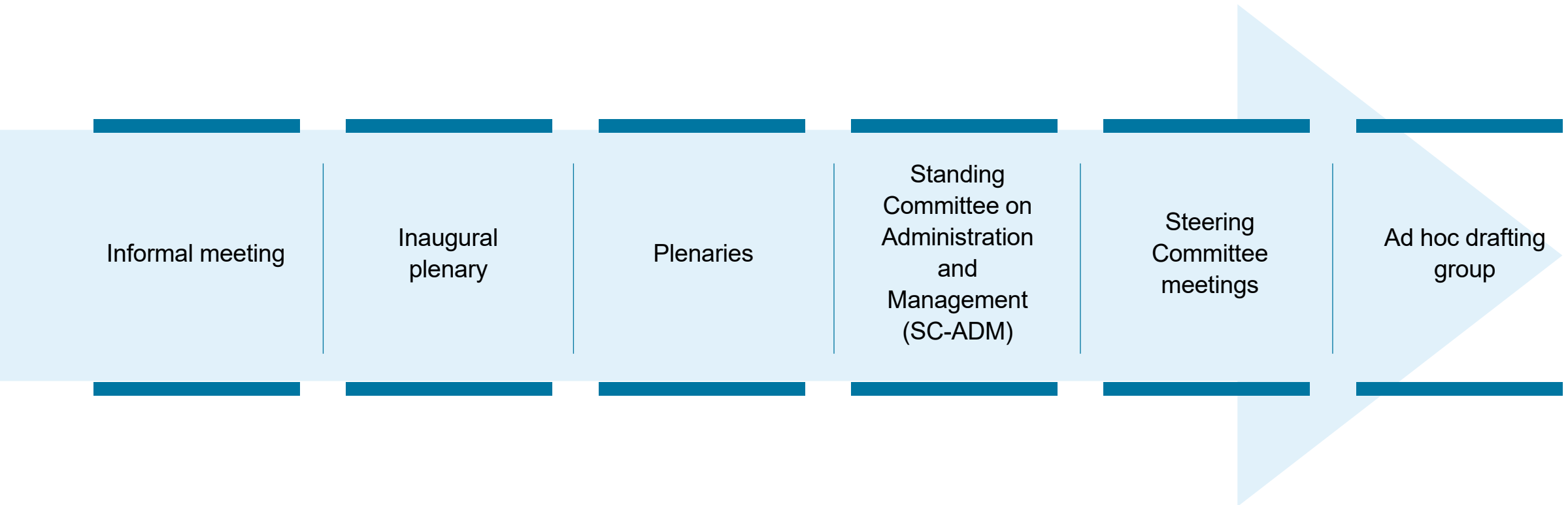


Proposed agenda items should be communicated to the Secretary-General at least eight (8) weeks before the opening of the session.

09. Key dates in the preparatory process

- 3 months	- 2 months/ 8 weeks	- 7 weeks	- 4 weeks	- 14 calendar days
• Invitation and preliminary draft agenda sent	• Publication of documents from the Secretary-General with financial implications • New agenda items to be communicated to the Secretary-General	• Publication of draft biennial budget	• Publication of documents from the Secretary-General • Draft time management plan made available	• Contributions from Member States shall be received by the secretariat to ensure timely translation and thorough consideration

10. Roll-out of the annual session in Geneva



Exceptionally, on the proposal of the chairman or of a councillor supported by at least two other councillors, the Council may hold plenary, committee or working group meetings reserved for councillors only.

11. Inaugural plenary meeting

Election of chair and vice-chairs of
Council and SC-ADM

Adoption of the agenda
and allocation of documents

Each ordinary session of the Council shall begin with an inaugural plenary meeting during which the Council shall settle organizational matters such (as per Rule 12 of Rules of Procedure).

