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| **Plenipotentiary Conference (PP-18) Dubai, 29 October – 16 November 2018** |  |
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| PLENARY MEETING | **Document 30-E** |
| **29 June 2018** |
| **Original: English** |
| Report by the Council | |
| ITU INFORMATION/DOCUMENT ACCESS POLICY | |

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| Further to discussions held during the 2018 Session of the Council, the ITU Information/Document Access Policy annexed to [Document C18/58](https://www.itu.int/md/S18-CL-C-0058/en) is transmitted to the Plenipotentiary Conference (Annex 1).  As requested by Council, Council 2017 summary record of the discussion on this item is reproduced in Annex 2.  For information, Summary record of the ninth Plenary meeting of the 2018 Session of the Council can be found in [Document C18/121](https://www.itu.int/md/S18-CL-C-0121/en). |

Annexes: 2

ANNEX 1

Annex to Document C18/58

**ITU Information/document access Policy**

AS APPROVED BY COUNCIL 2016

1. **INTRODUCTION**

1.1 The International Telecommunication Union (“ITU”) believes that public access to information/documents (hereinafter called “information”) contributes to a better awareness and understanding of ITU’s unique mission. Better public access to information held, managed or generated by ITU facilitates transparency and accountability of ITU’s activities.

1.2 Compliance with this policy is the responsibility of the ITU Secretary-General.

1. **PUBLIC ACCESS**

2.1 ITU’s information/document access policy determines the extent to which documentation should be made publicly accessible and ensures access by the public to information held, managed or generated by ITU. The following general categories of information are covered by this policy:

* General information about the mandate, activities and history of ITU
* Information of ITU treaty-making conferences
* Information related to the governance and management of ITU
* Information on ITU’s operational activities

2.2 Subject to Section III below, the types of information made available to the public are enumerated in [Annex 1](#annex1).

1. **NON-DISCLOSURE**

3.1 While ITU is committed to improve public access to information, there are compelling reasons to protect certain types of information. ITU does not provide public access to information where disclosure might cause potential harm to a legitimate private or public interest. For instance, ITU does not provide public access to the information listed below.

3.1.1 Personal information such as:

a) Information whose disclosure is likely to endanger the safety or security of any individual, violate his or her rights, or invade his or her privacy

b) Personal, medical, safety, security or employment-related information concerning staff. This includes, among others, performance evaluations, personal medical information, information relating to staff appointment and selection processes, and personal communications

3.1.2 Information related to legal, disciplinary or investigative matters such as:

a) Information related to investigation reports or to disciplinary proceedings

b) Information covered by legal privilege including, among other things, communications provided and/or received by ITU’s Legal Affairs Unit

3.1.3 Information that would compromise safety and security such as:

a) Information whose disclosure is likely to endanger the security of members of ITU or prejudice the security or proper conduct of any operation or activity of ITU

3.1.4 Commercial and financial information such as:

a) Commercial, financial, scientific or technical information where disclosure would harm either the financial interests of ITU or members of ITU

3.2 Submitters of information to ITU conferences, assemblies and meetings are solely responsible for identifying if the information, or portion thereof, contains information falling into any of the categories listed above or is otherwise sensitive and therefore marking the document for restricted access. In those cases, submitters are encouraged to provide a redacted version for public access whenever possible.

3.3 Restricted information shall remain restricted until it no longer meets the criteria listed in one of the exceptions outlined above or until the submitter notifies the ITU that it may be made publicly available.

1. **IMPLEMENTATION**

4.1 ITU disseminates information to the public through various means, including the ITU public-access website ([www.itu.int](http://www.itu.int)), the ITU Publications Sales Service, United Nations Global Market Place (www.ungm.org), news releases and spokespersons.

4.2 Any person or organization may request information mentioned in [Annex 1](#annex1) that is not already available through ITU’s public-access website, the ITU Publications Sales Service or other means. Such requests should be submitted in writing to [access@itu.int](mailto:access@itu.int) and must include the requester’s full name and address. ITU may charge a fee for material and labour costs.

4.3 ITU reserves the right to refuse any request that would require ITU to create, develop, or collate information or data that does not already exist or is not available in ITU’s information systems.

4.4 ITU will post the information/document access policy on its website

***Entry into force***

This Policy shall enter into force on a provisional basis on 1st January 2017.

*Annex 1 TO THE POLICY*

**Information subject to public access**

Subject to Section III of the Information/document access policy, the following types of information are made available to the public.

*A. General information about the mandate, activities and history of ITU disseminated through a variety of media*

*B. Information of treaty-making conferences*

* Plenipotentiary Conferences (PP)
  + Basic Texts including the Constitution and Convention of ITU, the General Rules of conferences, assemblies and meetings, the Optional Protocol, decisions, resolutions and recommendations in force
  + Final acts
  + Output documents
  + Input documents subject to the decision of the submitter as per Article 3.2 of the policy
* World and Regional Radiocommunication Conferences (WRC and RRC)
  + Editions of the Radio Regulations and of regional Agreements
  + Final acts
  + Output documents
  + Input documents subject to the decision of the submitter as per Article 3.2 of the policy
* World Conference on International Telecommunications (WCIT)
  + Editions of the International Telecommunication Regulations
  + Final acts
  + Output documents
  + Input documents subject to the decision of the submitter as per Article 3.2 of the policy

