



## General Secretariat (SG)

Geneva, 18 March 2022

Ref: **CL-22/11**  
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To Member States of ITU

Subject: **Invitation to nominate women delegates to participate in a training program for PP-22**

Dear Madam/Sir,

The ITU Council 2021 instructed the secretariat to organize a gender-responsive Plenipotentiary Conference 2022 (PP-22). One of the objectives is to improve gender equality in participation at PP-22 but also in the governance functions of the Conference.

In this context, we are pleased to announce that with the support of Australia, ITU is launching a new training program on the ITU academy platform. The program aims to enhance the capacity of women delegates to participate effectively in the Conference.

The training will be conducted exclusively online and in English only. It will close with a high-level women's leadership and networking event on bridging the gender digital divide to be held in Bucharest during PP-22.

I would like therefore to invite Member States to nominate up to two women delegates to join the training. More spaces may be accommodated upon request.

The training will include modules on the ITU and the Plenipotentiary Conference, negotiation skills and bridging the gender digital divide. Detailed information is attached in [Annex 1](#).

The nominated women delegates should meet the following conditions:

- be part of the Member State Delegation at PP-22;
- be ready to participate actively in the Conference and including having an interest in taking on leadership positions as chairs and vice-chairs of the conference, committees, and drafting groups; and
- be seeking to build their networks with other women delegates at PP-22.

The name of the nominated delegates, together with title(s) and email(s) should be sent by the Administration focal point to [women-training@itu.int](mailto:women-training@itu.int) by 31 March 2022.

Yours faithfully,

*(signed)*

Houlin Zhao  
Secretary-General

**Annexes: 1**

## ANNEX 1

### ITU'S ONLINE TRAINING PROGRAM FOR WOMEN DELEGATES

#### Concept Note

#### Background

The International Telecommunication Union (ITU) is the United Nations specialized agency for information and communication technologies (ICTs). ITU is committed to connecting all the world's people – wherever they live and whatever their means. In this context, including a gender perspective in ITU's work is essential to ensure that the benefits of ICTs are made available to all women and men on a fair and equitable basis.

The ITU Plenipotentiary Conference (PP) is the highest policy-making body of ITU which adopts the Union's four-year strategic and financial plans and its general policies. It also elects the senior management team of the organization, the Member States of the Council, and the members of the Radio Regulations Board. Held every four years, it is the key event during which ITU Member States decide on the future role of the organization, thereby determining the organization's ability to influence and affect the development of information and communication technologies (ICTs) worldwide.

ITU's next Plenipotentiary Conference 2022 (PP-22) will be held in Bucharest, Romania, from 26 September to 14 October 2022 and will be preceded by the last meeting of the 2022 session of the Council on Saturday, 24 September 2022.

Against this backdrop, and in close cooperation with the Host Country, ITU would like to ensure that the PP remains a gender-responsive event which would strengthen the capacity of women delegates to participate meaningfully in the work of the Union while also improving gender equality at PP-22 and in the governance functions of the Conference. As such, and with the support of Australia, ITU will deliver an online training program for women delegates over the coming months to support women's meaningful participation in the Plenipotentiary Conference. The course will bring together relevant information about ITU as an organization and information about how to participate effectively in a Plenipotentiary Conference.

The training aims to provide a space for women delegates to meet, network, and acquire new skills, while raising awareness of the importance of bridging the gender digital divide. Participants who complete the course will be awarded a certificate and invited to attend a high-level in-person event in Bucharest during PP-22.

#### Objectives and Activities

The objectives are to:

- Provide women delegates with enhanced negotiation, communication, leadership and advocacy skills;
- Strengthen participants' understanding of PP-22 priorities and processes;
- Encourage women delegates to take leadership and chairing roles;
- Contribute to reducing the gender digital divide;
- Generate a space for women networking; and
- Advance the implementation of ITU Resolutions related to gender as well as the ITU Gender Equality and Mainstreaming (GEM) Policy and Action Plan.

To do so, the course will cover the topics below and enhance delegates' capacity to participate actively at the PP-22:

- 1) Introduction to the ITU and its Plenipotentiary Conference
- 2) Negotiating at an international conference (Theory)
- 3) Negotiating at an international conference (Practice)
- 4) Bridging the gender digital divide

At the end of the course, participants will have acquired knowledge on:

- ITU's structure and governance, including its Plenipotentiary Conference and key documents of the conference (structure, elections, key issues, outputs, related events, gender-responsive conference, etc.)
- Principles of negotiation, including how to deliver an intervention and present a proposal (defend, negotiate, reach consensus and approve)
- Gender mainstreaming within ITU, including discussions on gender-related resolutions to be presented to Plenipotentiary (resolutions, key projects and initiatives from the General Secretariat and the Sectors, GEM Policy and Action Plan)
- The conference dynamics for a successful event including how to chair meetings and overcoming deadlocks for effective negotiation and chairing.

#### Target audience

The training will be open to nominated women delegates who will be attending their first Plenipotentiary Conference and to those who are more experienced and looking to refresh their skills. It will also be open to women delegates seeking to build a network with other women delegates to the PP-22 and/or those working on ITU related subject matter. Specific criteria include:

- Attending PP-22 as part of a Member State Delegation;
- Readiness to participate actively in the Conference, including interest in taking on leadership positions as chairs and vice-chairs of the conference, committees, and drafting groups;
- Interest in building a network with other women delegates at PP-22.

#### Training Methodology

The training will be conducted exclusively online and in English. It is designed to be fast, flexible, interactive and participatory to meet delegates' busy schedules. It will include a variety of simulation exercises and pedagogical tools to enable participants to acquire a thorough knowledge and understanding of negotiation practice and substantive issues at work, in addition to the transfer of skills and techniques to enable them to function effectively and efficiently in a multilateral environment.

Divided into four modules relevant to the topics mentioned above, the training will be delivered through the ITU Academy platform, including 9 hours of live Zoom sessions across 4 days, between the end of April and June 2022. Live Zoom sessions will be offered in two different time zone slots to enable participants from across regions to mix and provide them with flexibility to choose a timeslot that suits their other commitments. Participants will also receive further detailed information on how to access and use the ITU Academy platform and training materials.

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