

# Welcome toolkit for newly appointed councillors

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Your guide to support your effective participation in  
ITU Council meetings and processes

June 2023



**ITUCOUNCIL**  
GENEVA2023

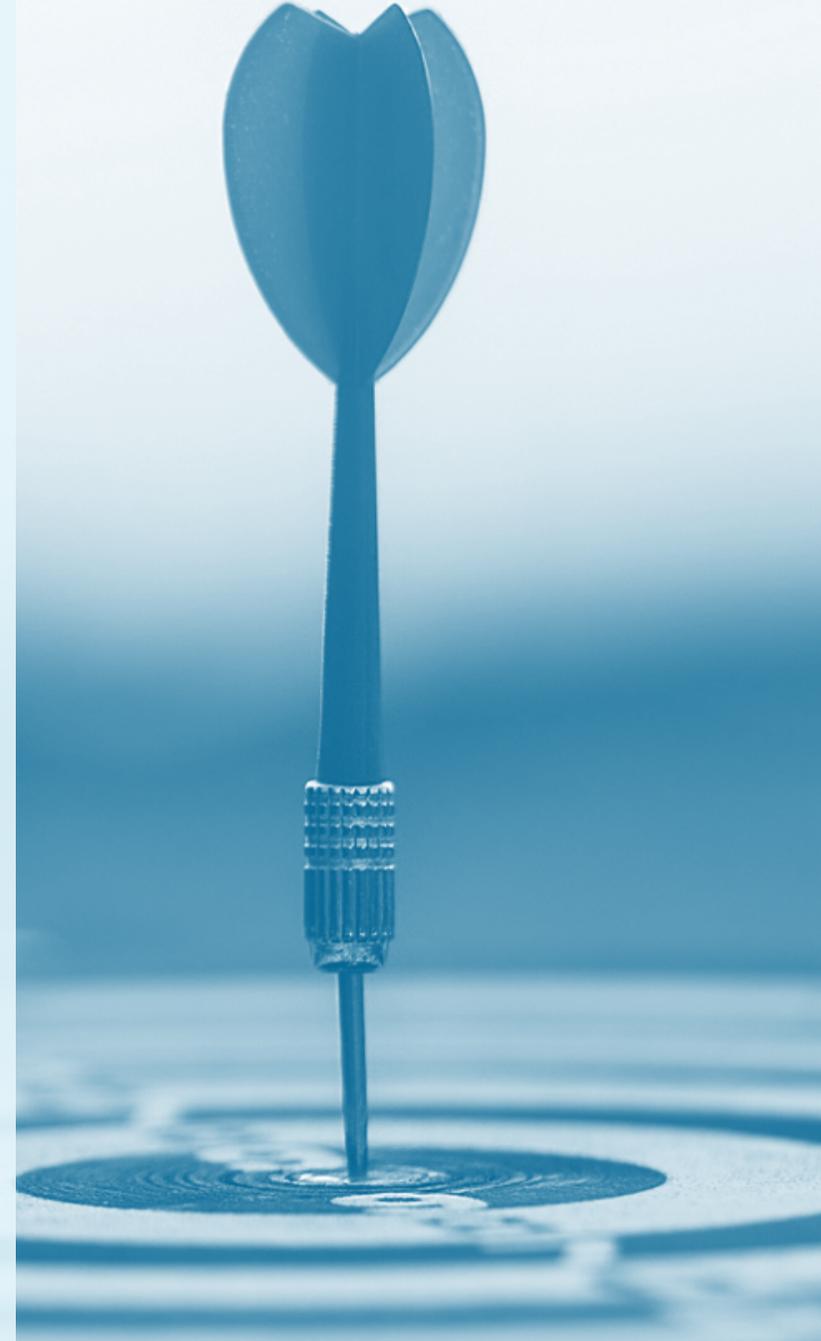


*“Council is the key pillar of ITU governance. We look forward to working with you to ensure Council’s effectiveness and strengthen its strategic role.”*

Doreen Bogdan-Martin  
ITU Secretary-General

# Mandate and functions

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# 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

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# 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

