

RESOLUTION 1 (Rev. Kigali, 2022)

Rules of procedure of the ITU Telecommunication Development Sector

The World Telecommunication Development Conference (Kigali, 2022),

considering

- a)* that the functions, duties and organization of the ITU Telecommunication Development Sector (ITU-D) are described in Articles 21, 22, 23 and 24 of the ITU Constitution and Articles 16, 17, 17A, and 20 of the ITU Convention;
- b)* the General Rules of conferences, assemblies and meetings of the Union adopted by the Plenipotentiary Conference;
- c)* that Resolution 165 (Rev. Dubai, 2018) of the Plenipotentiary Conference, on deadlines for the submission of proposals and procedures for the registration of participants for conferences and assemblies of the Union, applies to the World Telecommunication Development Conference,

considering also

- a)* that ITU-D shall work, among others, through telecommunication development study groups, the Telecommunication Development Advisory Group and regional and world meetings organized within the framework of the Sector's action plan;
- b)* that, in accordance with Resolution 77 (Rev. Dubai, 2018) of the Plenipotentiary Conference, ITU conferences and assemblies shall, in principle, be held in the last quarter of the year, and not in the same year;
- c)* that Resolution 154 (Rev. Dubai, 2018) of the Plenipotentiary Conference establishes methods and approaches for the use of the six official languages of the Union on an equal footing;
- d)* Resolution 167 (Rev. Dubai, 2018) of the Plenipotentiary Conference, on strengthening and developing ITU capabilities for electronic meetings and the means to advance the work of the Union;
- e)* that Resolution 191 (Rev. Dubai, 2018) of the Plenipotentiary Conference establishes methods and approaches for the coordination of efforts among the three Sectors of the Union;

f) that Resolution 208 (Dubai, 2018) of the Plenipotentiary Conference establishes the appointment procedure and the maximum term of office for chairmen and vice-chairmen of Sector advisory groups, study groups and other groups;

g) that Article 43 of the Constitution (No. 194) states that "Member States reserve the right to convene regional conferences, to make regional arrangements and to form regional organizations, for the purpose of settling telecommunication questions which are susceptible of being treated on a regional basis ..."; and the successful establishment and the sustainability of regional groups under the ITU Telecommunication Standardization Sector,

resolves

that, for ITU-D, the provisions of the Constitution, the Convention, the General Rules of conferences, assemblies and meetings of the Union and the resolutions of the Plenipotentiary Conference referred to in *considering a), b), c)* and *considering also b), c), d), e), f)* and *g) above* should be supplemented by the provisions of this resolution and its annexes, bearing in mind that, in the case of inconsistency, the Constitution, the Convention and the General Rules of conferences, assemblies and meetings of the Union (in that order) shall prevail over this resolution.

SECTION 1 – World Telecommunication Development Conference

1.1 The World Telecommunication Development Conference (WTDC), in undertaking the duties assigned to it in Article 22 of the ITU Constitution, Article 16 of the ITU Convention and the General Rules of conferences, assemblies and meetings of the Union, shall:

- a) adopt and modify, if necessary, the working methods and procedures for the management of the activities of the ITU Telecommunication Development Sector (ITU-D);
- b) consider the reports of ITU-D study groups on their activities;
- c) approve, modify or reject draft new or revised ITU-D Recommendations submitted by study groups for consideration by WTDC, with an indication of the reasons for the proposed action, and draft Recommendations submitted by Member States and Sector Members, or make arrangement for the consideration and approval of draft Recommendations by study groups;

- d) consider, in accordance with Nos. 215J and 215JA of the Convention, reports of the Telecommunication Development Advisory Group (TDAG), including the report on the implementation of any specific functions assigned to TDAG by the previous WTDC;
- e) provide the directions and guidance for the work programme of ITU-D;
- f) establish work programmes and guidelines for defining ITU-D study Questions and priorities;
- g) adopt a WTDC declaration, an action plan, including programmes and regional initiatives, and ITU-D's contribution to the draft ITU strategic plan; adopt WTDC resolutions and decisions; and approve ITU-D study Questions and Recommendations;
- h) decide on the need to maintain, terminate or establish study groups and allocate to each of them the ITU-D study Questions;
- i) approve the work programme¹, taking into account the priority, urgency and time-scale for completion of the studies, and determining the financial implications, taking into account the provisions of Article 34 of the Convention on the financial responsibilities of conferences, arising from an analysis of:
 - i) existing and new ITU-D study Questions;
 - ii) existing and new WTDC resolutions and decisions; and
 - iii) matters enumerated in No. 211 of the Convention to be carried over to the next study period as determined in TDAG and study group reports to WTDC, as appropriate;
- j) in the light of the approved work programme, decide on the need to maintain, terminate or establish other groups, and establish their terms of reference; such groups shall not adopt ITU-D study Questions or Recommendations;

¹ The programme is developed taking into account the proposals of the meeting of the heads of delegation (see §§ 1.11 and 1.12 below).

- k) appoint the chairmen and vice-chairmen of TDAG, study groups and other groups, as well as two experts to represent ITU-D in the joint ITU Coordination Committee for Terminology (ITU CCT) at the level of vice-chairmen, based on the provisions of Resolutions 208 (Dubai, 2018) and 154 (Rev. Dubai, 2018) of the Plenipotentiary Conference, and taking into account the proposals of the meeting of heads of delegation (see §§ 1.11 and 1.12 below);
- l) consider and approve the report of the Director of the Telecommunication Development Bureau (BDT) on the activities of the Sector since the last conference;
- m) consider proposals for the admission of entities and organizations as Associates in accordance with Articles 19, 20 and 33 of the Convention, and small and medium enterprises (SMEs), in accordance with Resolution 209 (Dubai, 2018) of the Plenipotentiary Conference;
- n) consider and approve any other documents within its scope, or make arrangements to transfer the question of the consideration and approval of these documents to the study groups, as set out elsewhere in this resolution or in other WTDC resolutions, as appropriate.

1.2 If necessary, WTDC may, in accordance with No. 213A of the Convention and WTDC Resolution 24, assign specific matters within its competence to TDAG between two consecutive WTDCs, indicating the recommended action on those matters. WTDC shall assure itself that the specific functions it assigns to TDAG do not require financial expenses exceeding the ITU-D budget. TDAG may consult with the Director of BDT on these matters. TDAG shall prepare and send to the Director a report on the matters assigned to it, pursuant to No. 215JA of the Convention and WTDC Resolution 24, for submission to the conference. Such authority shall terminate when the following WTDC meets, although WTDC may decide to extend it for a specified period.

1.3 WTDC shall establish a steering committee, presided over by the chairman of the conference, and composed of the vice-chairmen of the conference and the chairmen and vice-chairmen of the committees and any group(s) created by the conference.

1.4 WTDC shall establish a budget control committee and an editorial committee, the tasks and responsibilities of which are set out in the General Rules of conferences, assemblies and meetings of the Union (General Rules, Nos. 69-74):

- a) The Budget Control Committee, *inter alia*, examines the estimated total expenses of the conference and estimates the financial needs of the ITU-D up to the next WTDC and the costs to ITU-D and ITU as a whole entailed by the execution of the decisions of the conference.
- b) The Editorial Committee perfects the wording of texts arising from WTDC deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union.

1.5 In addition to the steering, budget control and editorial committees, the two following committees are set up:

- a) The Committee on Working Methods of ITU-D, which submits to the Plenary Meeting reports, on the basis of the proposals of ITU Member States, ITU-D Sector Members and Academia, considering TDAG and study group reports submitted to the conference. It shall:
 - i) examine proposals and contributions relating to cooperation among members;
 - ii) evaluate the working methods and functioning of the ITU-D study groups and TDAG;
 - iii) assess and identify options for maximizing programme delivery and approve appropriate changes thereto with a view to strengthening the synergies between ITU-D study Questions, programmes and regional initiatives.
- b) The Committee on ITU-D Objectives, which submits reports to the Plenary Meeting, on the basis of the proposals of ITU Member States, ITU-D Sector Members and Academia, considering TDAG and study group reports submitted to the conference. It shall:
 - i) review and approve the outputs and outcomes for the objectives;
 - ii) review and agree on the related ITU-D study Questions and regional initiatives and establish appropriate guidelines for their implementation;
 - iii) review and agree on relevant resolutions; and
 - iv) ensure that the output is in accordance with a results-based management approach aiming to improve management effectiveness and accountability.

1.6 The Plenary Meeting of a WTDC may set up other committees or groups that meet to address specific matters, if required, in accordance with No. 63 of the General Rules of conferences, assemblies and meetings of the Union. The terms of reference should be contained in the establishing resolution, taking into account the appropriate distribution of workload between the committees.

1.7 All committees and groups referred to in §§ 1.3 to 1.6 above shall normally cease to exist with the closing of WTDC except, if required and subject to the approval of the conference and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of WTDC to complete its tasks as assigned by the conference.

1.8 The chairmen of study groups, the chairman of TDAG and the chairmen of other groups set up by the preceding WTDC should make themselves available to WTDC and provide information on issues related to the groups they led.

1.9 The programme of work of WTDC shall be designed to provide adequate time for consideration of the important administrative and organizational aspects of ITU-D.

1.10 A WTDC may express its opinion relating to the duration or agenda of a future WTDC.

1.11 Prior to the inaugural meeting of WTDC, in accordance with No. 49 of the General Rules of conferences, assemblies and meetings of the Union, the heads of delegation shall meet to prepare the agenda for the first plenary meeting and make proposals for the organization of the conference, including proposals for chairmanships and vice-chairmanships of WTDC and its committees and groups.

1.12 During WTDC, the heads of delegation shall meet:

- a) to consider the proposals concerning the work programme and the constitution of study groups in particular;
- b) to draw up proposals concerning the designation of chairmen and vice-chairmen of study groups, TDAG and any other groups established by WTDC (see section 3).

1.13 In accordance with Resolution 191 (Rev. Dubai, 2018) of the Plenipotentiary Conference, WTDC identifies areas that are in common with the other Sectors of ITU where work is to be done and that require internal coordination within ITU.