*C. Information related to the governance and management of ITU*

* Official communication with membership
  + Circular letters
  + Administrative circulars
* Council sessions
  + Rules of Procedures of the Council
  + Resolutions and Decisions of the Council
  + Output documents
  + Input documents subject to the decision of the submitter as per Article 3.2 of the policy
* Council Working Group meetings
  + Output documents
  + Input documents subject to the decision of the submitter as per Article 3.2 of the policy
* Radiocommunication Assemblies (RA), World Telecommunication Standardization Assemblies (WTSA), World Telecommunication Development Conferences (WTDC)
  + WTSA Proceedings; Book of ITU-R Resolutions; Final Report of WTDC
  + Output documents
  + Input documents subject to the decision of the submitter as per Article 3.2 of the policy
  + Output documents of regional preparatory meetings for WTDC
  + Input documents of regional preparatory meetings for WTDC subject to the decision of the submitter as per Article 3.2 of the policy
* Sector Advisory Groups’ meetings
  + Output documents
  + Input documents subject to the decision of the submitter as per Article 3.2 of the policy
* Strategy and planning
  + Strategic plans
  + Operational plans
* Financial and human resources management
  + Financial Regulations and Financial Rules
  + Staff Regulations and Staff Rules
  + Organizational chart
  + Financial plans
  + Approved budgets
  + Financial operating reports
  + Vacancy notices
* Oversight
  + Reports of the Independent Management Advisory Committee (IMAC)
  + Reports of the External Auditor
  + Annual reports of the Internal Auditor
* Procurement
  + Public tenders as well as contract awards for any purchase with estimated expenses above CHF 20 000

*D. Information on ITU’s operational activities*

* Developing standards, manuals and guidelines
  + Procedures and working methods of study groups
  + Documents of ITU-T focus groups
  + Recommendations, Reports, Questions, Opinions, and handbooks
* Managing allocation and use of the radio frequency spectrum and satellite orbits
  + Service publications and information related to frequency assignments, notifications and coordination requests for space/terrestrial systems/stations, (BR IFIC, MARS, GLAD, SNS, SNL)
  + Outputs of the Radio Regulations Board (RRB) (summary of decisions, approved minutes and Rules of Procedures)
* Providing registrar functions
  + Lists of numbering resources
  + Operational Bulletin
  + List of Recognized Operating Agencies (ROAs)
* Coordinating and implementing telecommunication development activities and projects
  + List of assistance projects
  + Toolkits, guidelines, handbooks, case studies and strategy reports
* Organizing forums, symposia, workshops and exhibitions
  + World Telecommunication Policy Forum (WTPF) documents
  + World Summit on the Information Society (WSIS) Forum documents
  + TELECOM highlights and outcome reports
  + Other ITU forums, symposia and workshops: documents as prepared by the event
* Monitoring and analysing the telecommunication/ICT markets and trends
  + Statistics and indicators
  + Surveys
  + Reports on ICT trends

ANNEX 2

Document C17/140 - Summary record of the   
tenth and last Plenary meeting of the 2017 Session of the Council

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| **Council 2017 Geneva, 15-25 May 2017** |  |
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|  | **Document C17/140-E** |
| **6 July 2017** |
| **Original: English/French** |
| SUMMARY RECORD  OF THE  TENTH AND LAST PLENARY MEETING | |
| Thursday, 25 May 2017, from 1430 to 1825 hours | |
| **Chairman**: Dr E. SPINA (Italy) | |
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|  | Subjects discussed: | Documents |
| 1 | Report of the Standing Committee on Administration and Management | [C17/120](https://www.itu.int/md/S17-CL-C-0120/en) |
| 2 | Closing ceremony | - |

# 1 Report of the Standing Committee on Administration and Management (Document [C17/120](https://www.itu.int/md/S17-CL-C-0120/en))

1.1 The Chairman of the Standing Committee on Administration and Management introduced her report in Document C17/120, section by section. The Plenary was invited to consider and, as appropriate, approve the recommendations it contained, thereby also approving/adopting the texts contained in Annexes A-K to her report.

1.2 In the ensuing debate, the following main comments and amendments were made. The final texts of the recommendations and texts approved/adopted may be found in Annex A to this summary record.

1.3 In connection with §2.32, two councillors, referring to the draft resolution set out in Annex A to Document C17/120 on the biennial budget for 2018-2019, pointed out that *further resolves* 9was not worded as originally proposed and asked that the original wording be restored. Two other councillors said that the aim was to enable the Secretary-General to ensure that the decision of the International Civil Service Commission (ICSC) did not have a harmful impact and they therefore supported *further resolves* 9 as worded in the document. Several councillors argued that ITU would obviously implement the ICSC decision and thereby achieve savings; the surplus thus generated, barring a decision to the contrary, would automatically be paid into the Reserve Account. The Council **agreed** to their proposal that *further resolves* 9be deleted.

1.4 In response to a question relating to §2.33, the Chief of the Financial Resources Management Department said that the recommendation was intended to enable the Council, which was competent to adopt draft budgets, to remind conferences and assemblies that when adopting decisions or resolutions they had to take into account the Financial Plan established by the plenipotentiary conference.

1.5 Referring to sections 3 and 4 of the document, the Chairman of the Standing Committee said that the Kyrgyz Republic would be added to the list of authors of the contributions made in Documents C17/80(Rev.1) and C17/82(Rev.1).

