Geneva, 22 February 2018

Ref: **CL-18/13**
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To:
-   Member States of ITU Council
-   Observer Member States of ITU
-   other Observers

Subject: **2018 Session of the Council – Organization of work**
            Updated preliminary draft agenda and draft time management plan

Dear Madam/Sir,

Further to my invitation letter to attend the forthcoming 2018 Session of the Council at ITU headquarters from **Tuesday, 17 April 2018 (0930 hours) to Friday, 27 April 2018**, I am pleased to provide herewith in annex the following documents:

-   an updated preliminary draft agenda of the 2018 ordinary session; and
-   a draft time management plan.

Registration

Registration for the 2018 ordinary session of the Council started on 15 January 2018 and is carried out exclusively online at the Council website (https://www.itu.int/en/council/Pages/Registration.aspx). It also includes registration to Expert Group on ITRs and CWG for Strategic and Financial Plans 2020-2023 to be held immediately before the Council Session (12-13 April and 16 April 2018, respectively).

In line with ITU's gender equality and mainstreaming policy and Resolution 198 (Busan, 2014) on the empowerment of youth through telecommunications/ICTs, and as part of ITU's commitment to the International Gender Champions - Geneva, I would also like to take this opportunity to encourage you to include women and young people in your delegation.

Council identity badges can be collected at ITU headquarters in Geneva (Montbrillant Building, main entrance), on Thursday 12 April 2018, from 0830 hours onwards.

Documentation

Council documents will be made available exclusively online at http://www.itu.int/en/council/2018. The ITU C18 Sync Application can also be downloaded from this page, and can be configured to synchronize the latest published documents from the ITU server to your local drive.

Councillors are reminded to bring their laptops along with them to the session. Under special circumstances, the Council secretariat will endeavour to provide a limited number of laptops and electronic devices for use by Councillors during the 2018 Session.

I would like to remind you that in accordance with Council Decision 556, all contributions should be submitted no later than 14 calendar days before the opening of the meeting, i.e. **3 April 2018** to ensure timely translation and their thorough consideration during the 2018 session of the Council.

Council deliberations

Further to Council Decision 519 and past practice, Council deliberations will be audio broadcast over the internet (IBS) and accessible through TIES at http://www.itu.int/en/council/2018.

Elections materials

Paperless practices are strongly encouraged during the Council. As per the decision taken at Council 2017, an online space for campaign material for the upcoming PP-18 is available on the PP-18 website. Therefore, candidates are invited to send their campaign brochure in PDF format to ppelections@itu.int.

I look forward to seeing you in Geneva.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

Annexes: 2

ANNEX 1

Updated Preliminary draft agenda of the 2018 Session of the Council

PL 1	General Policy, Strategy and Planning	Documents
1.1	Report on the outcomes of the CWG-WSIS activities since Council 2017 *(Res. 140, R 1281, R 1332(MOD), R 1334(MOD))*	C18/8
	Report on the outcomes of the CWG-WSIS meetings held since PP-14	C18/69
1.2	Comprehensive report detailing the activities, actions, and engagements that the Union is undertaking in context to the WSIS Implementation and 2030 Agenda for Sustainable Development *(R 1332(MOD))*	C18/53
1.3	Report by the Chairman of the Council Working Group on International Internet-Related Public Policy Issues (CWG-Internet) *(R 1305, R 1336(MOD), R 1344(MOD))* including:	C18/51
	- Adopting International Public Policy on Access to the Internet for Persons with Disabilities and specific needs	C18/54
1.4	Internet activities *(Res. 101, 102, 133 and 180)*	C18/33
1.5	ITU activities on strengthening the role of ITU in building confidence and security in the use of ICTs *(Res. 130, 174)*	C18/18
1.6	Report by the Chairman of the Council Working Group on Child Online Protection *(Res. 179, R 1306)*	C18/15
	Draft report by the Chairman of the Council Working Group on Child Online Protection on activities undertaken and achievement on these subjects for submission to PP-18 *(R 1306)*	C18/62
1.7	Report by the Chairman of the Council Working Group on Languages *(Res. 154, R 1372 (MOD))*	C18/12
	Report by the Chairman of the of the Council Working Group on Languages on implementation of Resolution 154 (Rev. Busan, 2014) on use of the six official languages of the Union on an equal footing for submission to PP-18	C18/14
1.8	Report of the Expert Group on the International Telecommunication Regulations (EG-ITRs) *(Res. 146, R 1379)*	C18/26
1.9	List of candidature for Chairmen and Vice-Chairmen of CWGs	C18/56
1.10	ITU's activities related to Resolution 70 (Rev. Busan, 2014)	C18/6
	Revised GEM action plan	C18/13
	ITU strategy on gender parity	C18/63
1.11	ITU Operational Plans for 2019-2022 *(CV 87A, 181A, 205A, 223A, R 1385)*:	
	- Radiocommunication Sector	C18/28
	- Telecommunication Standardization Sector	C18/29