1.14 Voting

Should there be a need for a vote at WTDC, the vote shall be conducted according to the relevant sections of the Constitution, Convention and General Rules of conferences, assemblies and meetings of the Union.

1.15 Prior to and during the process of developing resolutions which define working methods and identify priority issues, the approach of WTDC should be as follows:

- a) If an existing resolution of the Plenipotentiary Conference identifies a priority issue, the need for a similar WTDC resolution should be questioned.
- b) WTDC resolutions should not repeat preambular texts from resolutions of the Plenipotentiary Conference.
- c) If only editorial updates are required to a WTDC resolution, the need to produce a revised version should be questioned.
- d) If the actions proposed in the resolution have been accomplished, the resolution should be viewed as fulfilled and the need for it should be questioned.

SECTION 2 – Documentation of ITU-D

2.1 General principles

In §§ 2.1.1 and 2.1.2 below, the term "texts" is used for the WTDC declaration, the ITU-D action plan, ITU-D objectives/programmes, WTDC resolutions and decisions, ITU-D study Questions and Recommendations, regional initiatives, ITU-D reports, handbooks and other ITU-D documents, as defined in §§ 2.2 to 2.10.

2.1.1 Presentation of texts

2.1.1.1 Texts should be as brief as possible, taking account of the necessary content and without repeating content from other texts, and should relate directly to the objective, resolution or ITU-D study Question/topic or part of the objective, resolution, study Question/topic being studied.

2.1.1.2 Each text may include a reference to related texts and, where appropriate, to relevant provisions of the basic texts of the Union, without any interpretation, qualification or suggestion of change.

2.1.1.3 Texts shall be presented showing their number, their title and an indication of the year of their initial approval, where appropriate, and the year of approval of revisions.

2.1.1.4 Annexes to any of these texts should be considered as having equivalent status.

2.1.2 Publication of texts

2.1.2.1 All texts shall be published in electronic form as soon as possible after approval and may also be made available in paper form according to the publication policy of ITU.

2.1.2.2 The approved WTDC declaration, ITU-D action plan, ITU-D objectives/programmes, WTDC resolutions and decisions, and ITU-D study Questions, Recommendations and output reports (if a report exceeds 50 pages, § 2.4.1 applies) shall be published by ITU in the six official languages of the Union as soon as practicable. Other texts should be published, as soon as possible, in English only or in the six official languages of the Union, depending on the decision of the relevant group.

2.2 WTDC declaration

2.2.1 Definition

Statement of the main outcomes and priorities established by WTDC. The declaration is usually named after the conference venue.

2.2.2 Approval

WTDC shall examine and approve a WTDC declaration based on proposals by Member States and ITU-D Sector Members, taking into account suggestions by TDAG, new trends in the development of telecommunications/information and communication technologies (ICTs) and emerging issues, particularly in developing countries² and countries with specific needs.

² These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

2.3 ITU-D action plan

2.3.1 Definition

A comprehensive package that will promote the equitable and sustainable development of telecommunication/ICT networks and services. It consists of ITU-D study Questions and programmes and regional initiatives that intend to address the specific needs of the regions. The ITU-D action plan is usually named after the conference venue.

2.3.2 Approval

WTDC shall examine and approve an ITU-D action plan based on proposals by Member States and ITU-D Sector Members, taking into account suggestions by TDAG and paying special attention to the needs of developing countries.

2.4 ITU-D objectives/programmes

2.4.1 Definition

Key elements of the ITU-D action plan, constituting components of the toolkit BDT uses when solicited by Member States and ITU-D Sector Members to support their efforts to build the information society for all. In the implementation of objectives/programmes, account should be taken of the resolutions, decisions, Recommendations and reports emanating from WTDC.

2.4.2 Approval

WTDC shall examine and approve new ITU-D objectives/programmes proposed by Member States and ITU-D Sector Members.

2.5 Regional initiatives

2.5.1 Definition

Regional initiatives are intended to identify the principal telecommunication/ICT areas of concern to a region, which will then be addressed through partnerships and resource mobilization to implement projects that are part of the ITU-D action plan.

2.5.2 Approval

WTDC shall examine and approve new regional initiatives proposed by Member States and ITU-D Sector Members.

2.6 WTDC resolutions/decisions

2.6.1 Definition

A WTDC text containing provisions on the organization, working methods and programmes of ITU-D and ITU-D study Questions and topics to be studied.

2.6.2 Approval

WTDC shall examine and may approve revised or new WTDC resolutions/decisions proposed by Member States and ITU-D Sector Members, taking into account suggestions by TDAG.

2.6.3 Deletion

WTDC may delete resolutions/decisions based on proposals from Member States and ITU-D Sector Members, taking into account suggestions by TDAG.

2.7 ITU-D study Questions

2.7.1 Definition

Description of an area of work to be studied, normally leading to the production of new or revised ITU-D Recommendations, guidelines, handbooks or reports.

2.7.2 Adoption and approval

The procedures for adopting and approving ITU-D study Questions are set out in section 5 of this resolution.

2.7.3 Deletion

The procedure for deleting ITU-D study Questions is set out in section 6 of this resolution.

2.8 ITU-D Recommendations

2.8.1 Definition

An answer to an ITU-D study Question, part of a study Question, or a resolution of WTDC or of the Plenipotentiary Conference, for the organization of the work of ITU-D, which, within the scope of existing knowledge and the research carried out by study groups and adopted in accordance with established procedures, may provide guidance on technical, organizational, tariff-related and operational matters, including working methods, may describe a preferred method or proposed solution for undertaking a specific task, or may recommend procedures for specific applications. These Recommendations should be sufficient to serve as a basis for international cooperation.

2.8.2 Adoption and approval

The procedures for adopting and approving ITU-D Recommendations are set out in section 7 of this resolution.

2.8.3 Deletion

The procedure for deleting ITU-D Recommendations is set out in section 8 of this resolution.

2.9 ITU-D reports

2.9.1 Definition

A technical, operational or procedural statement, prepared by a study group on a given subject related to a current ITU-D study Question or resolution of WTDC or of the Plenipotentiary Conference.

2.9.2 Approval

Each study group may approve revised or new ITU-D reports, preferably by consensus.

2.9.3 Deletion

Each study group may delete an ITU-D report, within its area of responsibility, preferably by consensus.

2.10 ITU-D handbooks

2.10.1 Definition

A text which provides a statement of the current knowledge, the present position of studies or good operating or technical practice, in certain aspects of telecommunications/ICT, including best national practices, paying particular attention to the requirements of developing countries.

2.10.2 Approval

Each study group may approve revised or new ITU-D handbooks, preferably by consensus.

2.10.3 Deletion

Each study group may delete an ITU-D handbook, within its area of responsibility, preferably by consensus.

2.11 ITU-D guidelines

2.11.1 Definition

ITU-D guidelines present a range of options that reflect the written contributions, discussion, research, analysis, ideas and experience of study group participants. The goal is to produce a menu of choices to assist the ITU membership and others in delivering a robust communications sector capable of accelerating the achievement of national and international goals for social and economic development. The membership and others are encouraged to apply those guidelines that are agreeable and suitable for their individual circumstances. Best-practice guidelines are not mandatory, and while thorough consideration of the full range of guidelines is encouraged, inapplicable or otherwise unsuitable suggestions need not be employed.

2.11.2 Approval

Each study group may approve revised or new ITU-D guidelines, preferably by consensus.

2.11.3 Deletion

Each study group may delete ITU-D guidelines, within its area of responsibility, preferably by consensus.

SECTION 3 – Study groups and their relevant groups

3.1 Classification of study groups and their relevant groups

3.1.1 WTDC establishes study groups, each studying telecommunication/ICT matters of interest to the developing countries in particular, including the issues referred to in No. 211 of the ITU Convention. Study groups shall observe strictly Nos. 214, 215, 215A and 215B of the Convention.

3.1.2 To facilitate their work, the study groups may set up rapporteur groups and joint rapporteur groups (JRG), or intersector rapporteur groups (IRG), or intersector correspondence groups (ICG) to deal with specific ITU-D study Questions or parts thereof, including with the participation of other ITU Sectors.

3.1.3 Regional groups may be established within the study groups of ITU-D to study Questions or problems that, in view of their specific nature, should be considered at the level of one or more regions of the Union.

3.1.4 The establishment of regional groups should not result in unnecessary duplication of the work undertaken on a worldwide basis by the corresponding study groups, their relevant groups or any other group established in accordance with No. 209A of the Convention.

3.1.5 ITU-D study groups shall develop terms of reference and working methods for these regional groups.

3.1.6 ITU-D regional groups are encouraged to cooperate closely with the corresponding regional telecommunication organizations, regional groups of study groups of the ITU Telecommunication Standardization Sector (ITU-T) and ITU regional and area offices, and to report on their work in their regions.

3.1.7 A JRG may be established for ITU-D study Questions requiring the participation of experts from more than one ITU-D study group. An IRG/ICG may be established for ITU-D study Questions requiring the participation of experts from study groups of other Sector(s). A JRG or IRG/ICG may be created when all study groups concerned agree to the creation of the group. Unless otherwise specified, the working methods of IRGs, ICGs and JRGs should be identical to those of rapporteur groups. At the time a JRG, IRG or ICG is established, its terms of reference, reporting lines and final decision-making authority should be clearly identified.

3.1.8 The procedures for establishing an ICG or IRG when organizing and conducting work in these groups are set out in WTDC Resolution 59 (Rev. Kigali, 2022).³

3.1.9 A rapporteur group, JRG, IRG or regional group shall submit draft deliverables as indicated in its relevant terms of reference to its lead study group.

3.2 Chairmen and vice-chairmen of ITU-D study groups

3.2.1 Appointment of chairmen and vice-chairmen by WTDC shall be in accordance with Resolution 208 (Dubai, 2018) of the Plenipotentiary Conference, on the appointment and maximum term of office for chairmen and vice-chairmen of Sector advisory groups, study groups and other groups. It is expected that the chairmen and the vice-chairmen, having assumed their duties, will receive from their Member State or Sector Member the support necessary for the performance of those duties throughout the period until the next WTDC. The number of vice-chairmen should be limited to two or three candidates from each of the six regional telecommunication organizations⁴.