1.6 Referring to §5.5, a councillor asked that the recommendation be amended to include the proposal made in Document C17/110 that the Director of TSB be requested to continue studying potential new measures for generating additional revenue for ITU-T. The Director of TSB suggested that it might be sufficient to amend the recommendation to read: "The Committee recommends that the Council take into account the proposals submitted in Document C17/110." One councillor said that it was his understanding that "generating additional revenue for ITU-T" referred to the generation of additional revenues through voluntary contributions for ITU-T activities. The Chairman of the Standing Committee considered that the Committee had taken sufficient account of Document C17/110, in that the budget contained an additional allocation of USD 671 000 for ITU-T and incorporated revenue from universal international freephone numbers and international identification numbers. The Council **agreed** to complete the recommendation in §5.5 as follows:   
"... and requests the TSB Director to look into new measures to generate additional revenues for the ITU and not for the Standardization Sector only, and that such studies be accommodated by detailed financial analysis for the many choices available to generate revenues with regards to every choice and the impact of this on the budget of the ITU ".

1.7 The Council **agreed** to amend the recommendation in §7.6 as follows: "The Committee recommends that the Council instruct the Secretary-General to grant free online access to ITU publications ofstatistics and indicators to all Member States."

1.8 Referring to section 11, the councillor from Saudi Arabia pointed out that part of the proposal included in his country's contribution in Document C17/106(Rev.1) had not been discussed at the meetings of the ad hoc group on international numbering resources. His country looked forward to continuing the discussion of other possibilities/sources to increase revenue for ITU in the Standing Committee. The Council **agreed** to add a paragraph to that effect as §12.4 of Document C17/120.

1.9 The Council **agreed** to replace the word "neighbouring" with “other” in §13.19.

1.10 Regarding section 14, several councillors wished to delete § 14.10: in their view it did not reflect the discussions that had taken place in the Standing Committee, as Annex 2 to Document C17/67 had been approved. Other councillors considered that the annex had not been approved; it would be acceptable only subject to modification or deletion of the first row of the table in it. The Chairman of the Standing Committee confirmed that there had not been agreement on Annex 2 and that § 14.10 was accurate. Following an exchange of views and a comment by the Chief of the Financial Resources Management Department, it was **agreed** to modify as follows the recommendation in §14.11: in the last line, replace the semicolon following “proposals” with a full stop, and insert “The Committee recommends that the first row in Annex 2 (Document C17/67) be deleted and that the principles outlined in Annex 1 of Document C17/67 be considered.”

1.11 Regarding section 31, the councillor from Australia stressed that there had been no consensus on Document C17/118, but that was not reflected in the report of the Standing Committee. On behalf of her own country and several others, she read out a text which repeated but modified the text in Document C17/120, indicating *inter alia* the need to comply with ICSC’s decision and avoid disparities among the international institutions. The text was displayed onscreen by the secretariat. Several councillors considered the text to be a statement that belonged more in the summary record of the meeting; they deemed that it did not reflect the discussions in the Committee and strongly opposed it. The councillor from Australia, supported by several other councillors, said that it was not a statement, but a factual text intended to modify the text in the report to accurately reflect the views expressed; she asked to be given the necessary time to present the text on screen, again, this time with tracked changes. Several councillors said that the plenary meeting should not be transformed into a drafting group at that stage of the proceedings and insisted that the text in Document C17/120 be retained without change.

1.12 An observer stressed that the proposal by Australia and several other countries related to an important matter of substance, and that it would be worth devoting a few minutes to it in order to facilitate the action taken by the Secretary-General.

1.13 Following several interventions on matters relating to procedure regarding the admissibility of the proposal put forward by the councillor from Australia on behalf of her own country and several others, and following a brief suspension of the meeting, the councillor from Canada said that she wished to specify the modifications proposed to the text of section 31, the first of which consisted in adding the following sentence to the end of § 31.1: “Document C17/118 was presented to the ADM Committee for adoption, but did not receive consensus.”

1.14 Several councillors reiterated their strong opposition to any modification of the section under consideration. Due to the late hour, one councillor proposed to postpone the discussion to the next Council. The Councillor from Canada was not able to introduce her other modifications to section 31 due to several points of order. In light of the situation, the Secretary-General said he had no problem with the first paragraph as modified by the delegate of Canada, and viewing the situation of the discussions, he suggested that the views of countries and groups of countries be reflected in the summary record of the meeting. For his part, he would cooperate with ICSC and apply its decision, recognizing that ICSC’s position might evolve between now and its next session two months hence, possibly in such a way as to take the concerns of the staff into account.

1.15 The Chairman, noting that it would not be possible to reach consensus and taking account of the late hour, proposed that section 31 be retained unchanged and that the views of countries and groups of countries be reflected in the summary record of the plenary meeting.

1.16 It was so **agreed**.

1.17 The councillor from Australia strongly regretted the fact that Council members had been denied the right to have their proposals properly considered. She subsequently submitted the statement reproduced in Annex B on behalf of her own country and those indicated in the statement.

1.18 Subject to the amendments made in the course of the discussions, the Council **approved** the recommendations set out in Document C17/120 (see Annex A to the present summary record), thereby also **adopting/approving** the following texts:

Annex A – Draft resolution on the biennial budget of the International Telecommunication Union for 2018-2019

Annex B – Draft decision on UIFN registration

Annex C – Draft decision on IIN registration

Annex D – Decision 482 (modified 2017) on the implementation of cost recovery for satellite network filings

Annex E – Draft decision on cancellation of interest on arrears and irrecoverable debts

Annex F – Draft resolution on conditions of service of ITU elected officials

Annex G – Terms of reference of the Council Working Group on Financial and Human Resources

Annex H – Exemption from payment of membership fees for organizations of an international character (Original version: C2000/28(Rev.1))

Annex I – Draft resolution on the financial operating report for the 2016 financial year

Annex J – Draft decision on renewal of the mandate of the External Auditor (Corte dei Conti) for a period of two years

Annex K – Draft terms of reference for a small and medium enterprises (SMEs) pilot project

1.19 The report by the Chairman of the Standing Committee on Administration and Management (Document C17/120), as a whole, as amended, was **approved**.

