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| **Council 2022Geneva, 21-31 March 2022** |  |
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|  | **Document C22/INF/7-E** |
| **26 January 2022** |
| **English only** |
| Chairman of the Council Working Group on the use of the six official languages of the Union (CWG-LANG) |
| Review of the measures and principles for interpretation and translation in ITU |

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| SummaryIn the context of *instructs the Council* 2 of Resolution 154 (Rev. Guadalajara, 2010), the tables in this document contain updated measures and principles for interpretation and translation in ITU, proposed by the Advisory Groups of the three Sectors and the General Secretariat, and reviewed and adopted by the Council Working Group on Languages (CWG-LANG).Action requiredThe tables are the subject of the recommendation made by CWG-LANG in § 2.17 of Document C22/12.\_\_\_\_\_\_\_\_\_\_\_\_References[*Document C14/INF/4*](https://www.itu.int/md/S14-CL-INF-0004/en)*;* [*Document C22/12*](https://www.itu.int/md/S22-CL-C-0012/en) |

**Review of the measures and principles for interpretation and translation in ITU**

**Introduction**

According to the action plan adopted by the Group on Study and Evaluation of Alternative Translation Procedures, the Sector advisory groups and the General Secretariat have reviewed and approved changes to the relevant parts of the document C14/INF/4, which has guided until now the work of the Secretariat as refers to translation and interpretation at ITU.

The General Secretariat reviewed the relevant parts of Document C14/INF/4 as regards its own meetings and publications and submitted an update of the relevant parts of the Annex, as reflected in this document. The Financial Resources Management Department (FRMD) confirmed that the allocated budget as well as the actual expenses (in CHF) for translation, text processing and interpretation for the financial plan periods of 2012-2015, 2016-2019 and 2020-2023 were below the ceiling of CHF 85 million established by Decision 5 (Rev. Dubai, 2018) for expenses related to interpretation, translation and text processing in the six official languages of the Union (budgeted amounts only for 2022 and 2023).

The Radiocommunication Advisory Group (RAG) addressed the draft update of the measures and principles for interpretation and translation applicable to ITU-R under Agenda item 3 (Council issues) and endorsed the proposal in document [RAG21/26](https://www.itu.int/md/R20-RAG-C-0026/en), as reflected in Annex 1 to Document [CA/256](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0256).

The Telecommunication Standardization Advisory Group (TSAG), under Agenda item 10.4 “Measures and principles for translation and interpretation”, examined Temporary Document [TD1158](https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1158/en), which contained a proposal for the update of the measures and principles for interpretation and translation applicable to ITU-T. The document was endorsed by TSAG.

The Telecommunication Development Advisory Group (TDAG) dealt with this issue under Agenda item 15 “Measures and Principles for interpretation and translation in ITU” (Document [TDAG-21/2/1 (Rev.2)](https://www.itu.int/md/D18-TDAG29-C-0001/en)); the proposed update was contained in Document [TDAG-21/2/20](https://www.itu.int/md/D18-TDAG29-C-0020/en) “Updates to measures and principles for interpretation and translation in ITU”. The TDAG endorsed this document.