³ Note by the secretariat: For details on the procedures of the other Sectors, see also the relevant resolutions from the Radiocommunication Assembly (RA) and the World Telecommunication Standardization Assembly (WTSA), with reference to RA Resolutions ITU-R 6, ITU-R 7 and WTSA Resolution 18.

⁴ Resolution 58 (Rev. Busan, 2014) of the Plenipotentiary Conference names six regional telecommunication organizations: the Asia-Pacific Telecommunity (APT), the European Conference of Postal and Telecommunications Administrations (CEPT), the Inter-American Telecommunications Commission (CITEL), the African Telecommunications Union (ATU), the Council of Arab Ministers of Telecommunication and Information represented by the Secretariat-General of the League of Arab States (LAS) and the Regional Commonwealth in the field of Communications (RCC).

3.2.2 Within the mandate set out by WTDC Resolution 2, study group chairmen shall be responsible for establishing an appropriate structure to distribute the work, after consulting with study group vice-chairmen. The study group chairmen shall perform the duties required of them within their study groups or within joint coordination activities.

3.2.3 The mandate of the vice-chairmen shall be to assist the chairman in matters relating to the management of the study group, including substitution for the chairman at official ITU meetings or replacement of the chairman should he or she be unable to continue with study group duties. Each vice-chairman should be assigned specific functions by the chairman, after consultation with the study group vice-chairmen, including to assist the chairman and study groups as they produce the outputs called for by WTDC, including as indicated in § 3.3.7 below. Vice-chairmen could be designated by chairmen as coordinators on specific topics or as focal points for monitoring other programmes and sectors. Functions of the vice-chairmen should be defined at the beginning of the study period.

3.2.4 In order to ensure equitable distribution of tasks and to achieve greater involvement by the vice-chairmen in the management and work of the study groups, and in the work of TDAG, study group vice-chairmen should be the preferred choice for other responsibilities, such as rapporteur or vice-rapporteur or rapporteur or vice-rapporteur of a JRG or an IRG, but they shall not occupy more than two such posts at the same time in the study period.

3.2.5 Study group chairmen should participate in WTDC and in TDAG to represent their respective study groups.

3.2.6 Study group chairmen shall comply with the provisions of the ITU Constitution, the Convention, the General Rules of conferences, assemblies and meetings of the Union and this resolution. BDT staff should provide support and advice in this regard.

3.2.7 Chairmen and vice-chairmen of study groups and other groups shall be impartial in the performance of their duties.

3.2.8 TDAG shall be made aware of the non-attendance of chairmen and vice-chairmen at study group meetings, and raise the issue through the Director of BDT with the ITU-D members concerned in an attempt to encourage and facilitate participation in these roles in the study group concerned.

3.3 Rapporteurs and vice-rapporteurs for ITU-D study Questions

3.3.1 Rapporteurs and vice-rapporteurs are appointed by a study group in order to progress the study of an ITU-D study Question based on contributions received and to develop draft new and revised ITU-D reports and Recommendations. A rapporteur shall have responsibility for only one study Question. Rapporteurs and vice-rapporteurs may be representatives of Member States, ITU-D Sector Members, Associates or Academia⁵.

3.3.2 Chairmen of IRGs are appointed in accordance with WTDC Resolution 59 (Rev. Kigali, 2022).

3.3.3 Due to the nature of the studies, rapporteur appointments should be based not only on expertise in the subject to be studied, but also on the ability to coordinate the work and actively participate in ITU-D activities. Elements of the expected work carried out by the rapporteurs are described in Annex 5 to this resolution.

3.3.4 If required, the study group may modify the terms of reference of the rapporteur determined in the corresponding study Question, including expected results and deliverables as specified in §§ 3.10.1 to 3.10.6 below.

3.3.5 One rapporteur and one or more vice-rapporteurs are appointed, as appropriate, by a study group, preferably at its first meeting, for each study Question. Exceptionally, co-rapporteurs may also be appointed where, for example, this would balance the workload and facilitate optimum results. Vice-rapporteurs should be agreed based on their expertise and experience in relation to the study Question. Their duties and responsibilities should be clearly defined. The composition of rapporteurs and vice-rapporteurs should be stable during the study period. Nonetheless, if absolutely necessary, the study group may decide to change the composition of rapporteurs and vice-rapporteurs in the course of a study period.

3.3.6 A co-rapporteur or, in the absence of the co-rapporteur, one of the vice-rapporteurs representing a Member State or ITU-D Sector Member shall take over as chairman when the rapporteur is not available.

⁵ Academia includes colleges, institutes, universities and associated research institutions interested in telecommunication/ICT development.

3.3.7 For all contributions that meet the deadline for translation as specified in § 4.1.3.2, rapporteurs, with assistance from all vice-rapporteurs, shall prepare, publish, and place on the meeting agenda a contribution that compiles all lessons learned and suggested best practices submitted to the meeting. To prepare this contribution, rapporteurs shall use information included in box 2 of the contribution template, as provided in Annex 2 referenced in § 4.5.4.

3.3.8 JRG rapporteurs and IRG chairmen should participate in the work of the respective study groups to present the results of the activities of their respective groups.

3.3.9 TDAG shall be made aware of the non-attendance of rapporteurs, co-rapporteurs and vice-rapporteurs at study group meetings, and raise the issue through the Director with the ITU-D members concerned in an attempt to encourage and facilitate participation in these roles in the study group concerned.

3.3.10 Rapporteurs, co-rapporteurs and vice-rapporteurs shall be impartial in the performance of their duties.

3.4 Powers of the study groups

3.4.1 Each study group may develop draft new or revised ITU-D Recommendations based on contributions received during the study period for approval either by WTDC or in accordance with the procedure in § 3.5 below. Recommendations approved in accordance with either procedure shall have the same status.

3.4.2 Each study group may also adopt draft ITU-D study Questions in accordance with the procedure described in section 5.

3.4.3 In addition to the above, each study group shall be competent to approve ITU-D guidelines, reports and handbooks.

3.4.4 In cases where the implementation of the results obtained is through BDT activities, such as workshops, regional meetings or surveys, these activities should be reflected in the annual operational plan and conducted in coordination with the relevant ITU-D study Question.

3.4.5 In the cases where the terms of reference of a rapporteur group are completed prior to the end of the study period, the study group should issue ITU-D guidelines, ITU-D reports, best practices and ITU-D Recommendations promptly for review by the membership.

3.4.6 Workshops, seminars or other events for exchanging information with invited experts from outside the ITU membership on key topics and issues may be held during or around study group meetings.

3.5 Meetings

3.5.1 The study groups and their relevant groups shall normally meet at ITU headquarters.

3.5.2 Study groups and their relevant groups may meet outside Geneva if invited by Member States, ITU-D Sector Members, or organizations other than administrations pursuant to Article 19 of the Convention (hereafter called other authorized entities and organizations) authorized in this respect by a Member State of the Union, having regard to facilitating the attendance of developing countries. Such invitations shall normally be considered only if they are submitted to WTDC, to TDAG or to an ITU-D study group meeting. If such invitations cannot be submitted to any of these meetings, the decision to accept the invitation rests with the Director in consultation with the chairman of the study group concerned. They may be finally accepted after consultation with the Director if they are compatible with the resources allocated to ITU-D by the ITU Council and the objectives, responsibility and mandates of the study groups.

3.5.3 Regional and subregional meetings and events organized by BDT offer a valuable opportunity for information exchange and for the development of management and technical experience and expertise. Every opportunity should be taken to provide additional opportunities for experts (study group participants) from developing countries to gain experience by participating in regional and subregional meetings which deal with study group work. To this end, invitations to regional and subregional meetings organized on topics dealt with by study groups should be extended to participants of the rapporteur groups, IRGs or JRGs concerned.

3.5.4 The invitations referred to in § 3.5.2 above shall be issued and accepted, and the corresponding meetings outside Geneva organized, only if the conditions laid down in Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference and Council Decision 304 are met. Invitations to hold meetings of the study groups or their relevant groups away from Geneva shall be accompanied by a statement indicating the host's agreement to defray the additional expenses involved and that it will provide at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries, equipment need not necessarily be provided free of charge by the host government, if the government so requests.

3.5.5 In exceptional situations, study groups and other relevant groups may benefit from virtual meetings/remote participation, having regard to the possibilities of developing countries and their ability to participate virtually/remotely (rather than at ITU headquarters or in a region). A request by a rapporteur for such a meeting should be submitted to and approved by the parent study group or TDAG. In the event that a virtual meeting is organized, it should be held at convenient working hours taking into account the time zones and availability of participants to ensure maximum participation from every region. As these meeting times may be too long and affect the concentration and availability of participants from different time zones, an alternative would be to increase the number of meeting days if the current virtual meeting times continue to be used. The purpose and expectation of the meeting should be well-defined in advance to maximize contributions.

3.5.6 The dates, place and agenda for meetings of relevant groups shall be agreed by the parent study group.

3.5.7 Should an invitation be cancelled for any reason, it shall be proposed that the meeting be convened in Geneva, in principle on the date originally planned.

3.5.8 Interpretation into an official language of the Union can be provided for meetings of study groups if requested at least 45 days prior to the start of the meeting. Interpretation for rapporteur group, JRG and IRG meetings can be provided in a similar manner if requested at least 45 days prior to the meeting and the necessary ITU-D financial resources are available.

3.5.9 Captioning should be provided for meetings of study groups, within the existing ITU-D financial resources.

3.6 Participation in meetings

3.6.1 Member States, ITU-D Sector Members, Associates, Academia and other authorized entities and organizations shall be represented, in the study groups and subordinate groups in whose work they wish to take part, by participants registered by name and chosen by them as representatives to make an effective contribution to the study of the ITU-D study Questions entrusted to those study groups. The chairman of a meeting may, in accordance with No. 248A of Article 20 of the Convention, invite individual experts, as appropriate, to present their specific point of view at one or more meetings, without the experts taking part in the decision-making process or liaison activity of that meeting and without giving the expert the right to participate in any other meetings to which a specific invitation by the chairman has not been extended. Experts may present reports and submissions for information at the request of the chairmen of meetings; they may also participate in relevant discussions.

