General Secretariat (SG)

Geneva, 17 March 2023

Ref: **DM-23/1003**   To Member States of ITU Council
Contact: Ms Béatrice Pluchon
E-mail: gbs@itu.int

Subject: **Informal consultation on the Council improvement**

Dear Sir/Madam,

I would like to thank you again for your participation in the informal virtual meeting with councillors held on 13 February 2023.

As a follow-up to this meeting, I am pleased to set out the following suggestions that I hope would help to further strengthen the effectiveness of the preparations to and deliberations of the Council:

1. The Secretariat recommends shortening the agenda of Council 2023 and ensuring that is focused on strategic items. An advanced draft agenda is available in the Annex of this letter for your comments and suggestions.

    The draft agenda will be formally sent early April to all Member States, together with the invitation letter to the 2023 Session of the Council, calling for all Member States to propose any item by 16 May as per Rule 4.3 of the Rules of Procedures of Council.

2. The Secretariat suggests enhancing the preparatory process through a series of thematic virtual briefings for Council Member States.

    The following dates have been reserved for these briefings: **19 April; 9 May and 22 June**.

    These briefings will be held from **13:00 to 14:00 (Geneva Time)**. They will be conducted in English only. Registration is required and is available here:
    https://www.itu.int/net4/CRM/xreg/web/Login.aspx?src=Registration&Event=C-00012416.

    The proposed topics for the thematic virtual briefings are the following: management of the Council Working Groups and Expert Groups, budget 2024-2025 and implementation of budget 2023, people strategy, digital transformation strategy, regional presence and initiatives, ITU new headquarters project, ITU business continuity, resource mobilization strategy, and preparation for the Council session.

    Slides and information shared during the briefing will be made available under TIES protection, on the Council website.

    The first thematic virtual briefing on 19 April will focus on the budget and the management of the Council Working groups and Expert Groups.

3. It is proposed to improve the format of Council documents. A revamped document template will help authors to highlight the linkage between their proposal, the strategic plan and possible financial implications.

To improve time management during the session and save time for effective debate, the Secretariat proposes that only selected documents, which will be identified at the later stage in the preparation, be presented. The other documents will be noted and/or adopted as a package. Council Member States will, of course, have the possibility to request the inclusion of specific documents to the list of documents to be presented, when proposing items for the inclusion into the Council's agenda as per the process set out in point 1 above.

It is also advised to limit the length of the annual report on the implementation of the strategic plan to 20 pages. The main report will focus on results and impact. All relevant data will be available as an online dashboard. An annex presenting the implementation of all relevant Plenipotentiary Resolutions will be published online with the view of limiting the number of stand-alone reports by Resolution.

Finally, in line with Annex 2 to Decision 5, it is proposed, as a matter of principle, to limit the length of input documents and contributions to four pages.

4. The Secretariat proposes to organize a high-level segment on the first day of Council on "**Building a fit for purpose ITU**". It will be an opportunity for high-level delegates to share their views on the strategic direction of the ITU, on the basis of the state of the Union address delivered by the Secretary General, and the annual report on the implementation of the strategic plan.

5. Finally, it is suggested to organize a retreat with Councilors on Monday, 10 July. Further details will be provided to you in due course.

Your feedback and suggestions on the proposals above would be most welcomed, by **31 March 2023** to gbs@itu.int.

I am looking forward to engaging with you at the next thematic virtual briefing on 19 April.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General

Annex: 1

ANNEX

ADVANCED DRAFT AGENDA OF THE 2023 SESSION OF THE COUNCIL

PL 1	**High-level segment: Building a fit for purpose ITU**
1.1	State of the Union
1.2	Report on the implementation of the strategic plan
1.3	Priorities of the Union for the coming period
PL 2	**Delivering as one ITU (General policy, strategy and activities)**
2.1	Strategy for the coordination of efforts among the three Sectors of the Union
2.2	Draft four-year rolling operational plans for the Union for 2024-2027
2.3	Report on tasks and functions of the Deputy Secretary-General
2.4	Report on regional initiatives
2.5	Strengthening the regional presence
2.6	World Telecommunication and Information Society Day (WTISD)
2.7	Preparation for the 2026 World Telecommunication Policy Forum (WTPF-26)
2.8	Comprehensive report on ITU's role in implementing the outcomes of WSIS and the 2030 agenda for sustainable development, as well as in their follow-up and review processes
2.9	Measuring information and communication technologies to build an integrating and inclusive information society
2.10	Report on ITU training activities
2.11	Report on the use of the six languages of the Union on an equal footing
2.12	ITU Internet activities (Resolutions 101, 102, 133, 180 and 206)
2.13	Collaboration with the UN system
2.14	ITU's role in the implementation of the space 2030 agenda
2.15	Report on progress on the implementation of Resolution 1408
2.16	Report on the Standing Committee on Administration and Management
PL 3	**Improving governance (ITU statutory conferences, assemblies, Council and CWGs matters, RRB)**
3.1	Report on the 2022 Plenipotentiary Conference
3.2	Preparation for the 2026 Plenipotentiary Conference
3.3	Preparation for the Radiocommunication Assembly (RA-23) and World Radiocommunication Conference (WRC-23)