**1. RADIOCOMMUNICATION SECTOR (ITU-R)[[1]](#footnote-1)\***

| **ITU-R** | ***Languages*** | ***Remarks*** |
| --- | --- | --- |
| **E** | **A** | **C** | **S** | **F** | **R** |
| **1. Radiocommunication Assembly** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x |  |
| 1000 series | x | x | x | x | x | x |  |
| Agendas  | x | x | x | x | x | x |  |
| Information documents | x | x | x | x | x | x | Depends on contents |
| Lists of participants | x |  |  |  |  |  |  |
| Resolutions | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| **2. WRC** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Agenda of the conference | x | x | x | x | x | x |  |
| Reports/contributions/proposals | x | x | x | x | x | x |  |
| Working/temporary documents | x | x | x | x | x | x |  |
| Daily agendas | x | x | x | x | x | x |  |
| Administrative documents | x | x | x | x | x | x |  |
| Information documents | x | x | x | x | x | x | Depends on contents |
| List of participants | x |  |  |  |  |  |  |
| Minutes | x | x | x | x | x | x |  |
| Provisional Final Acts | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| **3. WRC information sessions [[2]](#footnote-2)[1]** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| **4a. RAG**  |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions  | x | x | x | x | x | x |  |
| Temporary documents  | x |  |  |  |  |  |  |
| RAG summary of conclusions | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| **4b. Study groups** |  |  |  |  |  |  |  |
| Interpretation  | x | x | x | x | x | x |  |
| All document types  | x |  |  |  |  |  |  |
| Webpage | x | x | x | x | x | x |  |
| **5. RRB** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x | Depends on composition of the Board |
| All document types | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| **6. World radiocommunication seminars** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x | Plenary sessions only |
| Documents | x | x | x | x | x | x |  |
| Presentations | x |  |  |  |  |  |  |
| Webpage | x | x | x | x | x | x |  |
| **7. Publications** |  |  |  |  |  |  |  |
| Approved Recommendations | x | x | x | x | x | x |  |
| ITU-R Reports | x | x | x | x | x | x | Depends on contents |
| Handbooks | x | x | x | x | x | x | Depends on contents |
| Opinions | x | x | x | x | x | x |  |
| Radio Regulations | x | x | x | x | x | x |  |
| BR-IFIC | x | x | x | x | x | x |  |
| Preface to IFL | x | x | x | x | x | x |  |
| Rules of Procedure | x | x | x | x | x | x |  |
| Final Acts (definitive) | x | x | x | x | x | x |  |
| HFBC schedule | x |  |  | x | x |  |  |
| Maritime Manual | x | x | x | x | x | x |  |
| Service publications (maritime) | x | x | x | x | x | x |  |
| Lists  | x | x | x | x | x | x |  |
| **8. Administrative documents** |  |  |  |  |  |  |  |
| Circulars  | x | x | x | x | x | x | Except circulars concerning working parties/task groups (E only) |
| Annexes | x | x | x | x | x | x | Depends on contents |
| Promotional material and website | x | x | x | x | x | x | Depends on contents |
| General information to delegates | x | x | x | x | x | x | Depends on contents |