3.6.2 Informal roundtable discussions, seminars or illustrative workshops associated with one or more ITU-D study Questions featuring such experts and others are encouraged within the allocated resources in the financial plan and biennial budget, taking into account the provisions of WTDC Resolution 40 (Rev. Kigali, 2022), on capacity building, to allow for coordinated effort between the activities under the study Question and other work carried out by BDT. Lessons learned and suggested best practices from these activities shall be recorded in a report prepared by the rapporteur group for its consideration and submitted as a contribution to the corresponding study group. Lessons learned and suggested best practices recorded from workshops shall also be added to the website for any relevant ITU-D study Question in accordance with § 4.4 below.

3.6.3 The Director shall keep up to date a list of the Member States, ITU-D Sector Members, Associates, Academia and other authorized entities and organizations participating in each study group.

3.6.4 To the extent possible and practicable, the secretariat shall provide, pursuant to Resolution 167 (Rev. Dubai, 2018) of the Plenipotentiary Conference, study groups and their relevant groups with facilities for remote participation as part of efforts to encourage and enable broader participation in the work of the study groups by all Member States, ITU-D Sector Members, Associates and Academia, especially for persons with specific needs and persons with disabilities.

3.6.5 The rapporteur of each ITU-D study Question shall coordinate and keep up to date a list of focal points from Member States, ITU-D Sector Members, Associates and Academia in order to facilitate the communication and exchange of information on specific matters in the context of study.

3.7 Frequency of meetings

3.7.1 The study groups shall in principle meet at least once a year during the interval between two WTDCs, preferably in the second half of the year so that rapporteur groups associated therewith may meet in the first half of the year to prepare the necessary reports and submit them to the parent study group. However, additional meetings may take place with the approval of the Director, having regard to the priorities laid down by the preceding WTDC and the resources of ITU-D.

3.7.2 Unless the meeting in question has been planned or scheduled in advance, the Director shall send and post on the ITU-D webpage an invitation circular at least three months before the meeting.

3.7.3 Rapporteur groups shall in principle meet twice a year, at least in the period between two WTDCs, one of the meetings being held in conjunction with the parent study group. However, additional meetings may be held with the approval of the parent study group and with the approval of the Director, having regard to the priorities laid down by the preceding WTDC and the resources of ITU-D.

3.7.4 To ensure the best possible use of the resources of ITU-D and of those participating in its work, the Director, in collaboration with the study group chairmen, shall establish and publish a timetable of meetings not later than three months before the first meeting of the calendar year, including those held by study group management teams. The timetable shall take account of such factors as the capacity and facilities in the ITU conference services, document requirements for meetings and the need for close coordination with the activities of the other Sectors and other international or regional organizations.

3.7.5 In establishing the timetable of each meeting, to the extent possible, meeting sessions of rapporteur groups on ITU-D study Questions from the same study group shall not take place in parallel, in order to allow participants to attend the meetings on related study Questions. On the other hand, if within the allocated resources of the budget as approved by the Council and the financial plan as approved by the Plenipotentiary Conference, rapporteur group sessions on study Questions from different study groups, when deemed necessary by the management team, may be held in parallel, to allow sufficient time for each study Question to develop its work and to extend the time allocated for study Questions with a higher number of contributions.

3.7.6 When formulating a timetable for meetings in accordance with § 3.7.4, the Director, in cooperation with the study group chairmen, should make every possible effort, as far as practicable, in order that the planned period for meetings not be scheduled during a period which is considered a major religious period by a Member State.

3.7.7 In the establishment of the work plan, the timetable of meetings shall take into account the time required for participating Member States, ITU-D Sector Members, Associates, Academia and other authorized entities and organizations to prepare contributions and documentation.

3.7.8 All study groups shall meet sufficiently in advance of WTDC in order to enable the approved ITU-D reports and draft ITU-D Recommendations to reach administrations of Member States and Sector Members no later than 35 calendar days before the opening of WTDC.

3.8 Establishment of work plans and preparation of meetings

3.8.1 After each WTDC, a work plan shall be proposed by each study group chairman and rapporteurs, with the assistance of BDT. The work programmes shall take account of the ITU-D programme of activities and priorities and they should be connected to the WTDC resolutions, decisions and ITU-D Recommendations approved by WTDC. The work programmes may organize the work of a specific ITU-D study Question around sub-topics to be addressed sequentially during the study cycle, provided such sub-topics are within the terms of reference of the study Question. As an informational resource to support the development of the work plans, the Director shall, through the appropriate BDT staff, prepare information about all ITU projects relevant to the particular study Question or issue, including those being implemented by the regional offices and in the other Sectors. This information should be provided in a contribution to the study group chairmen and rapporteurs prior to the development of their work plans so as to allow them to take full advantage of new, existing and ongoing ITU work that could contribute to the study of their Questions.

3.8.2 The respective study group chairmen, rapporteurs and chairmen of IRGs and JRGs shall establish a work plan for their ITU-D study Question stating clearly the outputs planned to be developed and the time-frame by which they are expected to be delivered. The implementation of the work plan will, however, depend to a large extent on the contributions received from Member States, ITU-D Sector Members, Associates and Academia, other authorized entities and organizations and BDT, as well as on the opinions expressed by participants in the meetings. Outputs include those specified in §§ 3.4.1 to 3.4.6 above.

3.8.3 A circular with an agenda of the meeting, a draft work plan and a list of the ITU-D study Questions to be considered shall be prepared by BDT with the help of the chairman of the study group concerned.

3.8.4 The circular shall include details about any study group management team meeting and shall reach the ITU-D members and other authorized entities and organizations participating in the work of the study group concerned at least three months before the opening of the meeting.

3.8.5 Details on registration, including a link to the online registration form, shall be included in the circular so that the representatives of the entities concerned can announce their intention to participate in the meeting. The form shall contain the names and addresses of intended participants and an indication of the languages required by participants. The form shall be submitted no less than 45 calendar days prior to the opening of the meeting, in order to secure interpretation and the translation of documents in the requested languages.

3.9 Study group management teams and joint management team

3.9.1 Each ITU-D study group has a management team composed of the chairman and vice-chairmen of the study group and the rapporteurs and vice-rapporteurs. The management team is encouraged to assist the chairman in managing the study group, for example in the responsibilities for liaison activities, cooperation and collaboration with other organizations, forums, etc. outside ITU, and promotion of the related study group activities.

3.9.2 Study group management teams should maintain contact among themselves, with TDAG and with BDT by electronic means to the extent practicable. Appropriate liaison meetings should be arranged, as necessary, with study group chairmen from the other Sectors.

3.9.3 The ITU-D study group management team should meet prior to the meeting of the study group, in order to properly organize the coming meeting, including the review and approval of a time-management plan. To support these meetings and identify any efficiencies, the Director shall, through the appropriate BDT staff (e.g. directors of regional offices, focal points), provide information to study group rapporteurs on all relevant existing and planned ITU projects and initiatives, including those being implemented by the regional offices and in the other Sectors. The ITU-D study group management team may, as appropriate, meet remotely.

3.9.4 A joint management team shall be established, chaired by the Director, composed of the ITU-D study group management teams and the TDAG bureau. The joint management team should meet during the annual meeting of the study groups, as required.

3.9.5 The role of the joint management team of the ITU-D study groups is to:

- a) advise BDT management on the estimation of the budget requirements of the study groups;
- b) coordinate issues common to study groups;
- c) prepare joint proposals to TDAG or other relevant bodies in ITU-D as required;
- d) finalize the dates of subsequent study group meetings;
- e) deal with any other issue that may arise.

3.9.6 The study group management team should also suggest to the study group to consider other activities, including workshops, webinars, etc., that may be better suited to meeting the needs of the ITU membership, especially developing countries.

3.10 Preparation of reports

3.10.1 Reports on the progress and results of study group activities can be of five major types:

- a) meeting reports;
- b) progress reports;
- c) interim deliverables;
- d) output reports;
- e) chairman's report to WTDC.

3.10.2 Meeting reports

3.10.2.1 Prepared by the study group chairman, assisted by BDT, study group meeting reports shall contain a summary of the outcome of the study group work, as appropriate. They shall also indicate items which require further study at the next meeting, existing difficulties in work and the state of readiness of the output documents or a recommendation for conclusion or completion of the work of an ITU-D study Question or consolidation with another study Question. The reports should also include reference to contributions and/or meeting documents, the main results (including ITU-D Recommendations and guidelines), directives for future work (including referral of output reports to BDT for incorporation into relevant BDT programme activities as appropriate), planned meetings of rapporteur groups and JRGs, and liaison statements endorsed at the study group level.

3.10.2.2 The rapporteur, assisted by vice-rapporteurs, shall prepare meeting reports for their meetings. These reports shall contain a summary of the outcomes of the work. They shall also clarify items requiring further study at a subsequent meeting. They should indicate the contributions to the meeting and/or documents, key outcomes, directives for future action and meetings planned on the ITU-D study Question concerned, and liaison statements endorsed at the study group level.

3.10.2.3 The report of a study group's first meeting in the study period shall include a list of the appointed rapporteurs, co-rapporteurs and vice-rapporteurs of rapporteur groups, and of any other groups that may have been created. This list shall be updated, as required, in subsequent reports.

3.10.3 Progress reports

3.10.3.1 Progress reports provide information on the current state of study in various thematic areas and are published on the ITU-D website to provide the ITU membership with timely information on progress made and planned activities and to stimulate further contributions on these topics.

3.10.3.2 The following list of items and results achieved so far is suggested for inclusion in progress reports:

- a) brief summary of the status and draft outline of the output report and all other output documents as specified in §§ 3.4.1 to 3.4.6 above;
- b) conclusions or titles of ITU-D reports or Recommendations to be endorsed;
- c) status of work with reference to the work plan, indicating the difficulties with its implementation, if any, and including the baseline document, if available;
- d) draft new or revised ITU-D reports, guidelines or Recommendations, or reference to source documents containing the Recommendations;
- e) draft liaison statements in response to or requesting action by other study groups or organizations;
- f) reference to normal or delayed contributions considered part of the assigned study and a summary of contributions considered;
- g) reference to submissions received in response to liaison statements from other organizations;

- h) major issues remaining for resolution and draft agenda of future approved meetings, if any;
- i) reference to the list of attendees at meetings held since the last progress report;
- j) reference to the list of normal contributions or temporary documents containing the reports of all rapporteur group meetings since the last progress report.