1.20 The Secretary-General welcomed the efforts of the Council to reach a common understanding and its desire for a positive way forward to be found with respect to the ICSC decision regarding the post adjustment in Geneva. He thanked those Member States that were engaging bilaterally with the ICSC. He assured the Council that ITU would be cautious in its actions; it was a member of the United Nations family and none of the Geneva-based United Nations agencies wanted to act alone. All the concerns expressed would be taken into consideration by ITU in its continued negotiation with the ICSC, on which ITU would, of course, report. The matter would be discussed again by the ICSC in July, and he invited Council Member States and observers to offer their continued support and encourage the ICSC to take account of the concerns and opinions of staff.

# 2 Closing ceremony

2.1 The Secretary-General delivered the address available at:   
<http://www.itu.int/en/council/2017/Documents/SR/ITU-SG-closing-remarks.docx>. He presented the Chairman of the Council with the ITU Medal and a certificate.

2.2 The Chairman thanked councillors for the spirit of cooperation they had demonstrated, and expressed particular appreciation to the Chairman of Council-16 who had been a role model to her. She hoped that the female presence on the podium of the Council and the Standing Committee would continue. She thanked the elected officials, the Vice-Chairman, the Chairman and vice-chairmen of the Standing Committee, the chairmen of the Council working groups, ad hoc groups and expert group, and the secretariat for their valuable support.

2.3 Mr Rodolfo Salalima, Secretary, Department of Information and Communications Technology of the Philippines, delivered the statement available at: <http://www.itu.int/en/council/2017/Documents/SR/Philippines.pdf>.

2.4 Councillors, speaking on behalf of their own countries or regional groups, thanked the Chairman for skillfully leading the work of the Council, as well as the Vice-Chairman of the Council, the Chairman and vice-chairmen of the Standing Committee, the chairmen of the Council working groups and ad hoc groups, and all those who had contributed to the success of Council-17.

2.5 The Chairman thanked participants for their kind words, and declared the 2017 session of the Council closed.

The Secretary-General: The Chairman:

H.ZHAO E. SPINA

*Annexes:* ***2***

Annex A

RECOMMENDATIONS SUBMITTED BY THE ADM COMMITTEE  
AND APPROVED/NOTED/ENDORSED BY THE 2017 SESSION OF THE COUNCIL  
AT ITS 10th AND LAST PLENARY MEETING

# 1 Statement by the Staff Council

In accordance with Resolution 51 (Rev. Minneapolis, 1998) of the Plenipotentiary Conference, Mr Christian Gerlier, Chairman of the Staff Council, made a statement, the text of which is available at <http://www.itu.int/en/council/2017/Pages/staff-council.aspx>

# 2 Draft Budget of the Union for 2018-2019 (Documents [C17/10 + Add.1](http://www.itu.int/md/S17-CL-C-0010/en), [C17/DL/3](https://www.itu.int/md/S17-CL-170515-DL-0003/en)(Rev.1)) and [C17/DT/7](https://www.itu.int/md/S17-CL-170515-TD-GEN-0007/en)

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| ***Recommendation***  The Council is requested to review and approve the draft Budget of the Union for 2018-2019, and to adopt the draft resolution in Annex A of Document C17/120(Rev.1).  Council should remind Conferences and Assemblies of Article 34, provisions Nos. 488 and 489 before adopting proposals or taking decisions with financial implications. |

# 3 Contribution by the Russian Federation, the Republic of Armenia, the Republic of Belarus and the Kyrgyz Republic: Proposals for the draft Budget of the Radiocommunication Sector for 2018-2019, prepared on the basis of an analysis of financial and human resources in ITU-R during the period 1996-2017 (Document [C17/80(Rev.2)](http://www.itu.int/md/S17-CL-C-0080/en))

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| ***Recommendation***  The Committee recommends that the Council take into account the proposals made in Document C17/80(Rev.2) during the finalization of the draft 2018-2019 Budget above and instruct the BR Director:   1. to take urgent measures to restore staffing levels in the BR (especially in the Space Services Department and in the unit responsible for software development) to the level needed for BR to carry out its mandate in full; 2. to adopt measures to eliminate delays in the processing of frequency assignment filings; 3. to report on the undertaken measures and their results at the 2018 session of the Council with a view to subsequent submission to the 2018 Plenipotentiary Conference.   The Committee recommends that the ITU secretariat management apply a proportional and balanced approach in the financing of the ITU Sectors and the General Secretariat in the future. |

# 4 Contribution by the Russian Federation, the Republic of Armenia, the Republic of Belarus and the Kyrgyz Republic: **Proposals for the submission of data in Documents** [C17/10](http://www.itu.int/md/S17-CL-C-0010/en) **and** [C17/9](http://www.itu.int/md/S17-CL-C-0009/en) **(Document** [C17/82(Rev.2)](http://www.itu.int/md/S17-CL-C-0082/en))