**2. TELECOMMUNICATION STANDARDIZATION SECTOR (ITU-T)[[3]](#footnote-3)\***

| **ITU-T** | ***Languages*** | ***Remarks*** |
| --- | --- | --- |
| **E** | **A** | **C** | **S** | **F** | **R** |
| **1. Assembly** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| WTSA documents (proposals, white, white series, blue) | x | x | x | x | x | x |  |
| TDs (green) | x | [x] | [x] | [x] | [x] | [x] | Only documents containing proposals are translated |
| Working documents | x |  |  |  |  |  | Electronic only |
| Agendas OJ | x |  |  |  |  |  | Electronic only |
| INF Information documents | x |  |  |  |  |  | Electronic only |
| INF (slides) | x |  |  |  |  |  | Electronic only |
| Lists of participants | x |  |  |  |  |  | Electronic only |
| Resolutions | x | x | x | x | x | x |  |
| A-series Recommendations | x | x | x | x | x | x |  |
| Decisions/Opinions | x | x | x | x | x | x |  |
| Proceedings | x | x | x | x | x | x |  |
| **2. WTSA regional consultation sessions** |  |  |  |  |  |  |  |
| Interpretation | [x] | [x] | [x] | [x] | [x] | [x] | Depends on region |
| Agendas OJ | x | [x] | [x] | [x] | [x] | [x] | As appropriate |
| INF Information documents | x | [x] | [x] | [x] | [x] | [x] | As appropriate |
| **3. TSAG and study groups** |  |  |  |  |  |  |  |
| Interpretation: TSAG | x | [x] | [x] | [x] | [x] | [x] | Opening and closing plenaries |
| Interpretation: SG3 | x | [x] | [x] | [x] | [x] | [x] | All plenaries and working party sessions |
| Interpretation: Study groups (other than SG3) | x | [x] | [x] | [x] | [x] | [x] | As requested, normally closing plenary only |
| Interpretation: Regional groups | x | [x] | [x] | [x] | [x] | [x] | As requested, and within budgetary constraints.Remotely-hosted meetings are not covered by ITU budget |
| Translation: Contributions (SGs other than SG3) | x | [x] | [x] | [x] | [x] | [x] | As requested, normally into English as a minimum.Machine translation may be used for documents not translated by human translators. |
| Translation: TDs | x | [x] | [x] | [x] | [x] | [x] | Normally English only.Machine translation may be used for documents not translated by human translators. |
| Translation: SG3  | x | x | x | x | x | x |  |
| Meeting reports  | x | [x] | [x] | [x] | [x] | [x] | TSAG, SG3 and TSB Dir activity report only;all others English only. |
| Determined TAP Recommendations | x | x | x | x | x | x |  |
| Approved Recommendations (AAP) / Supplements - Summary and definitions | x | x | x | x | x | x |  |
| Approved Recommendations (AAP) / Supplements | x | [x] | [x] | [x] | [x] | [x] | Selected Recs, up to 2 000 pages per language per biennium, depending on available budget |
| Study group non-normative publications | X |  |  |  |  |  |  |
| Focus group technical specifications | x |  |  |  |  |  |  |
| Webpage | x | x | x | x | x | x | Machine translation may be used for dynamic and short-lived webpages |
| **4. Publications** |  |  |  |  |  |  |  |
| ITU Operational Bulletin | x | x | x | x | x | x | Mostly standard text (i.e. translated only once); only additional material needs to be translated. |
| Lists of international country codes | x | x | x | x | x | x | Mostly standard text ; only additional material needs to be translated. |
| UIFN lists | x |  |  |  |  |  |  |
| **5. Administrative documents** |  |  |  |  |  |  |  |
| TSB circulars | x | x | x | x | x | x |  |
| annexes | x |  |  |  |  |  |  |
| Collective letters | x | x | x | x | x | x |  |
| annexes | x |  |  |  |  |  |  |
| AAP announcements | x |  |  |  |  |  |  |
| introductory text\* | x | x | x | x | x | x |  |
| Promotional material | x | [x] | [x] | [x] | [x] | [x] | As required. Normally in English only. |
| General information to delegates | x |  |  |  |  |  |  |