3.10.3.3 The progress report may make reference to meeting reports in order to avoid duplication of information, including meetings on ITU-D study Questions and, where information is available, thematic events under the auspices of BDT, including regional and subregional ones.

3.10.3.4 Progress reports by rapporteur groups, including JRGs, shall be submitted to the study group for approval and for further action, if any. Progress reports on the work of the IRGs shall be submitted for consideration and approval to the study groups of the Sectors that established the IRGs.

3.10.4 Interim deliverables

3.10.4.1 Interim deliverables are produced to provide the beginnings of solutions to specific issues that arise during the study period or that are defined in the mandate of the ITU-D study Question. Such deliverables provide the opportunity to share information from study group contributions at a shorter interval than a four-year output report.

3.10.4.2 The scope and objectives of the interim deliverables (e.g. reports of studies, workshops, training) should be well defined on the basis of member contributions received and its relevance to the ITU-D study Question, with a view to meeting the needs of the membership.

3.10.4.3 Interim deliverables shall be submitted during the study period to the study group for review and approval.

3.10.5 Output reports

3.10.5.1 Output reports contain one deliverable reflecting the final results of study, i.e. the principal results of a study. The items to be covered are indicated in the expected output of the ITU-D study Question concerned in accordance with the ITU-D action plan adopted by WTDC. Such output reports shall normally be limited to a maximum of 50 pages, including annexes and appendices, with relevant electronic references as needed. When output reports exceed the 50-page limit, and after consultation with the study group chairman concerned, annexes and appendices may be included without translation when they are considered of particular relevance and provided that the body of the output report is within the 50-page limit. If there is a large amount of significant material on one of the topics defined by the terms of reference of the study Question, they could be set out in a separate additional document, for example ITU-D guidelines. All output reports shall be translated up to the number of pages agreed upon in the terms of reference for a study Question, to the extent possible and within the available budget.

3.10.5.2 If thematic areas from the ITU-D study Questions are transferred to the next study period, the approved ITU-D report may be updated. When updating approved reports, obsolete information should be excluded. New output reports, as a rule, are prepared according to new thematic areas and/or study Questions, and shall be approved by the study group.

3.10.5.3 To help maximize the use of study group final reports, study groups may place final reports and associated annexes, as well as additional output documents such as ITU-D guidelines, in an online library accessible from the ITU-D homepage as well as the study group document registry, until the study group decides that they have become outdated. Study group outputs should be incorporated into BDT programme and regional office activities and form part of the implementation of ITU-D strategic objectives.

3.10.5.4 To help ascertain the extent to which the ITU-D membership, and in particular developing countries, benefit from the outputs of studies, it would be useful for study group chairmen, with the help of the ITU-D study Question rapporteurs, to prepare a joint survey to be sent to the membership at least six months before the end of the study period. The results of the joint survey shall be analysed and submitted to the meetings of the study groups and TDAG before being transmitted to the next WTDC. They should serve to prepare for the next study period.

3.10.5.5 To assess the extent to which an issue generates interest among the ITU-D membership, in particular developing countries, statistics should be provided on the contributions presented by each rapporteur group or study group meeting, broken down by country or by region.

3.10.6 Chairman's report to WTDC

3.10.6.1 The chairman's report of each study group to WTDC shall be the responsibility of the chairman of the study group concerned, with the assistance of BDT, and shall include:

- a) a summary of the results achieved by the study group during the study period in question, describing the work of the study group, the number of contributions on the ITU-D study Questions, and the outcome achieved, including discussion of the ITU-D strategic objectives that are linked to the current and possible future activities of the study group;
- b) reference to any new or revised ITU-D Recommendations approved by correspondence by Member States during the study period;
- c) reference to any ITU-D Recommendations deleted during the study period;
- d) reference to the text of any ITU-D Recommendations submitted to WTDC for approval;
- e) a list of any new or revised ITU-D study Questions proposed for study during the next study period, including proposals from study groups for future study topics;
- f) a list of any ITU-D study Questions proposed for deletion, if any;
- g) summary of collaboration between the programmes and regional offices in undertaking the activities of the study group.

3.10.6.2 The preparation of ITU-D Recommendations should follow the general practice of the Union, and Recommendations should be standalone documents. Information may be annexed to the Recommendations, in order to accomplish this. A Recommendation template is set out in Annex 1 to this resolution.

SECTION 4 – Submission, processing and presentation of contributions

4.1 Submission of contributions

4.1.1 Contributions to a WTDC should be submitted no later than 21 calendar days before the opening of the conference to allow for their timely translation and thorough consideration by delegations. BDT shall immediately publish all contributions submitted to WTDC in their original language(s) on the WTDC website, even before their translation into the other official languages of the Union. All contributions shall be published not less than 14 calendar days before WTDC.

4.1.2 Secretariat documents, including reports from study groups, TDAG, the Director of BDT, etc., shall be published no later than 35 calendar days before the opening of WTDC to allow for their timely translation and careful consideration by delegations.

4.1.3 The submission of contributions to the meetings of TDAG, the study groups and their relevant groups shall be as follows:

4.1.3.1 Each contribution should clearly indicate the ITU-D study Question, resolution or topic, as well as the group for which it is intended, and be accompanied by the details of a contact person as may be needed to clarify the contribution.

4.1.3.2 Contributions shall be received not later than 45 days before a meeting if they are to be translated for the meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which it may have been translated by the author. Contributions that do not meet this 45-day deadline but are received at least 12 days before the opening of the meeting shall be published but not translated.

4.1.3.3 Member States, ITU-D Sector Members, Associates, Academia, other authorized entities and organizations and the chairmen and vice-chairmen of study groups or their relevant groups should submit their contributions to current ITU-D studies to the Director using the official templates made available online and included in Annex 2 to this resolution.

4.1.3.4 Such contributions should, *inter alia*, deal with the results of experience gained in national and regional telecommunication/ICT development, describe case studies and/or contain proposals for promoting balanced worldwide and regional telecommunication/ICT development.

4.1.3.5 In order to facilitate the study of certain ITU-D study Questions, BDT may submit consolidated documents relevant to the study Question or the results of case studies, including information on existing programme and regional office activities. Such documents will be treated as contributions.

4.1.3.6 In principle, documents submitted to the study groups as contributions should not exceed five pages. For existing texts, cross-references should be used instead of repeating material *in extenso*. Information material can be placed in annexes or provided on request as an information document. An example of the template for the submission of contributions is set out in Annex 2 to this resolution.

4.1.3.7 Member States, ITU-D Sector Members, Associates and Academia are invited to include specific lessons learned and suggested best practices, as appropriate, when submitting contributions to the meetings of the study groups, TDAG and other relevant ITU-D groups. The contribution template in Annex 2 to this resolution contains a designated section for this purpose. Lessons learned and suggested best practices submitted in the appropriate box of the contribution template shall be published in accordance with § 4.2.4 below.

4.1.3.8 Contributions should be submitted to BDT using the online template in order to fast-track their processing by minimizing the need for reformatting, without any modification to the content of the text. Any contribution submitted by participants shall be immediately transmitted by BDT to the chairman of the study group and to the rapporteur in accordance with § 4.4.1.

4.1.3.9 The collaboration between members of study groups and their relevant groups should be, as far as possible, by electronic means. BDT should provide all study group members with appropriate access to electronic documentation for their work, and promote the provision of appropriate systems and facilities to support the conduct of study group work by electronic means in all the official languages of ITU.

4.2 Processing of contributions

Input to study group or rapporteur group meetings may be of three types:

- a) Contributions for action (documents included on the meeting agenda for discussion)

- b) Contributions for information (information documents not included on the meeting agenda or discussed at the meeting)
- c) Liaison statements.

4.2.1 Contributions for action

4.2.1.1 All contributions for action received 45 calendar days before a study group meeting or a block of rapporteur group meetings shall be translated and published not less than seven calendar days before the said meeting. Beyond this 45-day deadline, but no later than 12 calendar days before the meeting, the contributor may submit the document in the original language and in any official language into which it may have been translated by the author.

4.2.1.2 After consultation with the chairman of the study group or rapporteur group concerned, it may be agreed to accept contributions for action that exceed the page-limit of five pages. In such cases, it may be agreed to publish a summary, which shall be drawn up by the author of the contribution.

4.2.1.3 All contributions received less than 45 calendar days but at least 12 calendar days before a study group meeting or a block of rapporteur group meetings shall be published but not translated. The secretariat shall publish these delayed contributions as soon as possible and not later than three working days after receipt.

4.2.1.4 Contributions received by the Director less than 12 calendar days before a meeting shall not be entered on the agenda. They shall not be distributed but held for the next meeting. Exceptionally, contributions judged to be of extreme importance and urgency might be admitted by the chairman, in consultation with the Director, in derogation to the above deadlines, provided that these contributions are available to participants at the opening of the meeting. For such late contributions, no commitment can be made by the secretariat to ensure the document will be available at the opening of the meeting in all the required languages.

4.2.1.5 No contributions for action shall be accepted after the opening of the meeting.

4.2.1.6 The Director should insist that authors follow the rules established for the presentation and form of documents set out in this resolution and annexes and the timing given therein. A reminder should be sent out by the Director whenever appropriate. The Director, with the agreement of the study group chairman, may return to the author any document that does not comply with the general directives set out in this resolution so that it may be brought into line with those directives.

4.2.2 Contributions for information

4.2.2.1 Contributions submitted to the meeting for information are those which do not require any specific action under the agenda (e.g. descriptive documents submitted by Member States, Sector Members, Associates, Academia or duly authorized entities and organizations, general policy statements, etc.), as well as other documents considered by the study group chairman and/or the rapporteur, in consultation with the author, as being for information. They should be published in the original language only (and in any other official language into which they may have been translated by the author) and appear under a separate numbering scheme from the contributions submitted for action.

