Report by the Secretary-General

SERVICE ORDER ESTABLISHING THE INTERSECTORAL COORDINATION TASK FORCE

Summary

This information document contains the Service Orders No. 16/13 which establishes the Inter-Sectoral Coordination Task Force (ISC-TF), in particular its Terms of Reference and composition.

Action required

This document is submitted to the Council **for information**.

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References

Document C17/38

SERVICE ORDER NO. 16/13

INTER-SECTORAL COORDINATION TASK FORCE

**(This Service Order abrogates and supersedes Service Order No. 09/02 of 2 March 2009
on ITU Inter-Sectoral Communications Group (ICG))**

I.   Background

1.1   Annex 2 (Measures for reducing expenses) to Decision 5 (Rev. Busan, 2014) calls for coordination and harmonization of all seminars and workshops to be provided by a centralized intersectoral task force.

1.2   Resolution 191 (Busan, 2014) (Strategy for the coordination of efforts among the three Sectors of the Union) instructs the Secretary-General to ensure the design of a coordination and cooperation strategy for effective and efficient efforts in areas of mutual interest to the three ITU Sectors, in order to avoid duplication of effort and optimize the use of resources.

1.3   A review of the composition of the current internal task forces and groups noted the overlapping of some of the membership in these groups and identified significant benefits, in terms of both efficiency and effectiveness, in subsuming some of the existing internal task forces, committees and groups under one inter-sectoral coordination task force.

II.   Terms of Reference of the Inter-Sectoral Coordination Task Force (ISC-TF)

2.1   Under the direction of the Coordination Committee (CoCo), the role of the Inter-Sectoral Coordination Task Force (ISC-TF) is to enhance the coordination and collaboration among the three Bureaux and the General Secretariat, with a view to avoid internal duplication of effort and optimize the use of resources. The ISC-TF provides advice to CoCo on resource allocation and is mandated to:

a)   Promote coordinated work in the areas of mutual interest to the three ITU Sectors and the General Secretariat, promoting synergies and introducing efficiencies and savings in the use of the ITU resources;

b)   Without limiting the generality of the point a), coordinate the work on the topics covered by the subsumed internal task forces, committees and groups (namely Climate Change and Emergency Telecommunications Task Force, Accessibility Task Force, Intersectoral Communications Group (ICG), Web Editorial Board (WEB), Intersectoral Resource Mobilization Group (IRM), Gender Task Force, Task Force on Event Coordination and Bridging the Standards Gap Task Force), as well as on implementation of the Connect 2020 Global Agenda for Telecommunication/ICT development, operational planning and risk management;

c)   Follow-up on the progress and results achieved in each area and report back to the Coordination Committee (CoCo) through the Management Coordination Group (MCG);

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d) Appoint Focal Points responsible for coordinating the intersectoral work in each area that comes within its terms of reference, and coordinate assignment of staff members and resources from the Bureaux and General Secretariat for intersectoral work. The members of the subsumed task forces, referred to in b) above, will continue to act as the initial thematic focal points for their respective Bureau/Department;

e) Ensure the design of a coordination and cooperation strategy for effective and efficient efforts in areas of mutual interest to the three ITU Sectors, in order to avoid duplication of effort and optimize the use of resources, as per the instructions of Resolution 191 (Busan, 2014), including coordination with the Inter-Sectoral Coordination Team on Issues of Mutual Interest in collaboration with the Radiocommunication Advisory Group (RAG), Telecommunication Standardization Advisory Group (TSAG) and Telecommunication Development Advisory Group (TDAG) secretariats;

f) Identify and propose any measures and mechanisms, with a view to increase the efficiency and effectiveness.

2.2 Intersectoral coordination shall be conducted primarily by electronic means. Meetings of the ISC-TF shall primarily assess the overall progress of cross-sectorial work towards results and deal with specific challenges arising from such work.

2.3 The ISC-TF may adopt internal working methods and rules as it deems necessary.

III. Composition of the ISC-TF

3.1 The ISC-TF is chaired by the Deputy Secretary-General and consists of the following members:

a) The Deputies to the Directors of the three Bureaux and the Chief of the Strategic Planning and Membership Department (SPM);

b) The Intersectoral Focal Points responsible for thematic areas;

c) The Regional Directors;

d) The Chiefs of the Departments of the General Secretariat (Conferences and Publications Department, Financial Resources Management Department, Human Resources Management Department, and Information Services Department);

e) As an observer, the Head of the Internal Audit Unit and, at the invitation of the Chairman, the Chiefs of Departments of the Bureaux.

3.2 Other staff members, including members of the subsumed task forces and groups as well as Bureau/Department focal points, may where appropriate be invited to attend the ISC-TF meetings as observers.

3.3 The Corporate Strategy Division of SPM (SPM/CSD) will act as the Secretariat of the ISC-TF.

Houlin Zhao
Secretary-General

General distribution