**3. TELECOMMUNICATION DEVELOPMENT SECTOR (ITU-D)**

| **ITU-D**  | ***Languages*** | ***Remarks*** |
| --- | --- | --- |
| **E** | **A** | **C** | **S** | **F** | **R** |
| **1. WTDC** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x | x | x | x | x | x |  |
| Agenda | x | x | x | x | x | x |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions included in the Final Report | x | x | x | x | x | x |  |
| Recommendations included in the Final Report | x | x | x | x | x | x |  |
| Final report | x | x | x | x | x | x |  |
| Administrative documents | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Multiple destination letters: text and annexes | x | x | x | x | x | x |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x | x | x | x | x | x |  |
| Administrative templates | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| **2. Regional preparatory meetings** |  |  |  |  |  |  |  |
| **2.1 Regional preparatory meeting for the Arab States** |  |  |  |  |  |  |  |
| Interpretation | x | x |  |  | x |  |  |
| Contributions | x | x |  |  | x |  | Subject to deadlines established in WTDC Resolution 1 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x | x |  |  | x |  |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions included in Final Report | x | x |  |  | x |  |  |
| Recommendations included in Final Report | x | x |  |  | x |  |  |
| Final report | x | x |  |  | x |  |  |
| Administrative Circular (text and annexes) | x | x |  |  | x |  |  |
| Multiple destination letters: text and annexes | x | x |  |  | x |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x | x |  |  | x |  |  |
| Promotional material | x | x |  |  | x |  |  |
| Information to delegates | x | x |  |  | x |  |  |
| Administrative templates | x | x |  |  | x |  |  |
| Webpage | x | x |  |  | x |  |  |
| **2.2 Regional preparatory meeting for Africa** |  |  |  |  |  |  |  |
| Interpretation | x |  |  |  | x |  |  |
| Contributions | x |  |  |  | x |  | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  |  |  | x |  |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants |  |  |  |  |  |  |  |
| Resolutions | x |  |  |  | x |  | included in the Final Report |
| Recommendations | x |  |  |  | x |  | included in the Final Report |
| Final report | x |  |  |  | x |  |  |
| Administrative documents |  |  |  |  |  |  |  |
| Administrative Circular (text and annexes) | x |  |  |  | x |  |  |
| Multiple destination letters: text and annexes | x |  |  |  | x |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  |  | x |  |  |
| Promotional material | x |  |  |  | x |  |  |
| Information to delegates | x |  |  |  | x |  |  |
| Administrative templates | x |  |  |  | x |  |  |
| Webpage | x |  |  |  | x |  |  |
| **2.3 Regional preparatory meeting for Europe** |  |  |  |  |  |  |  |
| Interpretation | x |  |  | x | x |  |  |
| Contributions | x |  |  | x | x |  | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  |  | x | x |  |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions | x |  |  | x | x |  | included in the Final Report |
| Recommendations | x |  |  | x | x |  | included in the Final Report |
| Final report | x |  |  | x | x |  |  |
| Administrative Circular (text and annexes) | x |  |  | x | x |  |  |
| Multiple destination letters: text and annexes | x |  |  | x | x |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  | x | x |  |  |
| Promotional material | x |  |  | x | x |  |  |
| Information to delegates | x |  |  | x | x |  |  |
| Administrative templates | x |  |  | x | x |  |  |
| Webpage | x |  |  | x | x |  |  |
| **2.4 Regional preparatory meeting for CIS** |  |  |  |  |  |  |  |
| Interpretation | x |  |  |  |  | x |  |
| Contributions | x |  |  |  |  | x | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  |  |  |  | x |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions | x |  |  |  |  | x | included in the Final Report |
| Recommendations | x |  |  |  |  | x | included in the Final Report |
| Final report | x |  |  |  |  | x |  |
| Administrative Circular (text and annexes) | x |  |  |  |  | x |  |
| Multiple destination letters: text and annexes | x |  |  |  |  | x |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  |  |  | x |  |
| Promotional material | x |  |  |  |  | x |  |
| Information to delegates | x |  |  |  |  | x |  |
| Administrative templates | x |  |  |  |  | x |  |
| Webpage | x |  |  |  |  | x |  |
| **2.5 Regional preparatory meeting for the Americas** |  |  |  |  |  |  |  |
| Interpretation | x |  |  | x |  |  |  |
| Contributions | x |  |  | x |  |  | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  |  | x |  |  |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| List of participants | x |  |  |  |  |  |  |
| Resolutions | x |  |  | x |  |  | included in the Final Report |
| Recommendations | x |  |  | x |  |  | included in the Final Report |
| Final report | x |  |  | x |  |  |  |