4.2.2.2 Information documents considered to be of extreme importance may be translated after the meeting if requested by more than 50 per cent of the participants at the meeting, within the budgetary limit.

4.2.2.3 The secretariat shall prepare a list of information documents that provides summaries of the documents. This list shall be available in all the official languages.

4.2.2.4 Contributions for information shall be received by the Director not later than 12 calendar days before the meeting.

4.2.3 Liaison statements

Liaison statements are requests for actions or information from other study groups, working bodies of other ITU Sectors, other United Nations agencies, other relevant organizations, or documents that provide a response to a request for coordination from these entities. For liaison statements requiring any action, a reply shall be prepared. Replies to liaison statements shall be approved by the chairman of the study group concerned before their transmission to the destination entity. Incoming liaison statements shall not be translated. A template for liaison statements is set out in Annex 4 to this resolution.

4.2.4 Publication of lessons learned and suggested best practices

BDT shall maintain and update the lessons learned and suggested best practices relating to each ITU-D study Question, which include all lessons learned and suggested best practices received as part of contributions for action or for information/background in accordance with §§ 3.3.7, 3.6.2 and 4.1.3.7 above. The compiled lessons learned and suggested best practices published on the website for each ITU-D study Question are intended to function as a continually-updated information resource.

4.3 Other documents

4.3.1 Background documents

Reference documents containing only background information relating to issues addressed at the meeting (data, statistics, detailed reports of other organizations, etc.) should be available upon request in the original language only and, if available, also in electronic format.

4.3.2 Temporary documents

Temporary documents are documents produced during the meeting to assist in the development of the work.

4.4 Electronic access

4.4.1 BDT will post all input and output documents (e.g. contributions, draft ITU-D Recommendations, liaison statements and reports) as soon as electronic versions of these documents are available.

4.4.2 A website dedicated to the study groups, containing a description of working methods and procedures, information on activities, results of studies, reports of the ITU-D study groups and other documentation, and their relevant groups shall be constantly updated to include all input and output documents as well as information related to each of the meetings. The website shall be organized in such a way that makes it easy to search for and obtain relevant information. While the website of the study groups shall be in the six official languages of the Union on an equal footing, those of specific meetings shall be in the languages of the meeting concerned as per § 3.8.5.

4.4.3 The website shall enable Telecommunication Information Exchange Service (TIES) account users to have real-time access to all WTDC resolutions, ITU-D Recommendations in force, ITU-D study Questions, reports and guidelines, etc. and to temporary and draft documents.

4.5 Presentation of contributions

4.5.1 Contributions for action shall be relevant to the ITU-D study Question or the subject under discussion as agreed by the chairman of the study group, the rapporteur for the study Question, the coordinator of the study group and the author. Contributions shall be clear and concise. Documents that are not directly related to the study Questions should not be submitted.

4.5.2 Articles that have been or are to be published in the press should not be submitted to ITU-D, unless they relate directly to study Questions, and in this case should be fully attributed to their source, including, if possible, the relevant webpage address.

4.5.3 Contributions that include passages of an unduly commercial nature shall be deleted by the Director in agreement with the chairman; the author of the contribution shall be advised of any such deletions.

4.5.4 The cover page of a contribution shall indicate the relevant study Question(s), agenda item, date, source (originating country and/or organization, address, telephone number and e-mail address of the author or contact person of the submitting entity), and the title of the contribution. Indication should also be made as to whether the document is a contribution for action or for information and the action required, if any. As specified in Annex 2 to this resolution, an abstract should be provided containing (i) a summary of the contribution, and (ii) lessons learned and suggested best practices (if deemed appropriate by the contribution author). A template is set out in Annex 2 to this resolution.

4.5.5 If existing text needs to be revised, the number of the original contribution shall be indicated and revision marks (track changes) shall be used in the original document.

4.5.6 Contributions submitted to the meeting for information only (see § 4.2.2) should include a summary prepared by the author. When summaries have not been provided by authors, BDT shall, to the extent possible, prepare such summaries.

SECTION 5 – Proposal, adoption and approval of new and revised ITU-D study Questions

5.1 Proposal of new and revised ITU-D study Questions

5.1.1 Proposed new ITU-D study Questions shall be submitted at least two months prior to a WTDC by Member States, ITU-D Sector Members and Academia authorized to participate in the activities of the Sector.

5.1.2 However, an ITU-D study group may also propose new or revised study Questions at the initiative of a member of that study group if there is consensus on the subject. These proposals shall be treated in accordance with §§ 5.1 and 5.2 of this resolution.

5.1.3 Each proposed study Question should state the reasons for the proposal, the precise objective of the tasks to be performed, the urgency of the study and any contacts to be established with the other two Sectors and/or other international or regional bodies. Authors of study Questions should use the online template for the submission of new and revised study Questions based on the outline found in Annex 3 to this resolution, in order to ensure that all relevant information is included.

5.2 Adoption and approval of new and revised ITU-D study Questions by WTDC

5.2.1 Before a WTDC, TDAG shall meet to examine proposed new ITU-D study Questions and, if necessary, recommend amendments to take account of ITU-D's general development policy objectives and associated priorities, and to review the reports of the ITU regional preparatory meetings for WTDC.

5.2.2 At least one month before a WTDC, BDT shall communicate to Member States, ITU-D Sector Members, Associates and Academia a list of the study Questions proposed for consideration at WTDC, together with any changes recommended by TDAG, and make these available on the ITU website along with the results of the surveys referred to in § 3.10.5.5 above.

5.2.3 The proposed study Questions may be approved by WTDC in accordance with the General Rules of conferences, assemblies and meetings of the Union.

5.2.4 WTDC is recommended to approve a limited number of study Questions/subjects per study period and per study group, preferably not more than five.

5.3 Adoption and approval of proposed new and revised ITU-D study Questions between two WTDCs

5.3.1 Between two WTDCs, the ITU-D membership and other duly authorized entities and organizations participating in ITU-D activities may submit proposed new and revised ITU-D study Questions to the study group concerned.

5.3.2 Each proposed new and revised study Question should be based on the template found in Annex 3 to this resolution.

5.3.3 If the study group concerned agrees, preferably by consensus, to study the proposed new and revised study Question and some Member States, Sector Members or other duly authorized entities and organizations (normally at least four) have committed themselves to supporting the work (e.g. by contributions, provision of rapporteurs or editors and/or hosting of meetings), it shall address the draft text thereof to TDAG with all the necessary information.

5.3.4 After adoption by TDAG, the Member States can approve new or revised study Question(s) by correspondence in accordance with §§ 5.3.5-5.3.8 below.

5.3.5 The Director of BDT, within one month of the adoption of a draft new or revised study Question by TDAG, shall circulate the new or revised study Question(s) to Member States, and shall request that they indicate whether or not they approve the proposal within two months.

5.3.6 If two or more Member States object, the draft new or revised study Question will be referred back to the study group for further consideration. If there are fewer than two objections, the draft new or revised study Question shall be approved.

5.3.7 Those Member States that indicate disapproval are requested to provide their reasons and indicate the possible changes that would facilitate further study of the study Question.

5.3.8 Notification of the result will be given in a circular, and TDAG will be informed by a report from the Director. In addition, the Director shall publish a list of new or revised study Questions whenever appropriate, but at least once by the middle of a study period.

SECTION 6 – Deletion of ITU-D study Questions

6.1 Introduction

Study groups may decide to delete ITU-D study Questions. In each individual case, it has to decide which of the following procedures is the most appropriate.

6.1.1 Deletion of an ITU-D study Question by WTDC

Upon agreement by the study group, the chairman shall include the request to delete an ITU-D study Question in the report to WTDC, for decision.

6.1.2 Deletion of an ITU-D study Question between WTDCs

6.1.2.1 A study group meeting may agree, by consensus among its participants, to delete an ITU-D study Question, e.g. because work has been terminated. Member States, Sector Members, Associates and Academia shall be notified of the decision by circular, including an explanatory summary of the reasons for the deletion. If a simple majority of the Member States having replied has no objection to the deletion within two months, the deletion comes into force. Otherwise the issue is referred back to the study group.

6.1.2.2 Those Member States that indicate disapproval are invited to provide their reasons and to indicate the possible changes that would facilitate further study of the study Question.

6.1.2.3 Notification of the result will be given in a circular, and TDAG will be informed by a report from the Director of BDT. In addition, the Director shall publish a list of deleted study Questions whenever appropriate, but at least once by the middle of a study period.

SECTION 7 – Adoption and approval of new or revised ITU-D Recommendations

7.1 Introduction

After adoption at a study group meeting, Member States can approve Recommendations, either by correspondence or at a WTDC.

7.1.1 When the study of an ITU-D study Question has reached a mature state resulting in a draft new or revised Recommendation, the approval process to be followed is in two stages:

- a) adoption by the study group concerned (see § 7.2);
- b) approval by the Member States (see § 7.3).

The same process shall be used for the deletion of existing Recommendations.

7.1.2 In the interest of stability, revision of a Recommendation should not normally be considered for approval within two years, unless the proposed revision complements rather than changes the agreement reached in the previous version.

7.2 Adoption of a new or revised ITU-D Recommendation by a study group

7.2.1 A study group may consider and adopt draft new or revised Recommendations, when the draft texts have been prepared and made available in all the official languages four weeks in advance of the study group meeting.

7.2.2 A rapporteur group or any other group which feels that its draft new or revised Recommendation(s) is (are) sufficiently mature can send the text to the study group chairman to start the adoption procedure in accordance with § 7.2.3 below.

7.2.3 Upon request of the study group chairman, the Director of BDT shall explicitly indicate, in a circular, the intention to seek adoption of new or revised Recommendations under this procedure for adoption at a study group meeting. The circular shall include the specific intent of the proposal in summarized form. Reference shall be provided to the document where the text of the draft new or revised Recommendation may be found. This information shall be distributed to all Member States and ITU-D Sector Members and should be sent by the Director so that it shall be received at least two months before the meeting.

