|  |  |  |
| --- | --- | --- |
| C:\Users\ponder\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\BDT-25th_anniversary_2017-Logo_411959-3_transparent.png | **World Telecommunication DevelopmentConference 2017 (WTDC-17)****Buenos Aires, Argentina, 9-20 October 2017** | C:\Users\ponder\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\BDT-25th_anniversary_2017-Logo_411959-1_transparent.png |
|  |  |
| PLENARY MEETING | **Revision 1 toDocument** **WTDC17/ADM/3-E** |
|  | **9 October 2017** |
|  | **English only** |
| Director, Telecommunication Development Bureau |
| IN-CONFERENCE Translation deadlines, classification and distribution of documents |
|  |

1. **Deadlines for the processing of documents during WTDC-17**

Having regard to the arrangements made for the operational organization of the Conference in Buenos Aires, the translation and processing of documents are being carried out in Geneva.

To enable the secretariat to provide the best possible service under these conditions, and taking into account the time difference between Geneva and Buenos Aires, participants are invited to note that the deadline for submitting a document to the Documents Control service for the following day is 22:00[[1]](#footnote-1). Priority will be given to documents included in agendas for meetings on the next day.

The Secretariat will do its utmost to publish all documents on time, depending of course on number of documents/pages received. Please note that documents submitted after this deadline will not be available for the following day and that documents longer than five pages may require more time. Participants are therefore invited to note these time constraints and cooperate accordingly in order to facilitate the timely publication of their documents for the Conference.

When preparing documents during the Conference, participants are also requested to use the [Conference Proposals Interface (CPI)](https://www.itu.int/en/ITU-D/Conferences/Pages/WTDC-Conference-Proposal-Interface.aspx).

Participants are also kindly requested to use the built-in styles to minimize the reformatting of documents.

The Head of Delegation/Representation[[2]](#footnote-2) must sign for Member’s proposals and contributions and the chairman of the Group, Committee, Plenary or Working Group of the Plenary must sign for in-session Conference documents. Documents must be delivered in person to Room Paraíso (5th floor) with the electronic version available on a USB key or by email to WTDC.documentcontrol@itu.int.

The working hours of the Document Control service will be from 08:00 to 22:00 daily.

As agreed by the First Plenary Meeting, the deadline for the submission of contributions or proposals is **Thursday,** **12 October 2017, 14:30.**

1. **Paperless Conference and exception for accessibilities reasons**

In line with Annex 2 to Decision 5 of the Plenipotentiary Conference (Rev. Busan, 2014), **the Conference will be paperless**. Should any delegation/representation require paper copies for accessibility reasons, please inform the secretariat through the email WTDC.documentcontrol@itu.int **by 31 July 2017**, at the latest, indicating the number of copies and the language.

All published documents are available for download on the Conference website at <http://www.itu.int/en/ITU-D/Conferences/WTDC/WTDC17/Pages/default.aspx>.

A Synchronization Application is available to help delegates download recently published documents on the same website, together with a user guide that explains how to use it. Mobile and desktop versions of the “ITU-D Events” Application are also available from the Conference webpage.

1. **Classification of documents**

WTDC-17 has five categories of documents. The table below summarizes the various categories, their colour, and the corresponding language availability.

| **Name, colour and reference** | **Description** | **Language** |
| --- | --- | --- |
| **Contributions** - White [xxx]  | Contributions and proposals from Member States and ITU-D Sector Members. | 6 languages |
| **Contributions (white series)** - White [xxx] | Documents between the various committees/groups and the Editorial Committee. | 6 languages |
| **Contributions (blue series)** - Blue [xxx] | Documents from the Editorial Committee (COM 5) to Plenary for approval. | 6 languages |
| **Information documents -** White [INF/xxx] | INF documents include contributions submitted by Member States and ITU-D Sector Members for information because of the usefulness of the information they contain on specific aspects of the Conference work.They are included in the relevant agenda where the subject matter is going to be discussed but they are not introduced nor discussed. They serve as background material for delegates. | Original language only |
| **Temporary documents -** Green [DT/xxx] | Temporary documents used for presentation of “draft” texts to committees. They are also used to present draft texts to the Plenary meetings.Ad hoc groups and drafting groups set up by Committees and Plenary/Working Group of the Plenary work, in principle, in one language only. | Mostly 6 languages (occasionally original language only) |
| **Temporary documents with limited distribution** - Yellow [DL/xxx] | “Draft” texts to ad hoc and drafting groups.  | Original language only |
| **Administrative documents** - Pink [ADM/xxx] | To disseminate information of a general nature to the conference. This series may also include notes by the Secretary-General or BDT Director, the list of participants, and other information of an administrative nature as well as the agendas of the various meetings. | English only |

1. **Final report**

It is planned to make available to delegates an electronic copy of the Final Report on 20 October. To achieve this objective, the last texts must have been transmitted to the Editorial Committee by 18 October 2017 in order to be approved by the Plenary by noon 19 October, at the latest. Delegations are urged to make the most efficient use of the time of the Conference with a view to completing most of the Committee work by the end of the first week.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In very special circumstances, documents submitted between 22:00 and 24:00 may be considered if the workload of documents received before the deadline of 22:00 so permits. [↑](#footnote-ref-1)
2. The totality of the delegates sent by the same Member State is called “Delegation”, while a “Representation” is the totality of representatives from a Sector Member. [↑](#footnote-ref-2)