| Administrative Circular (text and annexes) | x |  |  | x |  |  |  |
| Multiple destination letters: text and annexes | x |  |  | x |  |  |  |
| Correspondence with host countries |  |  |  |  |  |  | Depends on the host country |
| Announcements/media material | x |  |  | x |  |  |  |
| Promotional material | x |  |  | x |  |  |  |
| Information to delegates | x |  |  | x |  |  |  |
| Administrative templates | x |  |  | x |  |  |  |
| Webpage | x |  |  | x |  |  |  |
| **2.6 Regional preparatory meeting for Asia-Pacific** |  |  |  |  |  |  |  |
| Interpretation | x |  | x |  |  |  |  |
| Contributions | x |  | x |  |  |  | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x |  | x |  |  |  |  |
| Information documents | x |  |  |  |  |  | Original language(s) |
| Information slides | x |  |  |  |  |  | Original language(s) |
| List of participants | x |  | x |  |  |  |  |
| Resolutions | x |  | x |  |  |  | included in the Final Report |
| Recommendations | x |  | x |  |  |  | included in the Final Report |
| Final report | x |  | x |  |  |  |  |
| Administrative Circular (text and annexes) | x |  | x |  |  |  |  |
| Multiple destination letters: text and annexes | x |  | x |  |  |  |  |
| Correspondence with host countries | x |  | x |  |  |  |  |
| Announcements/media material | x |  | x |  |  |  |  |
| Promotional material | x |  | x |  |  |  |  |
| Information to delegates | x |  | x |  |  |  |  |
| Administrative templates | x |  | x |  |  |  |  |
| Webpage | x |  | x |  |  |  |  |
| **2.7 RPMs coordination meeting** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | Subject to deadlines established in WTDC Resolution 1 and PP Resolution 165 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x | x | x | x | x | x |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| Recommendations/Resolutions | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| **3. Interregional meetings (IRMs)** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions | x | x | x | x | x | x | Subject to deadlines established in WTDC Resolution 1 |
| Temporary documents | x |  |  |  |  |  |  |
| Agenda | x | x | x | x | x | x |  |
| Information documents |  |  |  |  |  |  | Original language(s) |
| Information slides |  |  |  |  |  |  | Original language(s) |
| Recommendations/Resolutions | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| **4. Study groups** |  |  |  |  |  |  |  |
| 4.1 Annual meeting |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions for action | x | x | x | x | x | x | If received at least 45 calendar days prior to the meeting, they are translated. If received less than 45 calendar days but at least 12 calendar days before a meeting, they are published but not translated. Subject to deadlines established in WTDC Resolution 1 |
| Contributions for information |  |  |  |  |  |  | Original language(s) as provided by the author unless considered as of extreme importance. A list providing summaries of information documents shall be translated in all the official languages. Subject to deadlines established in WTDC Resolution 1 |
| Temporary documents | x |  |  |  |  |  |  |
| Liaison statements | x |  |  |  |  |  |  |
| Background documents |  |  |  |  |  |  | Original language(s) as provided by the author. |
| Information slides |  |  |  |  |  |  | Original language(s) provided by the author |
| List of participants | x |  |  |  |  |  |  |
| Progress reports | x | x | x | x | x | x | If intended for a study group meeting and received at least 45 calendar days prior to the meeting. Subject to deadlines established in WTDC Resolution 1 |
| Meeting reports prepared by rapporteurs | x | x | x | x | x | x | If intended for a study group meeting and received at least [45 calendar days prior to the meeting.] Subject to deadlines established in WTDC Resolution 1 |
| Study group meeting reports | x | x | x | x | x | x |  |
| Output reports | x | x | x | x | x | x |  |
| Final report and guidelines | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Correspondence |  |  |  |  |  |  | Based on need |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x |  |  |  |  |  |  |
| Administrative templates | x | x | x | x | x | x |  |
| Webpage | x | x | x | x | x | x |  |
| 4.2 Rapporteur group meetings |  |  |  |  |  |  |  |
| Interpretation |  |  |  |  |  |  | As requested by participants in line with WTDC Resolution 1[[4]](#footnote-4) |
| Contributions for action |  |  |  |  |  |  | If received at least 45 calendar days prior to the meeting, they are translated. If received less than 45 calendar days but at least 12 calendar days before a meeting, they are published but not translated. Subject to deadlines established in WTDC Resolution 1. |
| Contributions for information |  |  |  |  |  |  | Original language(s) as provided by the author unless considered as of extreme importance. A list providing summaries of information documents should be translated into the languages of the meeting. |
