Geneva, 14 September 2020

Ref: **DM-20/1013**
Contact: Ms Béatrice Pluchon
Telephone: +41 22 730 6266   To Member States of ITU Council
E-mail: gbs@itu.int

Subject: **Organization of a second virtual consultation of councillors (16-20 November 2020)**

Dear Madam/Sir,

Through letter DM-20/1011, I had the pleasure to inform you about the results of the consultation relating to the outcomes of discussions of the first virtual consultation of councillors (VCC), which was held on 9-12 June 2020.

After informal consultation with regional groups, the Vice-Chair of the Council, and the Secretary-General, and in view of the COVID-19 pandemic still resulting in restrictions on work and travel, it seems that holding a physical meeting of the Council remains impossible, at least until end of 2020.

Therefore, in order to address remaining agenda items considered as urgent, I propose to hold a second virtual consultation of councillors (VCC-2) from 16 to 20 November 2020, in an organized manner in line with Article 3.1 of the Rules of Procedures of the Council. This second virtual consultation will therefore follow the same format as the first VCC, as outlined in Annex 1.

Based on informal consultations conducted with Member States on grouping of documents, the secretariat has prepared a draft agenda available in Annex 2. The agenda includes all remaining items listed in three Groups: group 1 (urgent items for which a decision is needed before the end of 2020), group 2 (items which could be discussed at the VCC2); and group 3 (provided for information only) will be discussed at the Council session in 2021.

The final agenda will be confirmed at the Opening session of VCC 2 on 16 November 2020. The time management plan will be available on the Council website in the coming weeks.

Member States are invited to send their contributions to the meeting by using the attached template in Annex 3. Please note in this regard that contributions should only concern documents in groups 1 and 2. The deadline for sending contributions is 2 November 2020.

Registration will be open as of 15 October 2020.

As for the first VCC in June, please kindly note that the platform supports around 300 active participants ("speakers"), and 2,000 passive participants ("viewers"). Sessions will have separate links for active and passive participants. Among the registered participants of a delegation, 1 to 3 "speakers" should be identified for the entire duration of the consultation, while the other registered members of the delegation should be considered as "viewers". The names of "speakers" should be sent to sg-registration@itu.int, copying remote.participation@itu.int. Should a delegation require an additional "speaker" for specific sessions or agenda items, please contact the secretariat at the addresses above. Subject to technical capacity, the secretariat may be in a position to allocate an extra "speaker" slot.

A rehearsal will be held on 10 November 2020. Details and links will be sent in due course.

We count on your active participation and goodwill to ensure that the second virtual consultation of councillors be as constructive and successful as the first one.

Looking forward to seeing you virtually on 10 and from 16 November.

(signed)

Dr Elsayed Azzouz
Chair of the Council

Annexes: 3
Annex 1 - 	Proposed organization of the second virtual consultation of councillors
Annex 2 - 	Draft agenda of the second virtual consultation of councillors
Annex 3 - 	Template for Member States' contributions

ANNEX 1

Proposed organization of the second virtual consultation of councillors (VCC-2)

The virtual consultation is held in an organized manner in line with Article 3.1 of the Rules of Procedures of the Council.

> *3.1 Between sessions, councillors may consult each other by correspondence:*

> – *either informally,*

> – *or in an organized manner, through the offices of the chairman or, if the chairman is not available, the Vice-Chairman of the Council, with the assistance of the Secretary-General.*

Draft Agenda

The virtual consultation will address agenda items considered as urgent.

You will find in Annex 2 the items that the secretariat considered as urgent (Group 1) and proposes to be discussed at VCC-2. It also includes the list of items which could be discussed at VCC-2 (Group 2) if time allows. The list of items the secretariat proposes to be addressed at the next physical session is included for information only in Group 3.

Time Management Plan will be available on the Council website in the coming weeks.