3.4	Date and place for World Telecommunication Standardization Assembly (WTSA-24)	
	Preparation for World Telecommunication Standardization Assembly (WTSA-24) (last quarter of 2024, India)	
3.5	Periodic review of the International Telecommunication Regulations - Revised Terms of Reference (ToRs) for EG-ITRs	
3.6	List of candidatures for Chairs and Vice-Chairs of CWGs, EGs	
3.7	Proposed dates and duration of the 2024, 2025, 2026 sessions of the Council and the CWG clusters for 2024-2025	
3.8	Schedule of future conferences, assemblies and meetings of the Union: 2023-2026	
3.9	Obsolete Council Resolutions and Decisions	
ADM 1	**Strengthening organizational excellence (Budget and finance)**	
1	Implementation of the budget 2023 as well as efficiency measures	
2	Implementation of Resolution 1413 on Voluntary/agreed separation and early retirement scheme	
3	Strengthening financial management of the Union	
4	Choice of class of contribution for defraying the Union's expenses 2024-2027	
5	Use of any savings from the budget of the 2023 World Radiocommunication Conference	
6	Digital transformation programme	
7	ITU's business continuity strategy and related action plan 2023-2026	
8	Cost recovery for the processing of satellite network filings	
	Creation of a Council expert group to revise the schedule of processing charges	
9	Arrears and special arrears accounts	
10	Provisional participation of entities dealing with telecommunication matters in the activities of ITU	
11	Review of the list of exempted entities	
12	Requests for exemption from any financial contribution to defraying expenses relating to participation in the work of ITU	
13	Information and Communication Technologies Development Fund (ICT-DF)	
14	The After-Service Health Insurance (ASHI) liability	
15	ITU-wide financial resource mobilization strategy	
16	Draft biennial budget of the ITU for 2024-2025	
ADM 2	**Strengthening organizational excellence (Accountability)**	
1	Audited accounts: Audited Financial operating report for 2022	
2	External Auditor report: Union's accounts 2022	

3	Report of the Internal Auditor
4	Report on the implementation of the recommendation from the audit of the Regional Office for the Americas
5	Report from the ITU investigation unit
6	Twelfth report of the Independent Management Advisory Committee (IMAC)
7	Independent management advisory committee (IMAC): appointment of the six independent experts
8	JIU reports on United Nations system-wide issues for 2021-2022 and recommendations to executive heads and legislative bodies
9	Report from the Ethics Office
10	Report of the working group on internal controls
11	ITU participation in memoranda of understanding with financial and/or strategic implications
ADM 3	**Strengthening organizational excellence (Enabling environment, Human resources, IT, Headquarters)**
1	Progress report on the implementation of the Human Resources strategic plan and of Resolution 48 (Rev. Bucharest, 2022) and people strategy
2	Decisions of the UNGA on the conditions of service under the UN common system
3	Approval of International Civil Service Commission (ICSC) modified statute
4	High-level guidance for management and governance of fully virtual and physical meetings with remote participation
5	Report on cybersecurity framework and internal IT controls within ITU
6	Report on progress on the Union's headquarters premises project
7	Report from Member States Advisory Group (MSAG)
INFORMATION DOCUMENTS AND MISCELLANEOUS	
1	Checklist on the implementation of the reform of the UN development system
2	ITU Council contribution to the 2023 High-Level Political Forum on Sustainable Development (HLPF)
3	UN-SWAP Report Card 2021
4	Human Resources reporting and statistics - Updated 31 December 2022
5	Situation of arrears of the Union
6	Progress report of Internal Audit recommendations
7	Statement by the Staff Council
8	Host Country Agreement (HOA) with the Government of the United Arab Emirates on WRC

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