|  |  |
| --- | --- |
| **Council 2018 Geneva, 17-27 April 2018** |  |
|  |  |
|  |  |
| **Agenda item: ADM 22** | **Document C18/65-E** |
| **8 February 2018** |
| **Original: English** |
| Report by the Secretary-General | |
| upgrading the area office in moscow  to ITU CIS REGIONAL office | |

|  |
| --- |
| Summary  Council 2017 agreed to approve in principle the proposal to raise the status of the ITU CIS Area Office in Moscow to that of regional office and requested the Secretary-General to submit specific terms of reference for an ITU CIS regional office, defining its structure and budget in order to get a final agreement.  The document provides the overview of the ITU field offices, proposal on the structure, budget implications for the ITU CIS Regional Office, and a draft Decision for the creation of a D1 post.  Action required  The Council is invited to **approve** the proposed new structure for the Regional Office for the ITU CIS Region and to **approve** the draft Decision on the creation of post D1, Regional Director, Regional Office for the ITU CIS Region presented in **Annex 1** to this document.  \_\_\_\_\_\_\_\_\_\_\_\_  References  [Nos 70 and 71 of the ITU Convention](http://www.itu.int/pub/S-CONF-PLEN-2015), [Resolution 25 (Rev. Busan, 2014)](http://www.itu.int/pub/S-CONF-PLEN-2015), Documents [C17/98(Rev.1)](https://www.itu.int/md/S17-CL-C-0098/en), [C/17/130(Rev.1)](https://www.itu.int/md/S17-CL-C-0130/en) and [C17/DL/3(Rev.1)](https://www.itu.int/md/S17-CL-170515-DL-0003/en) |

1. **Introduction**

Document [C17/98(Rev.1)](https://www.itu.int/md/S17-CL-C-0098/en) on “Strengthening ITU’s Regional Presence in the CIS region”, submitted to Council-17 held in Geneva on 15-25 May 2017, proposed to raise the status of the ITU Area Office located in Moscow, Russian Federation for the Countries of the CIS to that of Regional Office (as from 1 January 2019).

As a result of consideration of Document C17/98(Rev.1), Council 2017 “agreed to approve in principle the proposal to raise the status of the ITU Area Office for the countries of CIS in Moscow to that of regional office and to request the Secretary-General, in collaboration with the Director of BDT, and also involving the Directors of BR and TSB, to submit to the Council in 2018 specific terms of reference for an ITU CIS regional office, defining its structure and budget in order to get a final agreement and to finalize the transition to a fully operational CIS regional office” document ([C17/130(Rev.1)](https://www.itu.int/md/S17-CL-C-0130/en)).

1. **Overview of the ITU field offices**

ITU currently has 12 regional and area offices organized as follows:

* Africa (Regional Office in Ethiopia and three Area Offices in Cameroon, Senegal and Zimbabwe)
* Americas (Regional Office in Brazil and three Area Offices in Barbados, Chile and Honduras)
* Arab States (Regional Office in Egypt)
* Asia and the Pacific (Regional Office in Thailand and one Area Office in Indonesia)
* CIS (Area Office in Russia)

Europe is coordinated by ITU Headquarters (Telecommunication Development Bureau)

1. **Proposal**

In document [C17/DL/3(Rev.1)](https://www.itu.int/md/S17-CL-170515-DL-0003/en) on “Options for dealing with proposals/items not included in the 2018-2019 draft Budget”, the secretariat outlined the minimum and maximum options for the raising of the status of the ITU Area Office for CIS Countries, ranging in additional cost from 71,000 CHF to 1,046,000 CHF for 2018-2019. The minimum option involved the upgrading of P5 to D1, and the maximum option covered the creation of new D1, a new P4, a new G6, and a new G2 posts, in addition to the existing posts. Pending Council 2018 decision on that issue, a provision corresponding to the maximum option (523,000 CHF) was added to the 2019 budget.