Chairmanship

It is proposed that the Vice-Chair of the Council, Mr Saif Bin Ghelaita, continue to lead the discussions, as he successfully did during the first VCC.

Participation

The virtual consultation will be open to all members of the delegations of Council Member States, Observer Member States, Observer from the State of Palestine, and the nine Sector Members which were nominated for Council 2020 (3 per Sector).

Conduct of the discussion

- The virtual consultation will be of a strict, consultative, and non-decisional nature.

- In the discussion, the floor will be given in priority to Member States of the Council.

- If a consensus is not reached and any one Council Member State wants a document or conclusion deferred, it will be moved to the subsequent physical Council session in 2021.

- If during the discussion of a document on the agenda in the virtual consultation, a consensus is not reached and any one Council Member State proposes to suspend discussion or objects to the proposed conclusion on the document, it will be deferred to the subsequent physical Council session in 2021.

- To facilitate and structure the discussions, Member States can send contributions on items included in Groups 1 or 2 (see Annex 2) no later than 14 days before the VCC, **2 November,** to contributions@itu.int, using the template in Annex 3. Contributions should be short (2 pages maximum).

- Member States will still be able to take the floor to make an intervention during the discussions even if they have not sent in a contribution.

Outcome

- The virtual consultation will be of strict consultative nature and will not take any decisions. It will only draw proposed conclusions pending formal decisions at the subsequent physical Council session in 2021. Proposed conclusions will be compiled in a report to be submitted by the Secretary-General as an input document for consideration to the subsequent physical session of the Council in 2021.

- It is understood that no proposed conclusion will be final, and that the discussion could be reopened on the occasion of the subsequent physical session in 2021 on any conclusion.

- For proposed conclusions on items that would call for an urgent decision by the Council and that cannot wait for a physical meeting, the virtual consultation could give orientations to the Chair of the Council and the Secretary-General, on the opportunity to activate the procedure to take decisions by correspondence as per rules 3.2 of the Rules of Procedure of the Council. If need be, the usual procedure for decision by correspondence would be followed. A simple majority of Council Member States having the right to vote would apply.

Date and duration

- The virtual consultation will start on 16 November, from 12:00-15:00 Geneva time.

- The actual duration will be proposed based on the replies from Member States on the agenda items but will not exceed five days.

IT support to be provided

- Interprefy platform, captioning, and webcast.

- There will be full interpretation in 6 languages using Interprefy.

- Individual IT support by email, chat, and telephone.

Registration

Registration is mandatory to be able to participate online. Registration will open on 15 October at https://www.itu.int/en/council/2020/Pages/default.aspx .

Registered participants will receive guidelines and links to join the virtual consultation in due course.

Names of "speakers" should be sent to sg-registration@itu.int, copying remote.participation@itu.int.

ANNEX 2

Draft agenda of the second virtual consultation of councillors

Documents have been divided into the following groups:

1)   Urgent items for which a decision is needed before the end of 2020 and included on VCC-2 agenda;

2)   Documents which could be discussed at VCC-2 if time allows;

For these two groups, Member States are invited to send their contributions to VCC-2 by using the attached template in Annex 3. The deadline for sending contributions is 2 November 2020

1.   **URGENT ITEMS for which a decision is needed before the end of 2020 and proposed for inclusion on VCC-2 agenda**