	- Telecommunication Development Sector	C18/30
	- General Secretariat	C18/31
	- Draft Resolution	C18/32
PL 2	**ITU events**	
2.1	ITU Telecom World events *(Res. 11, R 1292)*	C18/19
2.2	Report on the World Telecommunication Development Conference 2017 (WTDC-17)	C18/10
2.3	World Telecommunication and Information Society *(Res. 68)*	C18/17
2.4	Preparations for the 2018 Plenipotentiary Conference	C18/4
2.5	Follow-up report of PP improvements	C18/5
2.6	Report on preparations for the World Radiocommunication Conference (WRC-19)	C18/27
2.7	Proposed dates and duration of the 2019, 2020 and 2021 sessions of the ITU Council *(Res. 77, 111, D 599)*	C18/2
2.8	Scheduling of future conferences, assemblies and meetings of the Union (2018-2021) *(Res. 77, 111)*	C18/37
2.9	Consolidation of ITU's High-Level Events of a global nature	C18/55
PL 3	**Other reports for consideration**	
3.1	Report on the Implementation of the Strategic Plan and the activities of the Union for 2014-2017 *(CV61, CV 82, CV 102)*	C18/35
3.2	Report of the CWG Strategic and Financial Plans	C18/64
3.3	Strengthening the regional presence *(Res. 25)*	C18/25
3.4	Report on the Standing Committee on Administration and Management	-
PL 4	**Other matters**	
4.1	Sales of, and free online access to, ITU publications *(Res. 66, Dec. 1, D 571, D 574)*	C18/21
4.2	Obsolete Council Resolutions & Decisions	C18/3

ADM	Administration and Management	
1	Revenue and expenses *(Dec. 5):*	
	- Annual review of revenue & expenses *(Dec. 5)*	C18/9
	- Arrears and special arrears accounts *(Res. 41)*	C18/11
	- Cost recovery for the processing of Satellite Network Filings *(D 482(MOD))*	C18/16
	- 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	C18/36
	- Efficiency measures *(Dec. 5)*	C18/45
2	Provisional participation of entities dealing with telecommunication matters in the activities of the Union *(Council D 519 (MOD))*	C18/57
3	Report by the Chairman of the Council Working Group on Financial and Human Resources (CWG-FHR) *(Res. 151, 152, 158, 169, 170, D 558, D 563(MOD), R 1360)*	C18/50
4	Implementation of the ITU information/document Access Policy	C18/58
5	ITU participation in memoranda of understanding with financial and/or strategic implications *(Res. 192)*	C18/59
6	Improvement of management and follow-up of the defrayal of ITU expenses by Sector Members, Associates and Academia	C18/60
7	Information and Communication Technologies Development Fund (ICT-DF) *(Dec. 11)*	C18/34
8	Report of the Independent Management Advisory Committee (IMAC) *(Res. 162, D 565)*	C18/22
9	Addressing the JIU Recommendations:	
	- Implementation status and plan of the JIU Recommendations from the "Review of management and administration in the ITU"	C18/39
	- Accountability and transparency framework	C18/20
10	External Auditor reports:	
	- The Union's accounts 2017	*(final meeting)*
	- The Union's account on the ITU TELECOM World 2017	*(final meeting)*
11	Financial operating report:	
	- Unaudited financial operating report for 2017	C18/42
	- Audited financial operating report for 2017	*(final meeting)*
12	Report of the Internal Auditor on internal audit activities	C18/44
13	Decisions of the UNGA on the conditions of service under the UN common system	C18/23

14	Progress report on the implementation of the Human Resources strategic plan and of Resolution 48 (Rev. Busan, 2014)	C18/24
15	The After-Service Health Insurance (ASHI) liability	C18/46
16	Strategy for the coordination of efforts among the three Sectors of the Union *(Res. 191)*	C18/38
17	Membership of the ITU Staff Pension Committee *(R 1326 (MOD))*	-
18	Report on progress on the Union's headquarters premises project	C18/7
	Sponsorship possibilities for the HQ premises project	C18/47
	Summary report on the work of the Member States Advisory Group on the Union's Headquarters premises project	C18/48
19	Status update report on Security	C18/49
20	Report from the Ethics Office	C18/52
21	Provisional choice of class of contributory units	C18/61
22	Upgrading the Area Office in Moscow to ITU CIS Regional Office	C18/65
23	Financial implications of the regional initiatives approved by WTDC-17	C18/66
24	Report of the CWG Strategic and Financial Plans	C18/64
25	Tendering to select the External Auditor	C18/67
26	Amendments to ITU Staff Regulations and Staff Rules for Elected Officials relating to compensation package	C18/68
INFORMATION REPORTS		
1	Situation of arrears of the Union	INF/8
2	Report of the Budget Control Committee of the World Telecommunication Development Conference (WTDC-17)	INF/1
3	Collaboration with the UN System	INF/4
4	Agreement between the Government of the United Arab Emirates and ITU relating to the holding, organization and financing of the PP-18	INF/7
5	Sales and free online access to ITU publications	INF/2
6	UN-SWAP letter	INF/3
7	Implementation of the Human Resources strategic plan and of Resolution 48 (Rev. Busan, 2014)	INF/5
8	Strengthening the regional presence (Resolution 25 (Rev. Busan, 2014))	INF/6