7.2.4 Adoption of a draft new or revised Recommendation shall be unopposed by any Member State present at the study group meeting.

7.2.5 A Member State objecting to the adoption shall inform the Director and the chairman of the study group of the reasons for objection, and, when the objection cannot be resolved, the Director shall make reasons available to the next meeting of the study group.

7.2.6 If there is an objection to the text that cannot be resolved and there is no other study group meeting scheduled before WTDC, the chairman of the study group shall forward the text to WTDC.

7.3 Approval of new or revised ITU-D Recommendations by Member States

7.3.1 When a draft new or revised Recommendation has been adopted by a study group, the text shall be submitted for approval by Member States.

7.3.2 Approval of new or revised Recommendations may be sought:

- a) at a WTDC;
- b) through consultation of the Member States by correspondence as soon as the relevant study group has adopted the text.

7.3.3 At the study group meeting during which a draft is adopted, the study group shall decide to submit the draft new or revised Recommendation for approval, either at the next WTDC or by consultation of the Member States.

7.3.4 When it is decided to submit a draft to WTDC, the study group chairman shall inform and request the Director to take the necessary action to ensure that it is included in the agenda of the conference.

7.3.5 When it is decided to submit a draft for approval by consultation, the conditions and procedures hereafter will apply.

7.3.5.1 At the study group meeting, the decision of the delegations to apply this approval procedure shall also be unopposed by any Member State present.

7.3.5.2 Exceptionally, but only during the study group meeting, delegations may request more time to consider their positions, while explaining the reasons. Unless advised of formal opposition, with reasons given, from any of these delegations within a period of one month after the last day of the meeting, the approval process by consultation shall continue. In this case, the draft shall be submitted to the next WTDC for consideration.

7.3.5.3 For the application of the approval procedure by consultation, within one month of the adoption of a draft new or revised Recommendation by a study group, the Director shall request Member States to indicate within three months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text, in the six official languages of the Union, of the proposed new or revised Recommendation.

7.3.5.4 The Director shall also advise ITU-D Sector Members participating in the work of the relevant study group under the provisions of Article 19 of the ITU Convention that Member States are being asked to respond to a consultation on a proposed new or revised Recommendation, but only Member States are entitled to respond. This advice should be accompanied by the complete final texts, for information only.

7.3.5.5 If 70 per cent or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the study group.

7.3.5.6 Any comments received along with responses to the consultation shall be collected by the Director and submitted to the study group for consideration.

7.3.5.7 Those Member States which indicate that they do not approve are requested to state their reasons and to participate in the future consideration by the study group and its relevant groups.

7.3.5.8 The Director shall promptly notify, by circular, the results of the above consultation approval procedure.

7.3.5.9 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the approval of the chairman of the relevant study group.

7.3.5.10 ITU shall publish the approved new or revised Recommendations in the official languages as soon as practicable.

7.4 Reservations

If a delegation elects not to oppose the approval of a Recommendation but wishes to enter reservations on one or more aspects, such reservations shall be mentioned in a concise note appended to the text of the Recommendation concerned.

SECTION 8 – Deletion of ITU-D Recommendations

8.1 Each study group is encouraged to review the maintained ITU-D Recommendations and, if they are found to be no longer necessary, should propose their deletion.

8.2 The deletion of existing Recommendations shall follow a two-stage process:

- a) agreement to the deletion by a study group if no delegation representing a Member State attending the meeting opposes the deletion;
- b) following this agreement to delete, approval by Member States, by consultation (applying the procedure in § 7.3.5).

8.3 WTDC may also delete existing Recommendations based on proposals by the Member States of the Union.

SECTION 9 – Support to the ITU-D study groups and their relevant groups

9.1 The Director of BDT should ensure that, within the limits of existing budgetary resources, the study groups and their relevant groups have appropriate support to conduct their work programmes as outlined in the terms of reference and as envisioned by the work plan for ITU-D. In particular, support may be provided in the following forms:

- a) appropriate administrative and professional staff support from BDT and the other two Bureaux and the General Secretariat, as appropriate;
- b) contracting of outside expertise, as necessary;
- c) coordination with relevant regional and subregional organizations.

SECTION 10 – Other groups

10.1 As far as applicable, the same rules of procedure as for study groups in this resolution should also apply to other groups referred to in Nos. 209A and 209B of the ITU Convention and their meetings, for example with respect to the submission of contributions. However, these groups shall not adopt ITU-D study Questions nor deal with ITU-D Recommendations.

SECTION 11 – Telecommunication Development Advisory Group

11.1 In accordance with No. 215C of the ITU Convention, TDAG shall be open to representatives of administrations of Member States and representatives of ITU-D Sector Members and to chairmen and vice-chairmen of the study groups and other groups, and should act through the Director of BDT. Academia may participate in accordance with Resolution 169 (Rev. Dubai, 2018) of the Plenipotentiary Conference. WTDC Resolution 24 (Rev. Dubai, 2014) also assigned to TDAG several specific matters between two consecutive WTDCs including, among others: review the relationship between the ITU-D objectives outlined in the strategic plan for the Union and the budgetary appropriations available for activities, particularly programmes and regional initiatives, with a view to recommending any measures necessary to ensure the efficient and effective delivery of the principal products and services (outputs) of the Sector; review the implementation of the rolling four-year operational plan for ITU-D and provide guidance to BDT on the elaboration of the draft ITU-D operational plan to be approved by the following ITU Council session; consider and provide comments on the contribution of ITU-D to the draft ITU strategic plan (see also §1.1 g); etc.

11.2 The TDAG bureau comprises the chairman and the vice-chairmen of TDAG, as well as the chairmen of ITU-D study groups.

11.3 The number of vice-chairmen should be in accordance with Resolution 208 (Dubai, 2018) of the Plenipotentiary Conference.

11.4 In accordance with No. 213A of the Convention, a WTDC may assign specific matters within its competence to TDAG, indicating the recommended action on those matters. WTDC should assure itself that the specific matters assigned to TDAG do not require financial expenses exceeding the ITU-D budget. The report on TDAG activity on the fulfilment of specific functions shall be submitted to the next WTDC. Such assignment shall terminate when the following WTDC meets, although WTDC may decide to extend it for a designated period.

11.5 TDAG shall hold regular scheduled meetings, included in the ITU-D timetable of meetings. The Director, in cooperation with the TDAG chairman, should make every possible effort, as far as practicable, in order that the planned period for meetings not be scheduled during a period which is considered a major religious period by a Member State.

11.6 TDAG meetings should take place at least once a year. The timing of meetings should be such as to allow TDAG to effectively review the draft operational plan before its adoption and implementation. TDAG meetings should not take place in conjunction with the study group meetings. Meetings of the advisory groups of the three Sectors of the Union should preferably be held consecutively whenever possible.

11.7 In the interest of minimizing the length and costs of the meetings, the chairman of TDAG should collaborate with the Director in making appropriate advance preparation, for example by identifying the major issues for discussion.

11.8 In general, the same rules of procedure as for study groups in this resolution should also apply to TDAG and its meetings, for example in respect of the submission of contributions. However, at the discretion of the chairman, written proposals may be submitted during the TDAG meeting, provided they are based on ongoing discussions taking place during the meeting and are intended to assist in resolving conflicting views which exist during the meeting.

11.9 The TDAG bureau should maintain contact among themselves and with BDT by electronic means to the extent practicable and meet not less than once per year, including one meeting prior to the meeting of TDAG, in order to properly organize the coming meeting, including the review and approval of a time-management plan.

11.10 In order to facilitate its task, TDAG may complement these working procedures with additional or revised procedures. It can establish other groups to study a particular topic, where appropriate, as provided in WTDC Resolution 24 (Rev. Dubai, 2014) and within existing financial resources.

11.11 After each TDAG meeting, a concise summary of conclusions shall be drawn up by the secretariat, in collaboration with the TDAG chairman, to be distributed in accordance with normal ITU-D procedures. It should contain only TDAG proposals, recommendations and conclusions in respect of the above items.

11.12 In accordance with No. 215JA of the Convention, at its last meeting prior to WTDC, TDAG shall prepare a report for WTDC. This report should summarize TDAG's activities on the matters assigned to it by WTDC, including its work to facilitate linkages to the strategic plan of the Union and the four-year rolling operational plan for ITU-D, and offer advice on allocation of work, proposals on ITU-D working methods, strategies and relations with other relevant bodies inside and outside ITU, as appropriate. Likewise, it shall provide advice on the implementation of regional actions, initiatives and projects. This report shall be transmitted to the Director for submission to the conference.

11.13 In addition to other duties, the TDAG vice-chairmen should engage with their respective regional and area offices, and with the membership in their regional telecommunication organizations, as appropriate, in order to follow the progress of regional initiatives.

11.14 TDAG shall be made aware of the non-attendance of TDAG bureau members at TDAG meetings, and raise the issue through the Director with the ITU-D members concerned in an attempt to encourage and facilitate participation in these roles.

SECTION 12 – Coordination of work on terminology

12.1 Coordination of work on terminology in ITU-D is carried out by the ITU Coordination Committee for Terminology (ITU CCT), composed of experts from all ITU Sectors proficient in different official languages and persons designated by interested administrations and other participants in the work of ITU, as well as rapporteurs on terminology from study groups, working in close collaboration with the ITU General Secretariat and Bureaux editors.

12.2 In selecting and using terms and definitions, ITU-D study groups should take into account the established use of terms and current definitions within ITU, in particular those terms and definitions that appear in the ITU online database of terms and definitions. In cases where more than one ITU-D study group is considering using the same terms, definitions and/or concepts, a single term and a single definition should be chosen that are acceptable to all interested ITU-D study groups.

12.3 WTDC, in accordance with Council Resolution 1386, shall appoint two experts (one from ITU-D Study Group 1 and one from ITU-D Study Group 2) to represent ITU-D in ITU CCT at the vice-chairman level.

SECTION 13 – Regional and world meetings of the Sector

13.1 In general, the same working methods as found in this resolution, and in particular those relating to the submission and processing of contributions, apply, *mutatis mutandis*, to other regional and world meetings of the Sector, with the exception of those referred to in Article 22 of the ITU Constitution and Article 16 of the ITU Convention.