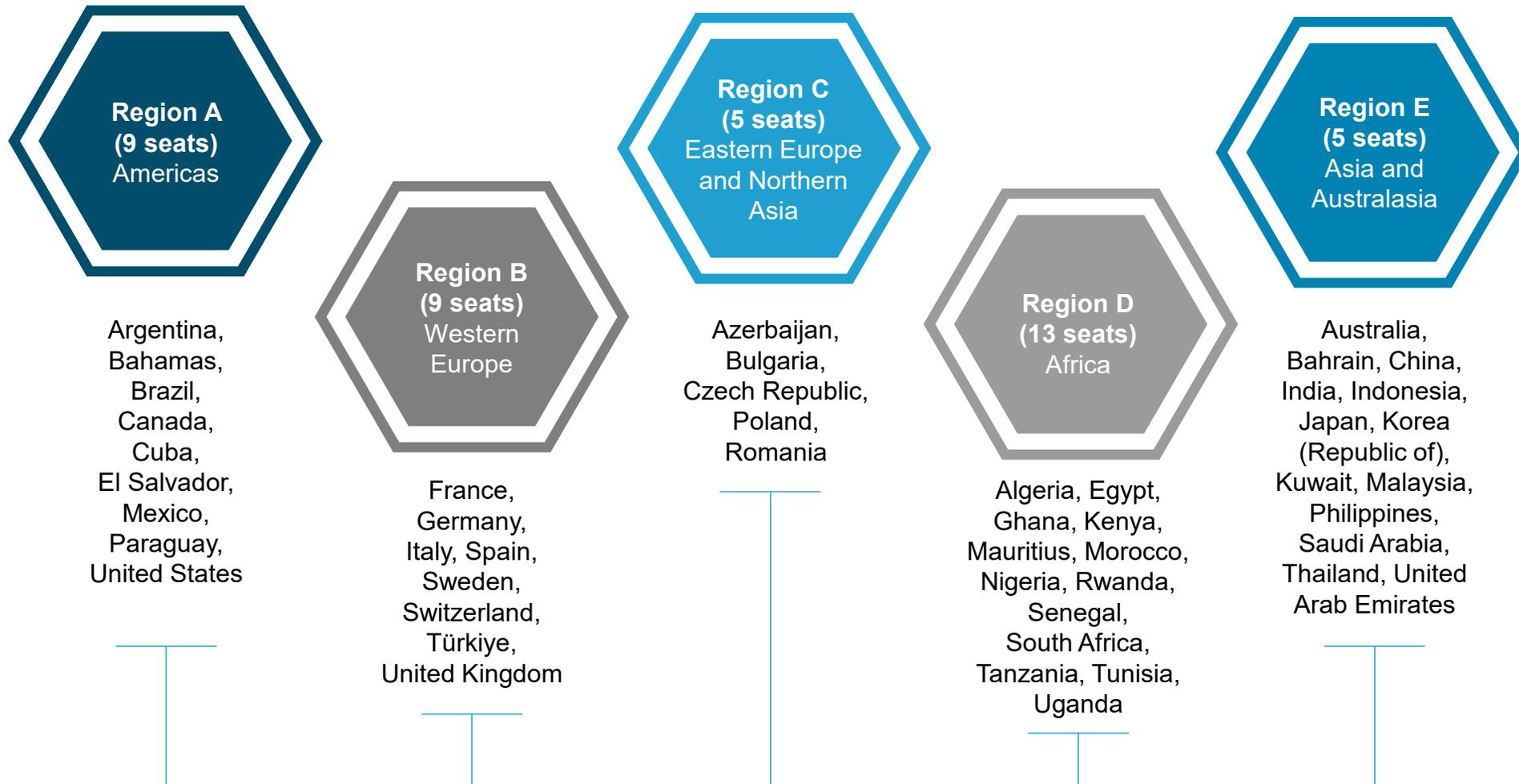
**(1 or more) Alternate**

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. Council Member States 2023 - 2026



## 04. Chairmanship and vice-chairmanships

### Election and duties of the chairman and vice-chairman

(Rules 9/10 of the Rules of Procedure)

At the first meeting of each annual session opened by the retiring chairman, the Council elects from among the councillors, on the basis of geographical rotation, a chairman and a vice-chairman, who shall take office immediately, shall remain in office until the election of their successors at the first meeting of its next annual session and shall not be eligible for re-election to the same office.

The chairman organizes the work of the Council during the sessions. In the interval between sessions, he may be called upon to take the necessary measures for the convening of extraordinary sessions or for the holding of consultations and the taking of decisions.

### Composition and duties of the Troika (Council R 1181)

It consists of the past, current and future chairmen of the Council.