| Temporary documents | x |  |  |  |  |  |  |
| Liaison statements | x |  |  |  |  |  |  |
| Background documents |  |  |  |  |  |  | Original language(s) as provided by the author |
| Information slides |  |  |  |  |  |  | Original language(s) as provided by the author |
| List of participants | x |  |  |  |  |  |  |
| Meeting reports |  |  |  |  |  |  | As requested by participants |
| Questionnaires | x | x | x | x | x | x | Online only |
| Final report and guidelines | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Correspondence |  |  |  |  |  |  | Based on need |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x |  |  |  |  |  |  |
| **5. TDAG** |  |  |  |  |  |  |  |
| 5.1 Annual meeting |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Contributions  | x | x | x | x | x | x | If received at least 45 calendar days prior to the meeting, they are translated. If received less than 45 calendar days but at least 12 calendar days before a meeting, they are published but not translated. Subject to deadlines established in WTDC Resolution 1. |
| Contribution for information | x |  |  |  |  |  | Original language(s) as provided by the author unless considered by the meeting as of extreme importance. A list of summaries of information documents should be translated in six languages. |
| Temporary documents | x |  |  |  |  |  |  |
| Liaison statements | x |  |  |  |  |  |  |
| Information slides |  |  |  |  |  |  | Original language(s) as provided by the author |
| Final Report | x | x | x | x | x | x |  |
| Multiple destination letters (text and annex)  | x | x | x | x | x | x |  |
| Administrative Circular (text and annexes) | x | x | x | x | x | x |  |
| Correspondence  | x | x | x | x | x | x |  |
| Announcements/media material | x | x | x | x | x | x |  |
| Promotional material | x | x | x | x | x | x |  |
| Information to delegates | x | x | x | x | x | x |  |
| List of participants | x |  |  |  |  |  |  |
| Administrative templates | x | x | x | x | x | x |  |
| 5.2 Working groups of TDAG |  |  |  |  |  |  |  |
| Contributions  | x |  |  |  |  |  |  |
| Temporary documents | x |  |  |  |  |  |  |
| Liaison statements | x |  |  |  |  |  |  |
| Report to TDAG | x | x | x | x | x | x |  |
| **6. Other meetings arising from the Action Plan** |  |  |  |  |  |  |  |
| 6.1 World Telecommunication/ICT Indicators symposium | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). |
| 6.2 Global Symposium for Regulators | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). |
| 6.3 Global Forum on Emergency Telecommunications | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). |
| 6.4 Global Capacity Building Symposium | x | x | x | x | x | x | Interpretation provided based on requests by participants in line with WTDC Resolution 1 (by analogy). |
| 6.5 Regional Centres of Excellence (Africa, the Americas, the Arab States, Asia-Pacific, the CIS countries and Europe |  |  |  |  |  |  | Depends on the region. See RPMs for reference. |
| 6.6 Regional seminars, forums and workshops |  |  |  |  |  |  | Depends on the region. See RPMs for reference. |
| **7. Publications**  |  |  |  |  |  |  |  |
| 7.1 Manuals and handbooks |  |  |  |  |  |  | Based on markets for which the publication is intended. If no particular market (geographic, linguistic or technical) is targeted, they are in six languages. |
| 7.2 Global publications |  |  |  |  |  |  |  |
| Guidelines and tools for emergency telecommunications | x | x | x | x | x | x |  |
| Measuring digital development  | x | x | x | x | x | x |  |
| ITU facts and figures  | x | x | x | x | x | x |  |
| Reports on thematic priorities from the WTDC Action Plan  | x | x | x | x | x | x |  |
| World Telecommunication Indicators database | x |  |  |  |  |  |  |
| Yearbook of Statistics | x |  |  |  |  |  |  |
| 7.3 Regional publications |  |  |  |  |  |  |  |
| Regional ICT trends and initiatives [priorities] for Africa | x |  |  |  | x |  |  |
| Regional ICT trends and initiatives [priorities] for Americas | x |  |  | x |  |  |  |
| Regional ICT trends and initiatives [priorities] for Arab States | x | x |  |  | x |  |  |
| Regional ICT trends and initiatives [priorities] for CIS countries | x |  |  |  |  | x |  |
| Regional ICT trends and initiatives [priorities] for Asia and the Pacific | x |  | x |  |  |  |  |
| Regional ICT trends and initiatives [priorities] for Europe | x |  |  | x | x |  |  |
| Policy books | x | x | x | x | x | x |  |
| 7.4 Case studies |  |  |  |  |  |  | According to the language of the country/countries concerned and based on needs. |
| 7.5 Promotional material including brochures, flyers, posters, and CD-ROMs. | x | x | x | x | x | x | Unless produced for specific regional events in which case the material would be available in the languages used in the region. See RPMs for reference. |

