ITU Information/document access policy

Procedures for submitters of information/documents

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INTRODUCTION

As stated in point 1.2 of the ITU Information/document access policy, compliance with the policy is the responsibility of the ITU Secretary-General. As part of this responsibility, the Secretary-General establishes procedures for the implementation of the policy.

This document sets forth the procedures for submitters of information/documents to ITU conferences, assemblies and meetings.

INSTRUCTIONS FOR SUBMITTERS OF INFORMATION

1. Delegates submitting information/documents to ITU conferences, assemblies and meetings covered by the Information/Document Access Policy are reminded that submitters are solely responsible for identifying if part or all of the information falls into any of the exception categories listed in Section III of the policy or is otherwise sensitive. The ITU Secretariat does not review submitted documents for potentially confidential information.

2. When all or part of the information/document(s) being submitted must not be made publicly available, the submitter will immediately notify *by email* the ITU unit responsible for managing the documents for the particular event. The email must clearly identify the specific information/document(s) concerned.

3. If submitted information/document(s) must not be made publicly available, submitters are encouraged to provide the ITU Secretariat with a separate, redacted version of the information/document(s) for public access. The redacted version should be sent as an attachment to an email to the ITU unit responsible for managing the documents for the particular event. The ITU Secretariat will not prepare redacted versions of information/documents on behalf of submitters.