12. Steering Committee

Rule 11 of the Rules of Procedure

Composed of chairman and vice-chair of the Council and chair and vice-chairs of SC-ADM

In practice chairs of Council Working Groups also invited to attend

Responsible for the smooth running of Council work and scheduling of meetings

Meets around four (4) times during a session

13. SC-ADM Committee

Rule 12 of the Rules of Procedure

Two-year
chairmanship

Considers
allocated
documents by
inaugural
plenary

Prepares draft
Decisions,
Resolutions,
and a report to
plenary

Does not
meet during
plenary

Debates are
webcast

No final
decision-
making power

No vote

No summary
record

During Council sessions, a standing committee on administration and management of the Union shall consider staff matters and financial matters. The standing committee shall prepare draft resolutions and draft decisions and shall prepare a report for consideration by the plenary meeting of the Council.

14. Documents of the Council session (1)

Input documents

**DOC***- E F S R A C -*

DOC is the main document series of the Council.

- Documents can be submitted by a Member State of the Council, by a Member State Observer, by the ITU Secretary-General, or by a Chair of a Council Working Group or Committee.
- Documents are translated in the six official languages of the Union.
- In principle they are presented by the author during the session and discussed.

**INF***- E -*

INF is an informative document which provides useful information.

- It is not translated nor discussed during the session.
- However, a Member State of Council can express its wish to have an INF document translated, no later than five calendar days after its publication on the Council website.

(Council D 495)

**ADM***- E -*

ADM is a general administrative document.

- It outlines general practical information such as the list of participants, the draft agenda etc.

15. Documents of the Council session (2)

In session documents



DT is a working temporary document.

- It is a draft document usually created by the SC-ADM or a working group for the draft budget or a draft new resolution.
- Time management plans for plenaries and SC-ADM committee are also available under DT.

A **draft report** will be produced by the SC-ADM during the Council session.



DL is a working temporary document with limited distribution.

- It is addressed to a limited group, such as the Steering Committee.
- It can also be used to agree a text within a small working group. Once agreed it can become a DT.

16. Documents of the Council session (3)

Output documents



Resolutions and Decisions - EFSRAC -

The Council adopts **Resolutions and Decisions**. They are subsequently published in the annual edition of "Resolutions and Decisions of the Council".



Summary records - EFSRAC -

Some decisions are also recorded in the **Summary records** approved by the Chair and circulated to Member States of Council for comments.

17. Discussion

- Interpretation is provided in the six official languages of the Union for plenaries and SC-ADM, and these sessions are webcast.
- The chair directs the debates and shall ensure that discussion is limited to the point of issues.
- Member States present the contributions they have submitted.
- Observers representing the UN or one of its specialized agencies can contribute to the discussion.
- Observer Member States can be granted the floor only after Member States of the Council and can speak only once on any given agenda item (not on any document), and in accordance with the Rules 7 and 11 of the Rules of Procedure.
- No contribution, either written or oral, shall be permitted by the Observer Sector Members.



18. Decision-making process

- The standard decision-making process is the **consensus**/absence of any serious objection.
- The **right to vote** is strictly limited to Member States of the Council. Voting by proxy is not allowed in the Council.
- The decisions of the Council, in plenary meeting, shall be taken by a majority of councillors voting. For a valid vote to be taken, the **quorum** is at least 2/3 of the Member States of the Council having the right to vote to be represented at the meeting.
- Conclusions of plenary are embodied in **Resolutions and Decisions**. However, the Council may decide that a specific decisions be recorded in the **summary records** (since 2007).



ITU's Commitments



19. Gender-responsive Council

As the UN specialized agency for ICTs, ITU works to bridge the digital divide and build an inclusive digital society. In this context, ITU strives to ensure the equal participation of women.

Here are some key steps that have been taken and that you can support:

- Promoting equal representation of men and women;
- Improving women participation in ITU decision-making processes;
- Fostering transparency and accountability through tracking and reporting data and information before, during and after the event;
- Striving for ensuring all attendees an event free from harassment, sexism, or discrimination by providing a safe and inclusive environment for everyone and giving women spaces to step up their influence in the decision-making process and networking.