In view of the financial constraints, the following structure is proposed for the new ITU CIS Regional Office located in Moscow, Russian Federation.

* Current structure: one P5, one P3, and one G5
* Proposed new structure: one D1, one P4, and one G6

1. **Budget Implications**

Resource requirements from 2019 onwards due to the raising of the status of the Area office in Moscow to that of Regional office and the changes in post structure as presented in this document will be 69,200 CHF per year at 2019 budget rate. The requirements for 2019 are covered by the additional appropriations provided in the 2019 budget for the Regional Office (523,000 CHF). Resource requirements for the period 2020-2023 have been included in the draft Financial Plan for 2020-2023.

1. **Terms of Reference**

The proposed terms of reference of the ITU CIS Regional Office are similar to that of other regional offices (see **Annex 2**). The duties and responsibilities of the Regional Director will be similar to that of other Regional Directors.

1. **Conclusion**

The Council is invited to **approve** the proposed new structure for the Regional Office for the ITU CIS Region and to **approve** the draft Decision on the creation of post D1, Regional Director, Regional Office for the ITU CIS Region presented in **Annex 1** to this document.

ANNEX 1

DECISION xx

(adopted at the xx Plenary Meeting)

Creation of post D1, Regional Director, Regional Office for the ITU CIS Region

The Council,

*in view of*  Nos 70 and 71 of the Convention of the International Telecommunication Union (Geneva, 1992),

*decides*

to approve the creation of the D1 post of Regional Director, Regional Office for the ITU CIS Region based in Moscow, Russian Federation within the Telecommunication Development Bureau.

ANNEX 2

Terms of reference of ITU CIS Regional Office

The Regional Office is responsible for proposing the operational policy and strategy of telecommunication development activities in the region, coordinating with countries of the region to prioritize requirements, proposing inputs for the preparation of the operational plan based on these prioritized regional requirements, as well as coordinating and implementing technical cooperation activities in the region, be they in the framework of projects, regional initiatives, or follow-up of World Telecommunication Development Conferences and other ITU conferences.

Furthermore, the Regional Office carries out the following duties and responsibilities, based on Resolution 25 (Rev. Busan, 2014):

1. Plays a part in the implementation of programmes and projects in the framework of the regional initiatives, within the resources allocated by the financial plan;

2. Plays a key role in facilitating discussions on regional matters and the dissemination of information and results of activities of all three Sectors of the Union, while avoiding the duplication of such functions with headquarters;

3. Contributes, to the extent practicable, *inter* *alia*, to the annual four-year rolling operational plans of the General Secretariat and of the three Sectors, with content specific to each regional and area office, linked to the strategic plan for the Union and the WTDC Action Plan, then set up and continue to publish the annual plan/events on the ITU website for implementation;

4. Engages actively in the implementation of the strategic plan for the Union, in particular with respect to the four strategic goals, all sectoral and intersectoral objectives and following up on the accomplishment of the strategic targets;

5. Engages actively in the implementation of the WTDC Action Plan, in particular with respect to approved objectives and their respective outcomes, outputs and regional initiatives;

6. Engages actively in the realization of the outcomes, indicators and KPIs as identified by the WTDC Action Plan and by TDAG;

7. Ensures that cooperation between the ITU regional and area offices, relevant regional organizations and other international organizations dealing with development and financial matters should continue to be improved, in the interests of optimizing the use of resources and avoiding duplication;

8. Is fully involved in the organization of regional events/meetings/conferences, in close collaboration with the General Secretariat, the relevant Bureau(x) and the regional organizations, in order to increase efficiency in the coordination of such events, avoid duplication of events/topics and derive benefit from synergy between the Bureaux and regional offices;

9. Assists countries in implementing the regional initiatives;

10. Disseminates information, provision of expert advice and hosting of meetings, courses and seminars;

11. Effectively participates in discussions on the future of the Union and on strategic issues concerning the telecommunication/ICT sector;

12. Supervises the implementation of funds-in-trust projects and projects financed from the ICT Development Fund.

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