	Subject	C20/# VC/#
1	List of candidature for Chairs and Vice-Chairs of CWGs, EGs, IEGs *(PL 1.8)*	21R3
2	World Telecommunication and Information Society Day (Res. 68) *(PL 2.2)* - Contribution from the Russian Federation	17 68
3	Report by the Chairman of the Council Working Group on Financial and Human Resources (CWG-FHR) *(D 558, D 563(MOD))* *(Res. 151, 152, 158, 169, 170, D 558, D 563(MOD))* *(ADM 4)*	50
4	Report of the Independent Management Advisory Committee (IMAC) (Res. 162) (D 565) *(ADM 13)*	22
5	Appointment of a new External auditor (Res 94, D 614) *(ADM 14)*	49
6	Audited accounts: Audited Financial operating report for 2019 *(ADM 15)*	42
7	External Auditor report: Union's accounts 2019 *(ADM 16)*	[40]
8	Report on progress on the Union's headquarters premises project (Res. 212, D 619) *(ADM 20)*	7
9	Staff Working Conditions Strategy and Implementation Plan (D 619) *(ADM 20)*	29
10	Summary report on the work of the Member States Advisory Group on the Union's Headquarters premises project (Res. 212) *(ADM 20)*	48
11	New investigation function and process *(ADM 27)* - Contribution from the United States of America	60 VC/8
12	Decisions of the UNGA on the conditions of service under the UN common system *(ADM 28)*	23
13	Schedule of future conferences, assemblies and meetings of the Union: 2020-2023 (Res. 77, 111) (PL 2.7)	37
14	Preparations for WTSA-21 (PL 2.8) Modified Decision 608 (further to consultation)	24 72

	Subject	C20/# VC/#
15	Preparations for WTPF-21 (Res. 2, D611) (PL 2.9)	5
16	Preparations for WTDC-21 (PL 2.10)	30
17	Report of the Internal Auditor on internal audit activities (ADM 18)	44

2. Documents which could be discussed at VCC-2

	Subject	C20/# VC/#
1	Support for TSB *(ADM 4)*	14
2	Impact of the Covid-19 pandemic on the functioning and activities of ITU - Contributions from the Russian Federation - Contribution from China	VC/13 VC/2 VC/10
3	Report on the outcomes of the CWG-WSIS&SDG activities (*Res. 140, R 1281, R 1332(MOD), R 1334 (MOD))* (PL 1.1)	8
4	Report by the Chair of the Council Working Group on International Internet-Related Public Policy Issues (CWG-Internet) (R 1305, R 1336(MOD) (PL 1.2)	51
5	Report of the Council Working Group on Child online protection (Res. 179, R 1306 (MOD)) (PL 1.5)	57
6	Report of the Council Working Group on Languages (Res. 154, R 1372 MOD) (PL 1.6)	12 67
7	Report on the hiring of an independent external management consultancy, including recommendations and various strategies (Res. 11) (PL 2.1)	10
8	Report on ITU Telecom World events (Res. 11, R 1292) (PL 2.1)	19
9	Report by the working group on internal controls (ADM 4)	63
10	Arrears and special arrears accounts (Res. 41) (ADM 10)	11
11	Requests for exemption (ADM 11)	39
12	Strengthening the Regional Presence *(Res. 25) (ADM 23)*	25
13	Report on overall review, including suggesting appropriate measures to ensure continued effectiveness and efficiency of the ITU regional presence, including recommendations of the external consultant study (Res.25, D 616) *(ADM 24)*	[64]
14	Report from the Ethics Office (ADM 31)	59
15	Report on the implementation of risk management action plan (ADM 32)	61
16	Business continuity: business case for information management (ADM 33)	53
17	Contributory shares of the Islamic Republic of Pakistan for defraying Union expenses (new)	[73]

The following items are postponed to the 2021 physical session of the Council and are listed below for information only.