ANNEX 2

English only

DRAFT TIME MANAGEMENT PLAN

MON 16	TUES 17	WED 18	THU 19	FRI 20
09.30 **Final meeting of CWG-SFP**	09.30 **Inaugural Plenary Meeting** - Opening remarks - Address by the Chairman - SG report on the State of the Union - Organization of work of C18 - Report on the implementation of the strategic plan for 2016-2019 and activities of the Union for 2014-2018 *(CV61, CV102)* **C18/35** - Preparations for PP-18 **C18/4** - Report on WTDC-17 **C18/10**	09.30 **Plenary Meeting** - Operational plans (ITU-R, T, D, GS) **C18/28, 29, 30, 31, 32** - Report of CWG for Strategic and Financial Plans **C18/64** - Report of EG-ITRs (Res 146, R 1379) **C18/26** - Report of CWG-WSIS *(Res 140, 172, R 1244, R 1281, R 1332, R 1334(MOD))* **C18/8, C18/69** - Comprehensive report on WSIS impl and 2030 agenda for sustainable development **C18/53**	09.30 **Plenary Meeting** - Internet activities *(Res 101, 102, 133, 180)* **C18/33** - Report of CWG on Int'l Internet public policy issues *(R 1305, R 1336(MOD), R 1344(MOD))* **C18/51** - Int'l Public Policy on access to the Internet for persons with disabilities and specific needs **C18/54** - Strengthening the role of ITU in building confidence and security in the use of ICTs *(Res 130, 174)* **C18/18**	09.00 **ADM Committee**
12.30 Lunch	**12.30 Lunch**	**12.30 Lunch**	**12.30 Lunch**	**12.00 Lunch**
14.30 **Final meeting of CWG-SFP** 17.00-1800 *Briefing with Councillors*	14.30 **Plenary Meeting** - Report on ITU Telecom events *(Res 11, R 1292)* **C18/19** - Report of CWG Languages *(Res 154, R 1372(MOD))* **C18/12; C18/14** - Report of CWG on Child online protection (Res 179, R 1306) **C18/15, C18/62**	14.30 **ADM Committee**	14.30 **ADM Committee**	14.30 **Plenary Meeting** - WTISD *(Res 68)* **C18/17** - Sales of and free online access to ITU publications *(Res 66, Dec 12, D 571, D 574)* **C18/21** - Strengthening the regional presence (Res 25) **C18/25** - Follow-up report on PP improvements **C18/5**
	17.30 Steering Committee		**17.30 Steering Committee**	

MON 23	TUE 24	WED 25	THU 26	FRI 27
09.30 **ADM Committee**	09.30 **ADM Committee**	09.30 **ADM Committee** (end)	09.30 **Plenary Meeting** - Scheduling of ITU conferences, assemblies and meetings (2018-2021) *(Res 77, 111)* **C18/37** - List of candidatures for Chairs and Vice-chairs of CWGs *(Dec. 11, Council R1333)* **C18/56** - Obsolete Council Resolutions & Decisions **C18/3**	09.00 **Plenary Meeting**
12.30 Lunch	**12.30 Lunch**	**12.30 Lunch**	**12.30 Lunch**	
14.30 **ADM Committee**	14.30 **Plenary Meeting** - ITU's activities related to Res. 70 *(Res 70)* **C18/6** - Revised GEM action plan **C18/13** - Draft ITU gender parity strategy **C18/63** - Consolidation of ITU's High-Level Events of a global nature **C18/55**	14.30 **Plenary Meeting** - Dates and duration of the 2019, 2020, and 2021 sessions of the Council *(Res 77, 111, D 599)* **C18/2** - Preparations for WRC-19 **C18/27**	14.30 **Plenary Meeting** - Report of the Standing Committee on Administration and Management	14.30 **Plenary Meeting**
17.30 Steering Committee				