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| ***Recommendation***  The Committee recommends that the Council take note of the proposals to the General Secretariat when reviewing the plans and in the finalization of the draft 2018-2019 Budget as presented in Document C17/82(Rev.2). |

# 5 Contribution by the United Arab Emirates: ITU-T budget support (Document [C17/110](http://www.itu.int/md/S17-CL-C-0110/en))

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| ***Recommendation***  The Committee recommends that the Council take note of the proposals submitted in Document C17/110 and request from the Director of the Standardization Bureau to look into new measures to generate additional revenues for the ITU and not for the Standardization Sector only, and that such studies be accommodated by detailed financial analysis for the many choices available to generate revenues with regards to every choice and the impact of this on the budget of the ITU. |

# 6 Conclusions of the Radiocommunication Advisory Group **(Document** [C17/111](http://www.itu.int/md/S17-CL-C-0111/en))

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| ***Recommendation***  The Committee recommends that the Council note the report in Document C17/111. |

# 7 Contribution by the Republic of Poland: Free online access to ITU reports, statistics and indicators for Member States **(Document** [C17/85)](http://www.itu.int/md/S17-CL-C-0085/en)

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| ***Recommendation***  The Committee recommends that the Council instruct the Secretary-General to grant free online access to ITU publications of statistics and indicators to all Member States. |

# 8 Report of the Budget Control Committee of WTSA-16 (Document [C17/INF/2](http://www.itu.int/md/S17-CL-INF-0002/en))

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| ***Recommendation***  The Committee recommends that the Council take note of the Report of the Budget Control Committee of WTSA-16 in Document WTSA-16/77. |

# 9 Proposal to increase revenue from International Numbering Resources (INRs) (Document [C17/43](http://www.itu.int/md/S17-CL-C-0043/en))

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| ***Recommendation***  The Committee recommends that the Council note document C17/43 that was used as basis to develop the proposed decisions for UIFN and IIN. |

# 10 Contribution by the United States of America (Document [C17/92](http://www.itu.int/md/S17-CL-C-0092/en))

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| ***Recommendation***  The Committee recommends that the Council note Document C17/92. |

# 11 Contribution by the Kingdom of Saudi Arabia: Revenue generation from International Numbering Resources (INRs) (Document [C17/106(Rev.1](http://www.itu.int/md/S17-CL-C-0106/en))

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| ***Recommendation***  The Committee recommends that the Council note Document C17/106(Rev.1) that was used in part as basis to develop the proposed decisions for UIFN and IIN. |

# 12 Report of the ad hoc group on INRs (Document [C17/DT/6](https://www.itu.int/md/S17-CL-170515-TD-GEN-0006/en))

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| ***Recommendation***  The Committee recommends that the Council approve the new fee structure for UIFN and IIN by approving the draft new Decisions in Annex B and in Annex C of Document C17/120(Rev.1). |

# 13 Security (Document [C17/63](http://www.itu.int/md/S17-CL-C-0063/en))

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| ***Recommendations:***  The Committee recommends that the Council approve raising the security profile/posture to align with other UN agencies and to use the less expensive option (approximately CHF 1 000 000 per year).  The Committee recommends that the Council approve the development of the Organizational Resilience Management System (ORMS) framework for business continuity and disaster recovery for HQ, Regional, and Area Offices (a cost of approximately CHF 400 000 over the 2017, 2018, and 2019 periods).  The Committee recommends that the Council approve the proposed funding model to pay for raising the security profile as well as developing an ORMS framework, for 2017, 2018, and 2019 as proposed by the Secretary-General, and to take note that these reoccurring costs would have to be included in the 2020-2023 regular budget.  The Committee noted that the installation of anti-shatter resistant film at the ITU HQ premises will be funded from the 2016 savings, as well as noting the continuation of facility safety and security audits at the ITU Regional and Area offices.  The Committee endorsed the initiation of discussions with the Host Country (FIPOI) on an anti-pedestrian perimeter fence and incorporating these mitigation measures in the future design plans for construction of the new Varembé HQ Building. |

# 14 Improving the stability and predictability of the financial base of the Union (Document [C17/67](http://www.itu.int/md/S17-CL-C-0067/en))

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| ***Recommendation***  The Committee recommends that the Council consider and endorse the plan as the basis for improving the stability and the predictability of the financial base of the Union, integrating options for increasing revenues and cost-saving proposals.  The Committee recommends that the first row in Annex 2 of Document C17/67 be deleted, and that the principles outlined in Annex 1 of Document C17/67 be considered. |

# 15 Efficiency measures (Document [C17/45](http://www.itu.int/md/S17-CL-C-0045/en))

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| ***Recommendation***  The Committee recommends that the Council endorse Document C17/45 and future reports should be included in table format. |

# 16 Contribution by the People’s Republic of China: Optimization of ITU's High-Level Events of a global nature (Document [C17/89](http://www.itu.int/md/S17-CL-C-0089/en))

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| ***Recommendation***  The Committee recommends that the Council take note of the proposal in Document C17/89.  The Committee recommends that the Council instruct the secretariat to undertake an analysis of all the high-level events and forms of a global nature, i.e. ITU Telecom, Global Symposium for Regulators (GSR), World Telecommunication/ICT Indicators Symposium, WSIS Forum and ITU Kaleidoscope Academic Conference to improve efficiency measures and reduce expenses to save human, financial and other resources. |

# 17 Cost Recovery for the Processing of Satellite Network Filings *(D 482 (MOD))* (Document [C17/16](http://www.itu.int/md/S17-CL-C-0016/en))