20. Greening the Council

In line with UN-wide commitments, ITU is continuously working to improve its environmental footprint across its operations and facilities. Here is how you can support us:

- Bring your own reusable water bottle.
- If you arrive in Geneva by plane, choose a lower-emissions flight.
- Recycle your waste at one of the many recycling stations. Badges can be recycled in the Montbrillant entrance area.
- Use online options instead of printing event information or exchanging business cards.
- Switch off lights and your IT equipment when not in use in both conference and hotel rooms and enable energy-saving features on your devices.
- Delegates are encouraged to walk to the venue or make use of bicycles or public transport. In Geneva, hotels usually give free public transport tickets to guests during their stay.



ITU Council 2025



21. Key dates in the preparatory process

3 April

22 April

18 May

3 June

- Invitation and **preliminary** draft agenda sent

- Publication of documents from the Secretary-General with financial implications
- New agenda items to be communicated to the Secretary-General

- Publication of documents from the Secretary-General
- Draft time management plan made available

- Contributions from Member States shall be received by the secretariat to ensure timely translation and thorough consideration

For Council 2025, two virtual thematic briefings for councillors were organized in advance of the session to enhance the preparatory process of the annual session.

22. Access all documents

ITU Council is a totally paperless meeting.

Documents can be accessed through:

- the website: <https://council.itu.int/2025/en/documents/>
- the sync app to be downloaded in advance

TIES access is necessary.

Request your [TIES access](#).



23. Guidelines to prepare your contribution

- Download the document [template](#)
- Documents should be short, preferably limited to four (4) pages in accordance with ITU practice
- Consult the [ITU Language Tools](#)
- Consult the latest [Resolutions and Decisions](#) of the Council, as reference
- Access additional general documentation from the Council website ([here](#) and [here](#)), such as rules of procedure, letters and notifications, internal audit reports, external audit reports, IMAC and more.



24. Participation

Agenda

The agenda contains a list of all items and links to documents to be discussed at the session. (Doc 1)

Time management plan

The time management plan (TMP) presents the overall detailed schedule of the session of the Council. It includes all documents and activities planned and is regularly updated by the steering committee.

(DT/2 for the plenary; DT/3 for the SC-ADM)

An online management plan is also available on the website.

Access to captioning and webcast

Captioning and webcast are provided for Council sessions. Access to audio-feeds and captioning is restricted to TIES users.



The background of the slide is a light blue-tinted image of a map. Several pushpins are pinned to the map. One pushpin is in sharp focus on the right side, while others are blurred in the foreground and background. The map shows various geographical features and place names, including 'MULHOUSE' and 'Hirsingue'.

Practical information

25. Zero tolerance for harassment at UN system events

[Code of Conduct](#) for delegates
(as contained in the registration form):

Safe and Professional Environment

Adhering to UN values of integrity, respect for diversity and professionalism, ITU events and conferences offer a professional and respectful environment, free of discrimination and harassment. The CEB-endorsed Code of Conduct to Prevent Harassment, Including Sexual Harassment, at United Nations System Events is applicable to all ITU meetings, conferences and events wherever they take place. By completing registration, participants confirm they have read and understood the [Code of Conduct](#).

If you have experienced or witnessed harassment or sexual harassment, you can seek advice and support, and report to ITU Ethics Office through HelplineITU@protonmail.com.



26. Registration

To register for Council 2025 please click [here](#).
For any questions, please contact us at sg-registration@itu.int.

How to register:

1. Create your ITU user account

In order to access the registration form, each participant must have an [ITU user account](#) beforehand.

2. Complete the registration form

Registration is carried out individually and exclusively online by each participant, whether for onsite or remote participation. Please register under the correct category (e.g. councillor, alternate, adviser, etc) based on your role in your delegation.