The mandate of the troika is to provide for a smoother transition and continuity in chairing the Council and to liaise with the secretariat to ensure effective preparation for Council sessions.

# 05. 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 convey an extraordinary session, in case of an emergency

# 06. 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)

Chairmen and vice-chairmen 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).

# 07. Chairmanship and vice-chairmanships of CWGs

## Appointment and duties of chairmen and vice-chairmen

[PP Decision 11, Council R 1333](#)

The Council decides on the leadership of CWGs, with a view to promoting and enhancing, *inter alia*, equitable geographical distribution and gender balance. CWG chairmen and vice-chairmen can serve up to two successive terms of office, where a term of office is the interval between two consecutive plenipotentiary conferences.

Steps shall be taken to provide some continuity between CWG chairmen and vice-chairmen.

If a CWG chairman is unable to remain in office, a new chairman shall be appointed from among the current vice-chairmen of that CWG, in which case the "partial" term of office shall not be taken into account in any appointment for the subsequent term.

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

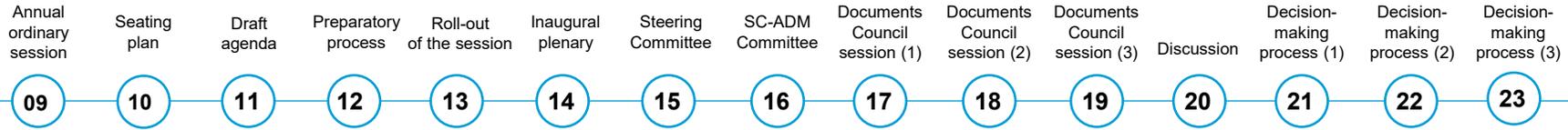
COUNCIL WORKING GROUPS (CWGS)						
<b>CWG-FHR</b> Financial and human resources (Council D 563)	<b>CWG-WSIS &amp; SDGs</b> (Council R 1332&1334)	<b>CWG-Internet</b> International Internet-related public policy issues (Council R 1336)	<b>CWG-COP</b> Child online protection (PP Res. 179)	<b>CWG-LANG</b> Use of the six official languages of the Union (PP Res. 154)	<b>EG-DEC.482</b> Council Expert Group on Decision 482	<b>EG-ITRs</b> 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	TBC *	TBC

\* To be created at the 2023 session of the Council.

# Sessions

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## 09. 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



# 10. Seating plan

PP Res. 164



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

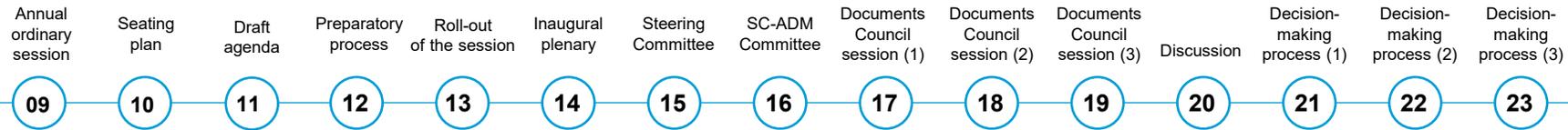
# 11. How is the draft agenda set ?