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| ***Recommendation***  The Committee recommends that the Council take note of Document C17/16. |

# 18 Proposed modification to Decision 482 “Implementation of cost recovery for Satellite Network Filings” (Document [C17/61](http://www.itu.int/md/S17-CL-C-0061/en))

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| ***Recommendation***  The Council is invited to adopt the draft modified Decision 482 including its schedule of processing charges, in Annex D of Document C17/120(Rev.1). |

# 19 Contribution by the Russian Federation, the Republic of Armenia, the Republic of Belarus and the Kyrgyz Republic: **Processing by the Radiocommunication Bureau of notices for satellite networks in non-geostationary satellite systems** (Document [C17/79(Rev.2)](http://www.itu.int/md/S17-CL-C-0079/en))

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| ***Recommendation***  The Committee recommends that the Council:  1) **in reviewing and adopting the ITU-R budget reserve** necessary finance resources to increase staff in the Space Services Department of BR for the examination of non-GSO systems and for the development and maintain software to process non-GSO network filings.  2) **instruct** the BR by **31 January 2018** to submit a study on the technical issues arising in connection with processing of complex non-geostationary satellite (non-GSO) network filling systems to clarify technical issues such as but not limited to procedures, in consultation with relevant Member States, Sector Members, ITU-R Study Groups, the RRB and expert stakeholders, in particular whether there is a possibility for the individual non‑GSO filings (API/coordination/notification) containing non-homogeneous satellite orbits with differing altitudes and inclinations, and/or different constellation configurations, separating into filings containing each individual constellation or individual types of satellite orbit, for the purposes of processing by the BR. The study should be in accordance with the actual use of BR resources to determine the factors to be considered for the evaluation, as well as the practical implications of applying cost attribution to activities associated with the processing of non-GSO network system filings towards the application of full cost recovery.  a) BR’s report should include recommendations identifying specific procedures for cost recovery with regard to non-GSO network systems to assist delegates in submitting proposals to Council 2018.  b) The BR should begin with an initial study, distribute the results via Circular Letter no later than November 2017, allowing Administrations, Sector Members, ITR-R Study Groups, and other stakeholders, and provide two months to comment on the draft.  c) Allow stakeholders to submit their responses to a reflector set up by the BR, as well as providing an email address to send responses to the BR  3) **instruct** the Secretary General to post on the Council Website the BR’s final non-GSO network filing technical report no later than 1 February 2018. |

# 20 Preliminary amount of the contributory Unit (Document [C17/57](http://www.itu.int/md/S17-CL-C-0057/en))

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| ***Recommendation***  The Committee recommends that the Council consider and approve the Secretary-General’s proposal in Document C17/57. |

# 21 Information and Communication Technologies Development Fund (ICT-DF) (Document [C17/34](http://www.itu.int/md/S17-CL-C-0034/en))

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| ***Recommendation***  The Committee recommends that the Council take note of Document C17/34 and approve the transfer of USD 2 million from Exhibition Working Capital Fund to ICT-DF Capital Account. |

# 22 Report on the implementation of Resolution 191 (Busan, 2014) “Strategy for the coordination of efforts among the three Sectors of the Union” (Documents [C17/38 and](http://www.itu.int/md/S17-CL-C-0038/en) [C17/111](http://www.itu.int/md/S17-CL-C-0111/en))

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| ***Recommendation***  The Committee recommends that the Council take note of the report as presented in Document C17/38. |

# 23 Improvement of Management and Follow-up of the Defrayal of ITU Expenses by Sector Members and Associates (Document [C17/14](http://www.itu.int/md/S17-CL-C-0014/en))

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| ***Recommendation***  The Committee recommends that the Council take note of the Secretary-General’s report and endorse the recommendations in Section 4 of Document C17/14. |

# 24 Provisional participation of entities dealing with telecommunication matters in the activities of the Union (Document [C17/62](http://www.itu.int/md/S17-CL-C-0062/en))

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| ***Recommendation***  The Committee recommends that the Council confirm the action taken by the Secretary‑General regarding the admission of 7 “entities dealing with telecommunication matters”, as listed in the Annex to Document C17/62. |

# 25 Arrears and Special Arrears Account (Document [C17/11](http://www.itu.int/md/S17-CL-C-0011/en))

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| ***Recommendation***  The Committee recommends that the Council;  1) **take note** of Document C17/11;  2) **authorize** the Secretary-General to write off **CHF 3 007 187.45** of interest on arrears and irrecoverable debts;  3) **adopt** the draft decision attached in Annex E of Document C17/120(Rev.1). |

# 26 Annual Review of Revenue and Expenses (Document [C17/9](http://www.itu.int/md/S17-CL-C-0009/en))

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| ***Recommendation***  The Committee recommends that the Council endorse Document C17/9. |

# 27 After-Service Health Insurance (ASHI) liability (Document [C17/46](http://www.itu.int/md/S17-CL-C-0046/en))

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| ***Recommendation***  The Committee recommends that the Council take note of Document C17/46. |

# 28 Progress report on the implementation of the HR Strategic Plan and of Resolution 48 (Rev. Busan, 2014) (Document [C17/53](http://www.itu.int/md/S17-CL-C-0053/en))

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| ***Recommendation***  The Committee recommends that the Council take note of Document C17/53. |

# 29 Contribution by the United Arab Emirates: Geographical distribution of ITU staff (Document [C17/109](http://www.itu.int/md/S17-CL-C-0109/en))