3. Registration Focal Points' approval and VIPs registration

Registration requests will be approved [online](#) by Registration Focal Points (RFP) of entities/organizations that are entitled to participate in the meeting. RFPs are also encouraged to register their VIPs (Ministers, Vice-Ministers and Ambassadors) at the same [link](#).

REMOTE PARTICIPATION and VISA SUPPORT must be requested online directly by the participant via the registration form.

ITU's [privacy notice](#): ITU will publish a list of participants in a password protected area of the event website, and on the event mobile application (if any). If you do not wish your email addresses and/or event ID photo to be published, you will have the option to opt out via the registration form.



27. Remote participation



Council is a physical meeting.



Decisions will be taken in the Plenary by delegates present in the room.



Remote participation will be possible via Zoom only for participants who have registered for the event in question (Council 2024).



Registered participants should log in with the same [ITU user account](#) used to register.



To participate remotely, click [here](#).



Problem connecting to the virtual room?
Please contact rp.support@itu.int.



28. Room reservation

To reserve meeting rooms, please contact the ITU room management:

- Office V247/V248 (2nd floor Varembe Building)
- Opening hours: 8:30-17:30
- Contact: room.management@itu.int

Please specify:

- Session title
- Display (Yes/No)
- Date, start-end times
- Number of physical participants

The following rules apply when booking rooms for purposes other than Council 2025 meeting sessions:

- Rooms can be booked by time slots of 1.5 hours with a maximum of two non-consecutive slots per entity per day.
- Rooms cannot be booked to serve as office suites or be used by one delegation alone all throughout the event.



29. Hosting a social event

Coffee breaks, lunch-time gatherings, and evening receptions at the Council are highly appreciated occasions where participants connect, network, and refresh between meeting sessions.

The ITU Protocol Service maintains and centralizes a social events calendar to coordinate time slot reservations and provide relevant information to Member States. Member States planning to host a social event at the Council are encouraged to contact the ITU Protocol Service at protocol.service@itu.int, as early as possible. The finalized calendar of social events will be published on the Council-25 website closer to the event date.



30. IT information

ITU Wi-Fi

- Username and password will be printed on your badge

Yellow arm-bands Service Desk support

- For technical support, approach the staff wearing yellow arm-bands
- Located in the front of the room
- Wired internet cables are available upon request

Service Desk

- Varembe building V054 by the cafeteria
- Call 6666 from any fixed phone in ITU



31. Safety and security

Security

- Safety, Security and Resilience Division Personnel can be physically contacted in front of the Popov Room during weekdays from 09:00 to 17:30 hours, 24/7 at the ITU Security Ops. Hub in Montbrillant building (Ground Floor), and at the Tower reception on weekdays (Mon-Fri) from 07:00 to 20:00 hours.
- Delegate access to ITU HQ premises:
 - ✓ via the Montbrillant building access point: 24-hour/day;
 - ✓ via the Tower building access point: 07:00- 20:00 (Mon-Fri);
 - ✓ weekend exclusively via Montbrillant building.
- In case of an emergency, call +41 (0) 22 730 6788 from your mobile phone or call #119 on all the ITU HQ premises fixed telephone (e.g., there is one in front of the Popov Room).

ITU Medical Service

- ITU Medical Service is located on the ground floor in the Varembe building.
- Opening hours: 8:30-12:30 / 14:00-17:30

Lost and found

- Lost and found items can be reported to Security at the Montbrillant building access point.



32. Communication, social media, and photos

- Photos of this session, as well as past sessions, of the Council can be found on the official [ITU Flickr Account](#).
- A snapshot report on the session of the Council and its outcomes will be made available on the Council website.



33. Travel expenses

Article 4, Provision 57 of the Convention applies only to the Councillor of each Member State of the Council belonging to the category of developing countries.

Councillors may wish to contact the ITU travel section for more information at travel@itu.int.





Thank you!

gbs@itu.int

<https://council.itu.int/2025/en/>