## 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.



## 12. Key dates in the preparatory process

- 3 months

- Invitation and preliminary draft agenda sent

- 2 months/  
8 weeks

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

- 7 weeks

- Publication of draft biennial budget

- 4 weeks

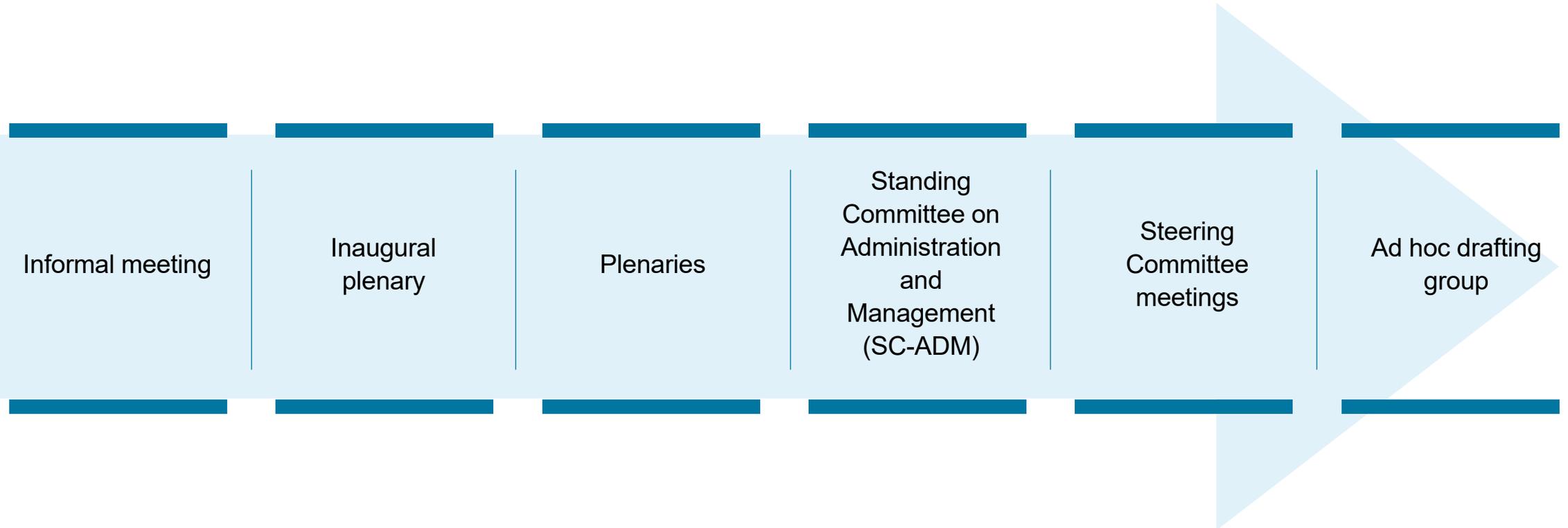
- Publication of documents from the Secretary-General
- Draft time management plan made available

- 14  
calendar days

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



## 13. 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.



## 14. Inaugural plenary meeting

Election of chairman and vice-chairman 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).

# 15. Steering Committee

## Rule 11 of the Rules of Procedure

Composed of chairman and vice-chairman of the Council and chairman and vice-chairmen of SC-ADM

In practice chairmen of Council Working Groups also invited to attend

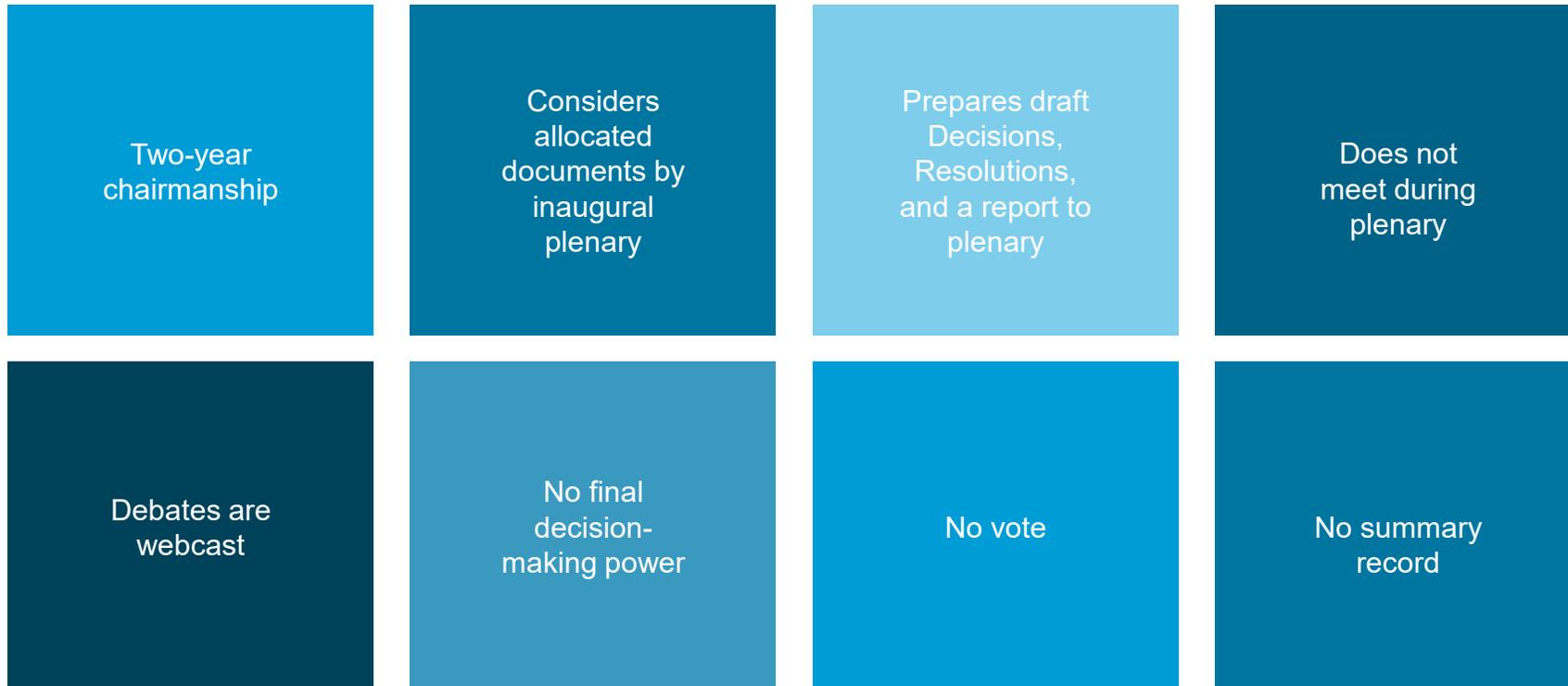
Responsible for the smooth running of Council work and scheduling of meetings