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| ***Recommendation***  The Committee recommends that the Council approve the proposals made in Document C17/109.  The Human Resources reporting and Statistics should be submitted to Council as an input document and should contain grade and posts, type of appointment, age group, length of service, gender, nationality, and geographical distribution to include applications by age, gender and qualifications. |

# 30 Decisions of the UNGA on the conditions of service under the UN common system

**Modifications in the conditions of staff in the professional and higher categories applicable on 1 January 2017 (Document** [**C17/54**](http://www.itu.int/md/S17-CL-C-0054/en)**)**

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| ***Recommendation***  The Committee recommends that the Council take note of the UNGA decisions and adopt the draft resolution in Annex F of Document C17/120(Rev.1). |

# 31 Reduction of the post adjustment in Geneva (Document [C17/118](http://www.itu.int/md/S17-CL-C-0118/en))

Extensive discussions took place in the Committee regarding the decision taken by the International Civil Service Commission (ICSC) to reduce the post adjustment index in Geneva for staff in the professional and higher categories as well as the elected officials, producing a reduction of 5 per cent plus 2.9 per cent of net pay effective August and November 2017 respectively, resulting in a total reduction of 7.7 per cent in take-home pay by the end of 2017. Concerns were expressed by delegates and Observers with regard to the sudden and significant cut in take home pay that would result from the ICSC decision.

Having clearly stated that the mandate of the ICSC under Articles 10 and 11 of its Statutes in that area was not challenged by the ITU management, the Secretary-General confirmed his obligation and commitment to carry out due diligence on the final decision of the ICSC prior to its implementation, taking into account its impact on existing staff, to draw again the attention of the ICSC to all the concerns already expressed, in particular with regard to the established transitional measures, and therefore to discuss with the ICSC at its 85th session in July 2017, in coordination with the other Geneva-based organizations, more long term measures to be implemented at a UN system-wide level.

The Committee encouraged the Secretary-General to move forward in that direction. Delegates were also invited to bring these concerns to the ICSC.

The Secretary General indicated that he would implement the decision of the ICSC.

# 32 Membership of the ITU Staff Pension Committee (oral presentation)

The Committee was informed that, pursuant to the provisions of the Regulations and Rules of the United Staff Joint Pension Fund, the ITU Pension Committee is equally composed of representatives of Council Member States, of the ITU Management and of affiliated and beneficiaries of the Fund. The composition of the Council representations is established in Council Resolution 1371 adopted by the extraordinary session of the Council held after the PP-14. The Council representation stands as follows:

– Members: Bulgaria, Canada and Italy;

– Alternate Members: Burkina Faso, India and Mexico.

All members having been in a position to fulfill their mandate so far, the Committee took note that no action was required in this regard at this stage.

# 33 TIES email – current situation and next steps (Document [C17/60](http://www.itu.int/md/S17-CL-C-0060/en))

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| ***Recommendation***  The Committee recommends that the Council approve the discontinuation of the TIES email service, as proposed by the secretariat in Document C17/60. |

# 34 Report by the Chairman of the Council Working Group on Financial and Human Resources (Documents [C17/50](http://www.itu.int/md/S17-CL-C-0050/en))

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| ***Recommendation***  The Committee recommends that the Council take note of the work of the CWG-FHR as presented in Document C17/50, consider the views presented to the ADM Committee, and thus approve and adopt:  – the revised amendment to item 2(iv) of the Terms of Reference of the CWG-FHR as presented in Annex G of Document C17/120(Rev.1).  – the revised fee exemption criteria in Annex H of Document C17/120(Rev.1). |

# 35 Memoranda of Understanding having financial and/or strategic implications (Document [C17/48](http://www.itu.int/md/S17-CL-C-0048/en))

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| ***Recommendation***  The Committee recommends that the Council take note of Document C17/48. |

# **36 Contribution by the United States of America: ITU participation in MoUs with financial and/or strategic implications (Document**[C17/93](http://www.itu.int/md/S17-CL-C-0093/en)) **and Contribution by the Kingdom of Saudi Arabia: ITU participation in MoUs with financial and/or strategic implications (Document**[C17/104](http://www.itu.int/md/S17-CL-C-0104/en))

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| ***Recommendation***  The Committee recommends that the Council instructs the Secretary-General to include in his report to the Plenipotentiary Conference 2018 that the issues addressed in Resolution 192 require further consideration. |

# 37 Financial Operating Report for the Financial Year 2016 ([Document C17/42](http://www.itu.int/md/S17-CL-C-0042/en))

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| ***Recommendation***  The Committee recommends that the Council approve the Financial Operating Report for the Financial Year 2016 by adopting the draft resolution in Annex I of Document C17/120(Rev.1). |

# 38 Report by the External Auditor (Document [C17/40](http://www.itu.int/md/S17-CL-C-0040/en))

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| ***Recommendation***  The Committee recommends that the Council examine the External Auditor’s report on the accounts for 2016 and approve the accounts as audited and as presented in Document C17/40. |

# 39 External Audit of the Union’s Accounts on ITU TELECOM World 2016 (Document [C17/41)](http://www.itu.int/md/S17-CL-C-0041/en)

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| ***Recommendation***  The Committee recommends that the Council approve the accounts as audited and as presented in Document C17/41. |

# 40 Renewal of the mandate of the External Auditor (Corte dei Conti) for a period of two years (Document [C17/58](http://www.itu.int/md/S17-CL-C-0058/en))