**4. GENERAL SECRETARIAT**

| **SG** | ***Languages*** | **Remarks[[5]](#footnote-5)** |
| --- | --- | --- |
|  | **E** | **A** | **C** | **S** | **F** | **R** |
| **1. Plenipotentiary Conference / WCIT** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Letter of invitation | x | x | x | x | x | x |  |
| Agenda of the conference | x | x | x | x | x | x |  |
| Reports/contributions/proposals/series of texts | x | x | x | x | x | x |  |
| Working/temporary/limited documents | x | [x] | [x] | [x] | [x] | [x] | DL: English only DT: depends on content |
| Administrative documents (incl. agendas) | x |  |  |  |  |  |  |
| Information documents | [x] |  |  |  |  |  | original language only |
| Presentations/slides | x |  |  |  |  |  |  |
| List of participants | x |  |  |  |  |  |  |
| Minutes | x | x | x | x | x | x | Statements/speeches included as hyperlink in their original language |
| Final Acts (see also publications) | x | x | x | x | x | x |  |
| Statements/speeches | [x] |  |  |  |  |  | Published on the website in the original language(s) received.  |
| Webpage | x | [x] | [x] | [x] | [x] | [x] | Normally all pages are translated in six languages – a few pages/parts may remain in English only (ex. Registration form; last minute temporary announcements, news corner) |
| **2. Council**  |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Letter of invitation | x | x | x | x | x | x |  |
| Agenda of the Council session | x | x | x | x | x | x |  |
| Reports[[6]](#footnote-6)/contributions | x | x | x | x | x | x |  |
| Working/temporary/limited documents | x | [x] | [x] | [x] | [x] | [x] | DL: English onlyDT: Depends on content |
| Administrative documents | x |  |  |  |  |  |  |
| Information documents | x | [x] | [x] | [x] | [x] | [x] | Original language only, except when if “decides” 3 of Decision 495 applies[[7]](#footnote-7) |
| Presentations/slides | x |  |  |  |  |  | original language only |
| List of participants | x |  |  |  |  |  |  |
| Summary records | x | x | x | x | x | x | Statements/speeches included as hyperlink in their original language |
| Resolutions/Decisions (see also publications) | x | x | x | x | x | x |  |
| Webpage | x | [x] | [x] | [x] | [x] | [x] | Normally all pages are translated in six languages – a few pages/parts may remain in English only (ex. Registration form; last minute temporary announcements, news corner) |
| **3. Council groups** |  |  |  |  |  |  |  |
| Letter of invitation | x | [x] | [x] | [x] | [x] | [x] | 6 languages if cover all gps |
| Agenda of the meeting | x | [x] | [x] | [x] | [x] | [x] | If interp./transl. budget |
| Reports/contributions | x | [x] | [x] | [x] | [x] | [x] | If interp./transl. budget and/or if in the ToR of the group |
| Working/temporary/limited documents | x |  |  |  |  |  |  |
| Administrative documents | x |  |  |  |  |  |  |
| Information documents | x |  |  |  |  |  |  |
| Presentations/slides | x |  |  |  |  |  |  |
| List of participants | x |  |  |  |  |  |  |
| Webpage | x |  |  |  |  |  | English only, except for the page showing the schedule of the cluster of CWGs, and except if the ToR of a group requires translation of the website of the group. Documents are translated if there is interpretation for a specific group |
| **4. WTPF** |  |  |  |  |  |  |  |
| Interpretation | x | x | x | x | x | x |  |
| Letter of invitation | x | x | x | x | x | x |  |
| Reports/contributions | x | x | x | x | x | x |  |
| Working/temporary/limited documents | x | [x] | [x] | [x] | [x] | [x] | DL: English only DT: depends on content |
| Administrative documents | x |  |  |  |  |  |  |
| Information documents | x |  |  |  |  |  |  |
| Presentations/slides | x |  |  |  |  |  |  |
| List of participants | x |  |  |  |  |  |  |
| Webpage | x | [x] | [x] | [x] | [x] | [x] | Normally all pages are translated in six languages – a few pages/parts may remain in English only (ex. Registration form; last minute temporary announcements, news corner) |
| **5. Membership administrative documents** |  |  |  |  |  |  |  |
| Circular letters | x | x | x | x | x | x |  |
| Multi-destination letters | x | [x] | [x] | [x] | [x] | [x] | Depends on content |
| **6. Publications** |  |  |  |  |  |  |  |
| Final Acts of PPs | x | x | x | x | x | x | Printed version available upon request |
| Basic texts of the Union | x | x | x | x | x | x | Printed version available upon request |
| Resolutions & Decisions of the Council | x | x | x | x | x | x | Printed version available upon request |
| Membership brochures | x | x | x | x | x | x |  |
| Global Directory | x |  |  |  |  |  |  |
| Corporate strategy-related publications, e.g.:- Cybersecurity- ITU Annual Report | xx | xx | xx | xx | xx | xx |  |
| ITU News | x | x | x | x | x | x |  |
| ITU press releases | x | x | x | x | x | x |  |
| Staff Regulations and Staff Rules | x | x | x | x | x | x |  |
| Financial Regulations | x | x | x | x | x | x |  |
| Service orders | x |  |  |  | x |  |  |
| Office memoranda | x |  |  |  | x |  |  |
| Internal information notes | x |  |  |  | x |  |  |
| Vacancy notices - P | x | [x] | [x] | [x] | [x] | [x] | Depends on duty station and duty requirements |
| Vacancy notices - G | x | [x] | [x] | [x] | [x] | [x] | Depends on duty station and duty requirements |