Meets around four (4) times during a session



# 16. SC-ADM Committee

## Rule 12 of the Rules of Procedure



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.

# 17. Documents of the Council session (1)

## Input documents



**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 Chairman 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** 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** is a general administrative document.

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

# 18. Documents of the Council session (2)

## In session documents



**DT** is a working temporary document.

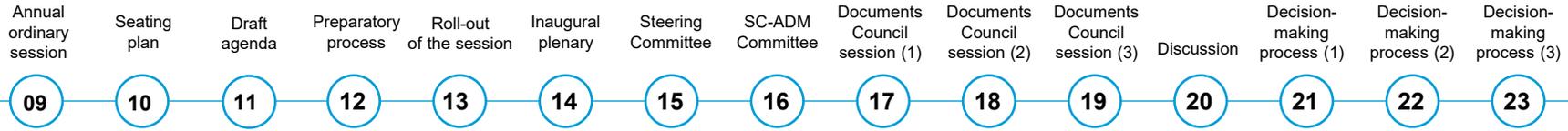
- It is a draft document usually created by the SC-ADM or a working group for the draft budget or a draft new resolution.
- Time management plans for plenaries and SC-ADM committee are also available under DT.

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.



# 19. Documents of the Council session (3)

## Output documents



### Resolutions and Decisions - E F S R A C -

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



### Summary records - E F S R A C -

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



## 20. Discussion

- Interpretation is provided in the six official languages of the Union for plenaries and SC-ADM, and these sessions are webcast.
- The chairman 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.



## 21. Decision-making process (1): Consensus

- It is exceptional for the Council to take a vote. The standard decision-making process is the **consensus**/absence of any serious objection. There is no vote in SC-ADM and working groups. If no consensus, the matter must be considered by the plenary.





## 22. Decision-making process (2): Voting

- The **right to vote** is strictly limited to Member States of the Council, which are parties to the Constitution and the Convention and are not in arrears of payment. Voting by proxy is not allowed in the Council.
- 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 (not the session).
- The decisions of the Council, in plenary meeting, shall be taken by a majority of councillors voting. Abstentions are not taken into account in computing the **majority**. In case of a tie, the decision is rejected.
- If the number of **abstentions** exceeds one half of the number of votes cast (for, against or abstaining), the measure shall be reconsidered at a subsequent meeting, at which time abstentions shall not be taken into account.
- No delegation may **interrupt** a vote once the vote has begun, unless to raise a point of order in connection with the way the vote is being taken. Voting begins with the Chairman's announcement that the voting has begun and ends with the announcement of the results.

- **Type of votes:**

Show of hands (Lollipops with the red dot in the middle)

Roll-call vote (Request of one or more of councillors present and entitled to vote, French alphabetical order)

Secret ballot (Request of a councillor entitled to vote, supported by at least two other councillors entitled to vote)

## 23. Decision-making process (3): Conclusions

- Conclusions of plenary are embodied in **Resolutions and Decisions** (no hierarchy between the two instruments and no definition). However, the Council may decide that a specific decisions be recorded in the **summary records** (since 2007).