3.   Documents postponed to C21 physical meeting

	Subject	C20/# VC/#
1	ITU Internet activities: Resolutions 101, 102, 133 and 180 *(PL 1.3)*	33
2	Guidelines for the utilization of the GCA by ITU *(PL 1.4)*	65 VC/12
3	ITU activities on strengthening the role of ITU in building confidence and security in the use of ICTs (Res. 130, 174) (PL 1.4)	18
4	Updated: Report on how ITU is currently utilizing the GCA framework (PL 1.4)	36
5	Report from EG-ITRs (Res. 146, R1379 (MOD)) (PL 1.7)	26 VC/4
6	ITU's activities related to Resolution 70 (Rev. Dubai, 2018) (PL 1.9)	6 + INF2
7	Draft four-year operational plan for the General Secretariat for 2021-2024 (CV 87A, 181A, 205A, 223A) *(PL 1.10)*	28
8	Proposed improvements to Plenipotentiary Conference *(PL 2.3)*	13
9	Implementation of Recommendations 6 and 7 of PP-18 Committee 5 (electoral process) *(PL 2.4)*	4
10	Dates and place of WRC-23 *(PL 2.11)*	
11	Report on the implementation of the strategic plan and the activities of the Union for 2019-2020 (CV 61, CV 102, CV 82) *(PL 3.1)*	35
12	New ITU index *(PL 3.1)* - Contribution from the United Arab Emirates - Contribution from the Kingdom of Saudi Arabia	62 VC/3 VC/14
13	Report on the Standing Committee on Administration and Management *(PL 3.2)*	-
14	Obsolete Council Resolutions & Decisions *(PL 4.1)*	3
15	Revenue and expenses (Dec. 5): Annual review of revenue & expenses (Dec. 5) and Efficiency measures (ADM 1)	9
16	Provisional participation of entities dealing with telecommunication matters in the activities of ITU *(ADM 3)*	20
17	Status Report on Implementation of Council Decision 600 and 601 (UIFN, IIN) *(ADM 5)*	47
18	Organization Resilience Management System (ORMS) *(ADM 6)*	15
19	ITU participation in memoranda of understanding with financial and/or strategic implications (ADM 7)	45
20	Compilation of the decisions adopted by PP-18 which were captured in the Summary Records of its Plenary Meetings in particular, those decisions based on the recommendations of the Committees and Working Group of the Plenary (ADM 8)	58

	Subject	C20/# VC/#
21	Improvement of management and follow-up of the defrayal of ITU expenses by Sector Members, Associates and Academia (ADM 9)	52
22	Information and Communication Technologies Development Fund (ICT-DF) (Dec. 11) (ADM 12)	34
23	The After-Service Health Insurance (ASHI) liability (ADM 17)	46
24	Strategy for the coordination of efforts among the three Sectors of the Union (Res. 191) (ADM 19)	38
25	Report on analysis and review of current training and capacity-building activities undertaken by the Group on Capacity Building Initiatives, the ITU Academy and centres of excellence, and the possible creation of a capacity-building institute in ITU (ADM 21)	32
26	ITU Accountability Framework *(ADM 22)*	43
27	Interim report if any of the external enterprise concerning the Forensic Audit *(ADM 25)*	
28	Outcome of WRC-19 with financial implications *(ADM 26)*	56
29	Progress report on the implementation of the Human Resources strategic plan and of Resolution 48 (Rev. Dubai, 2018) *(ADM 29)*	54
30	Membership of the ITU Staff Pension Committee *(ADM 30)*	_
31	Measures taken by ITU on conditions for on-site emergency medical support at ITU conferences and meetings held away from Geneva *(ADM 34)*	31
32	Financial impact of environmental measures *(new)*	

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ANNEX 3

Template for Member States' contributions

**Second virtual consultation of councillors
starting 16 November 2020**

**Contribution from Member State(s) on items of
draft agenda (Groups 1 and 2) of the second virtual consultation of councillors**

Name of the submitting Member State(s):	
Document title:	
Ref. to draft agenda of the virtual consultation:	**Document C20/##**

Contribution from Member State(s): *Contributions should be concise (<u>a maximum of 2 pages</u> is recommended) and should facilitate the discussions.*

Comments relating to Document C20/xx

Proposed way forward

Contributions are to be sent to the ITU Council Secretariat **by 2 November 2020** at:

contributions@itu.int

In case this contribution is submitted by multiple Member States, kindly ensure that the focal point(s) of each Member State is/are copied on the message sent to the ITU Council Secretariat.

For ease of reference, list of the focal points of ITU Member States can be found **here**.