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| ***Recommendation***  The Committee recommends that the Council approve the renewal of the mandate of the External Auditor (Corte dei Conti) for a further period of two years and adopt the draft decision in Annex J of Document C17/120(Rev.1). |

# 41 Sixth Annual Report of the Independent Management Advisory Committee (IMAC) (Document [C17/22](http://www.itu.int/md/S17-CL-C-0022/en))

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| ***Recommendation***  The Committee recommends that the Council approve the sixth annual IMAC report and the 7 recommendations, as presented in Document C17/22. |

# 42 Report of the Internal Auditor on internal audit activities (Document [C17/44](http://www.itu.int/md/S17-CL-C-0044/en))

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| ***Recommendation***  The Committee recommends that the Council take note of Document C17/44. |

# 43 Accountability and transparency framework (Document [C17/64](http://www.itu.int/md/S17-CL-C-0064/en))

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| ***Recommendation***  The Committee recommends that the Council take note of the implementation of the Accountability and Transparency Framework of ITU as presented in Document C17/64. |

# 44 Information Technology and Information Management Strategy for the secretariat (Document [C17/20](http://www.itu.int/md/S17-CL-C-0020/en))

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| ***Recommendation***  The Committee recommends that the Council endorse Document C17/20. |

# 45 Draft ITU risk management policy (Document [C17/74](http://www.itu.int/md/S17-CL-C-0074/en)) and Draft ITU risk appetite statement (Document [C17/73](http://www.itu.int/md/S17-CL-C-0073/en))

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| ***Recommendation***  The Committee recommends that the Council **endorse** the ITU Risk management policy and the ITU Risk appetite statement, as presented in Documents C17/74 and C17/73. |

# 46 Implementation of the ITU information/document Access Policy (Document [C17/66](http://www.itu.int/md/S17-CL-C-0066/en)) and ****Contribution by the Kingdom of Saudi Arabia: Interim implementation of the information/document access policy (Document****[C17/107](http://www.itu.int/md/S17-CL-C-0107/en))

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| ***Recommendation***  The Committee recommends that the Council:  – note the report in Document C17/66;  – instruct that the secretariat, by any means, seeks the approval of the submitter regarding whether his/her submission is to be made open or TIES protected;  – clarify that Input documents that are outcomes of bodies not covered by the policy should remain TIES-protected. |

# 47 Contribution by the Federative Republic of Brazil: **Enhancing the participation of non-State Members in the work of ITU (**Document [C17/97](http://www.itu.int/md/S17-CL-C-0097/en)**)**

Brazil outlined three main principles to enhance the participation of non-state members and consequently to retain current members and attract new members. These principles include: providing more value, fostering participation by avoiding duplication of work, respecting non-state members expertise and inputs. Brazil noted that these points come out of consultations with Sector Members and reflect the concerns that they have raised. Support for the principles was expressed by delegations. The ADM Committee decided to send this document to the CWG-FHR for further study.

# 48 Contribution by the Argentine Republic: Promoting the participation of SMEs in the work of the ITU (Document [C17/100](http://www.itu.int/md/S17-CL-C-0100/en))

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| ***Recommendation***  The Committee recommends that Council approve the draft Terms of Reference for an SME Pilot Project in Annex K of Document C17/120 (Rev.1). |

Original: English

Annex B

Statement by certain Council Member States/observers

Australia, Belgium, Canada, France, Germany, Japan, Mexico, Netherlands, Republic of Korea, Russian Federation, Spain, Sweden, Switzerland, United Kingdom and United States of America regret that Member States that expressed concerns regarding the text in Section 31 of the ADM Report on Reduction of the post adjustment in Geneva were not provided any meaningful opportunity to present amendments to that text during the final plenary. We have serious concerns about the application of the Rules of Procedure of the Council and the General Rules of Conferences, Assemblies and Meetings of the Union in this regard. It is our view that this was one of the most important issues of Council 2017. This issue required careful attention because of the significant implications it may have for the staff of the Union, our most important resource. The text as adopted by Council omits important elements of the discussions that took place during the ADM meeting. It is our view that the following is a more accurate reflection of these proceedings

31.1

Extensive discussions took place in the committee regarding the decision taken by the International Civil Service Commission (ICSC) on the post adjustment index. Concerns were expressed by Council members and Member State observers with regard to the significant adjustment that would result from the ICSC decision with particular regard to the short timeline for implementation. Document C17/118 was presented to the ADM but did not receive consensus.

31.1*bis*

Some Council Members and Member State observers also affirmed the role of the ICSC to regulate and coordinate the conditions of service of staff in the United Nations common system including on the matter of post adjustment. Some Council members and Member State observers stressed the importance of avoiding decisions that could create disparities among different agencies of the UN Common system.

31.2

Having clearly stated that the mandate of the ICSC under Articles 10 and 11 of its Statute was not challenged by ITU management, the Secretary-General confirmed his intention to carry out due diligence on the final decision of the ICSC prior to its implementation taking account of its impact on existing staff, to draw again the attention of the ICSC to all the concerns already expressed, in particular with regard to the established transitional measures, and therefore to discuss with the ICSC at its 85th session in July 2017, in coordination with the other Geneva-based organizations.

31.3

While noting the intention of the Secretary-General in this regard, the Committee stressed that any solution should be sought on a common-system basis.

31.4

The Secretary-General indicated that he would implement the decision of the ICSC within the timelines established by the ICSC. Member States were also invited to bring these concerns to the ICSC.

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