# ITU's Commitments

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## 24. 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, including a gender perspective in ITU's work is essential to ensure that gender equality is a core consideration in ITU's strategic plans, activities, programmes, and procedures.

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

- Ensuring that every stage of the planning is worked from a gender perspective and make attendees aware and part of it;
- Promoting equal representation of men and women;
- Improving women participation in ITU decision-making processes;
- Advancing gender mainstreaming in the outcomes (Resolutions and Decisions) of the Council;
- 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.



## 25. 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 2023

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# 26. ITU Council 2023

## 11-21 July, ITU Headquarters



**Mr César Martínez  
(Paraguay)**

Chairman



**Mr Frédéric Sauvage  
(France)**

Vice-chairman

# 27. ITU Council 2023

## 11-21 July, ITU Headquarters



**Mr Dirk-Olivier Von Der Emden  
(Switzerland)**

Chairman SC-ADM



**Ms Aprajita Sharrma  
(India)**

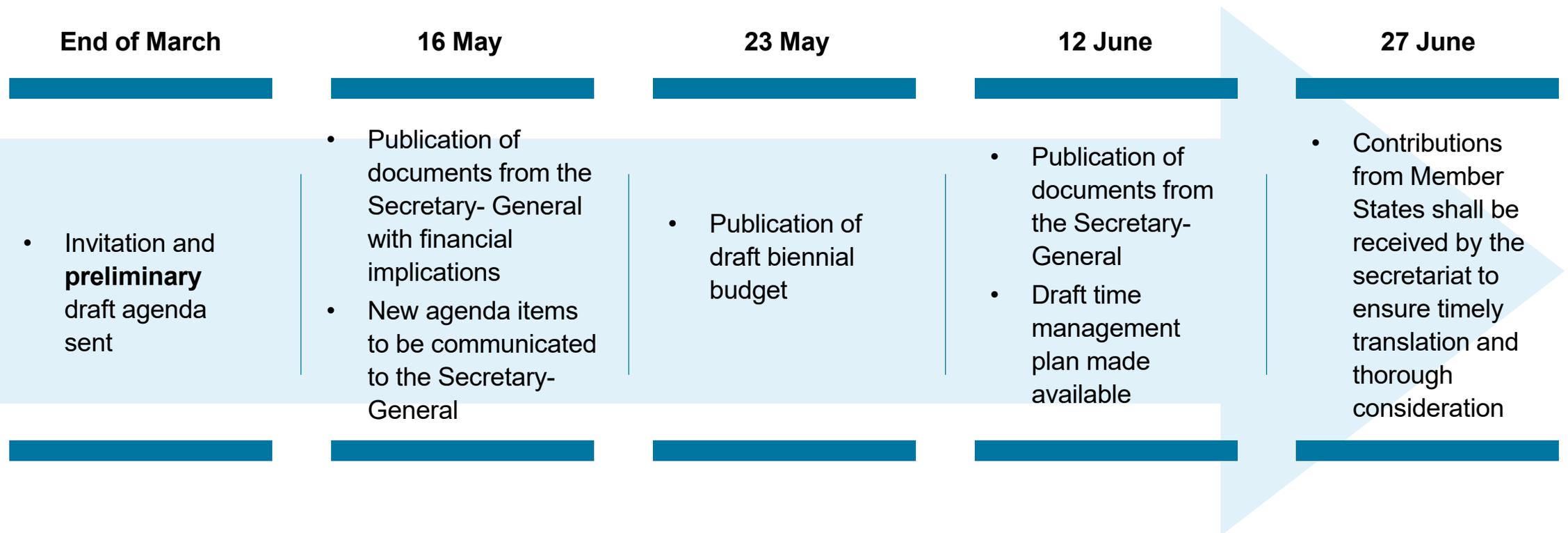
Vice-chairman SC- ADM



**Mr Vilém Veselý  
(Czech Republic)**

Vice-chairman SC-ADM

## 28. Key dates in the preparatory process



For Council 2023, four virtual thematic briefings for councillors have been organized in advance of the session to enhance the preparatory process of the annual session.

## 29. Access all documents

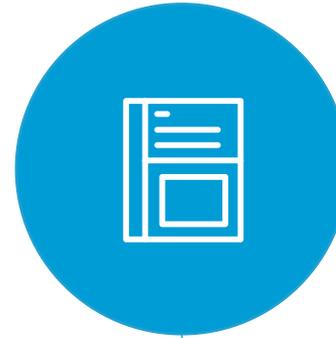
ITU Council is a totally paperless meeting.