ANNEX 1 TO RESOLUTION 1 (Rev. Kigali, 2022)

Template for drafting ITU-D Recommendations

The ITU Telecommunication Development Sector (ITU-D) (*general terminology applicable to all Recommendations*),

The World Telecommunication Development Conference (*terminology only applicable to Recommendations approved at a WTDC*),

considering

This section should contain various general background references giving the reasons for the study. The references should normally refer to ITU documents and/or resolutions.

recognizing

This section should contain specific factual background statements such as "the sovereign right of each Member State" or studies which have formed a basis for the work.

taking into account

This section should detail other factors that have to be considered, such as national laws and regulations, regional policy decisions and other applicable global issues.

noting

This section should indicate generally accepted items or information that support the Recommendation.

convinced

This section should contain details of factors that form the basis of the Recommendation. These could include objectives of government regulatory policy, choice of financing sources, ensuring fair competition, etc.

recommends

This section should contain a general sentence, leading into detailed action points:

specific action point

specific action point

specific action point

etc.

Note that the above list of *action verbs* is not exhaustive. Other *action verbs* may be used when appropriate. Existing Recommendations provide examples.

ANNEX 2 TO RESOLUTION 1 (Rev. Kigali, 2022)

Template for submission of contributions for action/for information⁶

Venue and date of meeting		Document No./Study Group No.-E	
		Date	
		Original language	
		FOR ACTION (Place on the agenda)	Indicate which is appropriate
		FOR INFORMATION (For reference only; not to be placed on the agenda or discussed)	
QUESTION:			
SOURCE:			
TITLE:			
Revision to previous contribution (Yes/No) If yes, please indicate the document number <i>Any changes in a previous text should be indicated with revision marks (track changes)</i>			
Action required Please indicate what is expected from the meeting (for contributions submitted for action only)			
Abstract			
Include here a summary of a few lines outlining your contribution			
Include here lessons learned and suggested best practices (if appropriate)			
Start your document on the following page (maximum 4 pages)			
Contact: Name of author submitting the contribution: Phone number: E-mail:			

⁶ This model outlines the information to be submitted and the format of the contribution. The contribution is, however, submitted through an online template.

ANNEX 3 TO RESOLUTION 1 (Rev. Kigali, 2022)

Template for proposed ITU-D study Questions and issues for study and consideration by ITU-D

* *Information identified by * in this annex and in italics describes the information which should be provided by the author under each heading.*

Title of ITU-D study Question or issue (the title replaces this heading)

1 Statement of the situation or problem

* *Provide an overall general description of the situation or problem which is proposed for study, with specific focus on:*

- *the implications for developing countries and LDCs;*
- *gender perspective; and*
- *how a solution will benefit these countries. Indicate why the problem or situation warrants study at this time.*

2 ITU-D study Question or issue for study

* *State the study Question or issue that is proposed for study, expressed as clearly as possible. The tasks should be tightly focused.*

3 Expected output

* *Provide a detailed description of the expected output of the study. This should include a general indication of the organizational level or status of those who are expected to use and to benefit from the output. Outputs may include a set of actions, activities, work and work products specific to the work of the study Question, including those undertaken pursuant to programmes and regional initiatives that are relevant to the work under the study Question (e.g. documented best practices, guidelines, workshops, capacity-building events, seminars, etc.). More specifically, study outputs may promote gender equality and greater access by women to communications technologies and as well as to employment, health and education.*

4 Timing

* *Indicate the required timing for all outputs, noting that the urgency of the output, including the annual output report, will influence both the method used to carry out the study and the depth and breadth of the study. Outputs and the work under a study Question may be completed in less than the four-year study cycle.*

5 Proposers/sponsors

* *Identify by organization and contact point those proposing and supporting the study.*

6 Sources of input

* *Indicate what types of organizations are expected to provide contributions to further the work, e.g. Member States, ITU-D Sector Members, Associates, Academia, other UN agencies, regional groups, other ITU Sectors, BDT focal points, as appropriate, etc.*

* *Also include any other information, including potentially useful resources, such as expert organizations or stakeholders, that will be helpful to those responsible for carrying out the study.*

7 Target audience

* *Indicate expected types of target audience, by noting all relevant points on the matrix which follows:*

Target audience	Developed countries	Developing countries ⁷
Telecom policy-makers	■	■
Telecom regulators	■	■
Service providers/operators	■	■
Manufacturers	■	■
ITU-D programme	■	■

Where appropriate, please provide explanatory notes as to why certain matrix points were included or excluded.

⁷ These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

a) Target audience – Who specifically will use the output

* *Indicate as precisely as possible which individuals/groups/regions within the target organizations will use the output. In addition, indicate as precisely as possible which ITU-D programmes, regional initiatives and strategic objectives the work under the study Question could/will be relevant to, and how the results of the work under the study Question can/could be used to fulfil the objectives of those relevant programmes, regional initiatives and strategic objectives.*

b) Proposed methods for the implementation of the results

* *In the author's opinion, how should the results of this work best be distributed to and used by the target audience and the specified relevant programmes and/or regional offices.*

8 Proposed methods of handling the ITU-D study Question or issue

a) How?

* *Indicate the suggested handling of the proposed study Question or issue*

- 1) Within a study group:
 - Question (over a multi-year study period)
- 2) Within regular BDT activity (*indicate which programmes, activities, projects, etc. will be involved in the work under the study Question*):
 - Programmes
 - Projects
 - Expert consultants
 - Regional offices
- 3) In other ways – *describe* (e.g. regional, within other organizations with expertise, jointly with other organizations, etc.)

b) Why?

* *Explain why you selected the alternative under a) above.*

9 Coordination and collaboration

* *Include, inter alia, the requirements for coordination of the study with all of:*

- regular ITU-D activities (including those of the regional offices);
- other study Questions or issues;
- regional organizations, as appropriate;
- work in progress in the other ITU Sectors;
- expert organizations or stakeholders, as appropriate.

* *The Director shall, through the appropriate BDT staff (e.g. regional directors, focal points), provide information to rapporteurs on all relevant ITU projects in the regions. This information should be provided to the meetings of the rapporteurs when work of the programmes and regional offices is in the planning stages and when it is completed.*

* *Identify which programmes, regional initiatives and strategic objectives are related to the work under the study Question and list specific expectations for collaboration with the programmes and regional offices.*

10 BDT programme link

* *Note the programme and regional initiatives of the action plan that would best contribute to, help facilitate and make use of the outputs and results under this study Question, and list specific expectations for collaboration with the programmes and regional offices.*

11 Other relevant information

* *Include any other information that will be helpful in establishing how this study Question or issue should best be studied, and on what schedule.*

ANNEX 4 TO RESOLUTION 1 (Rev. Kigali, 2022)

Template for liaison statements

Information to be included in the liaison statement:

- 1) List the appropriate ITU-D study Question numbers of the originating and destination study groups.
- 2) Identify the study group or rapporteur group meeting at which the liaison was prepared.
- 3) Include a concise and clear subject. If this is in reply to a liaison statement, make this clear, e.g. "Reply to the liaison statement from (*source and date*) concerning"..."
- 4) Identify the study group(s), if known, or other organizations to which sent.

NOTE – Can be sent to more than one organization.

- 5) Indicate the level of approval of such liaison statement, e.g. study group, or state that the liaison statement has been agreed at a rapporteur group meeting.
- 6) Indicate if the liaison statement is sent for action or comments, or for information only.

NOTE – If sent to more than one organization, indicate this for each one.

- 7) If action is requested, indicate the date by which a reply is required.
- 8) Include the name and address of the contact person.

NOTE – The text of the liaison statement should be concise and clear using a minimum of jargon.

NOTE – Liaison statements among ITU-D groups should be discouraged and problems should be solved through informal contacts.

Example of a liaison statement:	
QUESTIONS:	A/1 of ITU-D Study Group 1 and B/2 of ITU-D Study Group 2
SOURCE:	Chairman of ITU-D Study Group X
MEETING:	Geneva, September 2018
SUBJECT:	Request for information/comments by [deadline when it is an outgoing liaison statement] – Reply to liaison statement from ITU-R/ITU-T WP 1/4
CONTACT:	Name of chairman of the study group or rapporteur for ITU-D study Question [number] Tel./fax/e-mail

ANNEX 5 TO RESOLUTION 1 (Rev. Kigali, 2022)

Rapporteur's checklist

1 Establish a work plan in consultation with the vice-rapporteurs. The work plan should be reviewed periodically by the relevant study group and contain the following:

- list of tasks to be completed;
- target dates for milestones in consideration of annual output reports;
- results anticipated, including titles of output documents and annual output reports;
- liaison required with other groups, and schedules for liaisons, if known;
- proposed meeting(s) of rapporteur group and estimated dates, with request for interpretation, if any.

2 Adopt work methods appropriate to the group. Use of electronic document handling, electronic and facsimile mail to exchange views is strongly encouraged.

3 Act as chairman at all meetings of the relevant ITU-D study Question. If special meetings on the study Question are necessary, give appropriate advance notice.

4 Delegate portions of the work to vice-rapporteurs or other collaborators, depending on the workload.

5 Keep the study group management team regularly informed of the work progress. In case no progress can be reported on a given ITU-D study Question between two study group meetings, the rapporteur should nevertheless submit a report indicating the possible reasons for the lack of progress. To allow the chairman and BDT to take the necessary steps for the work to be done on the study Question, reports should be submitted at least two months before the study group meeting.

6 Keep the study group informed of the progress of work through reports to study group meetings. The reports should be in the template of white contributions (when substantial progress has been made such as completion of draft ITU-D Recommendations or a report) or temporary documents.

7 The progress report mentioned in §§ 3.10.1 and 3.10.3 of this resolution should, as far as applicable, comply with the format given in those sections.

8 Ensure that liaison statements are submitted as soon as possible after all meetings, with copies to the study group chairmen and BDT. Liaison statements shall contain the information described on the *Template for liaison statements* in Annex 4 to this resolution. BDT may provide assistance in distributing the liaison statements.

9 Oversee the quality of texts up to and including the final text submitted for approval.