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1. \* See Annex 1 to document CA-0256 (<https://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0256>) [↑](#footnote-ref-1)
2. [1] Resolution 72 (Rev.WRC-07). [↑](#footnote-ref-2)
3. \* See Document TD 1158 (<https://www.itu.int/md/T17-TSAG-211025-TD-GEN-1158/en>) [↑](#footnote-ref-3)
4. At the time of registration for a meeting, participants who require a language other than English shall submit their request through the online registration form forty-five (45) calendar days prior to the opening of the meeting. Except for statutory meetings where one request is sufficient, a minimum of five requests must be received to service the meeting in the requested language. The chosen language(s) is/are therefore used for all language-based elements which would otherwise have been in six languages. Elements which are one language only (as per WTDC Resolution 1 or by tradition such as the list of participants) remain available in one language only. Comment: Deadlines for translation of contributions and for requests for interpretation would benefit from being aligned as the requests for interpretation before the deadline determine the languages to which meeting documents would need to be translated. [↑](#footnote-ref-4)
5. All General Secretariat documents (DL/DT/INF/OJ/ADM/DOC, contributions, letters of invitation, presentations, etc.) are now available in electronic format only; a set of documents is nevertheless still printed to help Interpreters for physical conferences when interpretation was required. For virtual events, no document is printed anymore, included for interpreters. [↑](#footnote-ref-5)
6. Including annual activities report and executive summary of operational plans. [↑](#footnote-ref-6)
7. Council Decision 495 *decides* 3:
 “*that if, in the light of the summary referred to in decides 2 above, a Member State of the Council considers that an information document needs to be considered by the Council for further action, as appropriate, that document shall be published in all six official languages. Member States of Council should express their wish in this respect no later than five (5) calendar days after its publication on the Council website*.” [↑](#footnote-ref-7)