Documents and Council highlights can be accessed through:

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

TIES access is necessary.

Request your [TIES access](#).



## 30. 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



# 31. 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

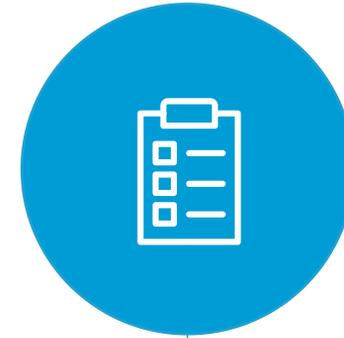
Captioning and webcast are provided for Council sessions. Access to audio-feeds and captioning is restricted to TIES users.



## 32. Checklist

- I have (or have requested) **TIES access**. To request for TIES access, you need to have (or create) an [ITU user account](#).
- I prepared and submitted my **contribution(s)**.
- I downloaded and reviewed all Council **documents** in preparation of the session.
- I reviewed the Rules of Procedure.

For any questions, please contact the Governing Bodies Secretariat at [gbs@itu.int](mailto:gbs@itu.int).



# General documentation

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# 33. General documentation

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

- Resolutions and Decisions
- Letters and notifications
- More



A map with several pushpins pinned to it, overlaid with a light blue gradient. The pushpins are arranged in a diagonal line from the top left to the bottom right. The map shows various geographical features and place names, including 'Hirsingue' and 'MULHOUSE'.

# Practical information

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# 34. 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](mailto:HelplineITU@protonmail.com).



## 35. Registration

To register for Council 2023 please click [here](#).  
For any questions, please contact us at [sg-registration@itu.int](mailto: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.



# 36. Remote participation



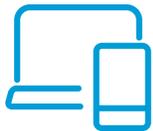
Council is a physical meeting.



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 2023).



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](mailto:rp.support@itu.int).

## 37. Room reservation

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

- Office V210/V213/V247 (2nd floor Varembe Building)
- Opening hours: 8:30-12:30 / 13:30-17:30
- Contact: [room.management@itu.int](mailto: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 2023 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.



## 38. Hosting a social event

Coffee breaks and evening receptions at Council are very welcome occasions for participants to network, socialize and relax between meetings. Hosting a social event is a unique way for a Council Member State to engage with all delegations or raise awareness of a specific initiative or issue.

If your country would like to organize a coffee break or reception at Council 2023, contact the ITU Protocol Service to check the availability of time slots and get further information, via [protocol.service@itu.int](mailto:protocol.service@itu.int).



## 39. 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

- Montbrillant building -1 Office: M03A
- Call 6666 from any fixed phone in ITU



## 40. Safety and security

### Security

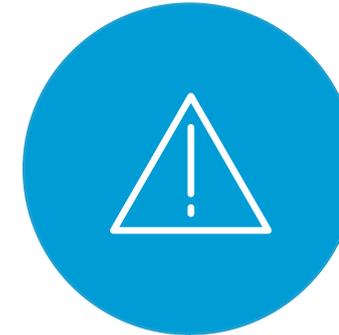
- Safety, Security and Resilience Division Personnel can be physically contacted in front of the Popov Room during week days from 09:00 to 17:30 hours, 24/7 at the ITU Security Ops. Hub in Montbrillant building (Ground Floor), and at the Tower reception on weekdays (Mon-Fri) from 07:00 to 20:00 hours.
- 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.



# 41. 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.



## 42. 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.

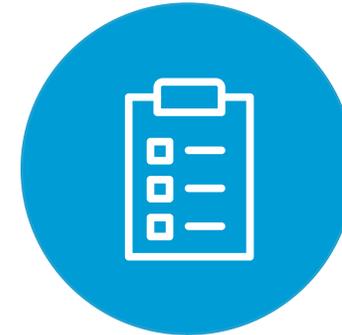
Councillors may wish to contact the ITU travel section for more information at [travel@itu.int](mailto:travel@itu.int).



## 43. Checklist

- I registered to Council 2023 for onsite or remote participation and requested VISA support (if applicable).
- I read the code of conduct.
- I reserved a room (if applicable).
- I arranged with Protocol for hosting a coffee break or a reception (if applicable).

For any questions, please contact the Governing Bodies Secretariat at [gbs@itu.int](mailto:gbs@itu.int).



**ITU COUNCIL**  
GENEVA2023

**Thank you!**