ITU Plenipotentiary Conference 2018
29 October – 16 November, Dubai, UAE

Introduction to PP-18
General overview

1. What is the ITU Plenipotentiary Conference?
2. Who can participate and how?
3. Proposed structure and timeline for the Plenipotentiary Conference
4. How to prepare for the Plenipotentiary Conference?
5. Prepare your travel and stay in Dubai
What is the ITU Plenipotentiary Conference?
1. What is the ITU Plenipotentiary Conference?
   1.1 Status and objectives
   1.2 Agenda
01. What is ITUPP?

**ITUUPP**

**PLENI-POTENTIARY CONFERENCE**

Supreme organ of the Union

(CS, Art.7)

- Determines the general policies for fulfilling the purposes of the Union
- Amends CS & CV
- Adopts the Financial Plan & Strategic Plan
- Elects the management team of the Union, the Council Member States and RRB Members

Held every 4 years

Attending +2000 participants

During 3 weeks

1.1 Status and objectives
The Agenda of the Conference
Stated in Article 8 of the ITU Constitution

a) determine the general policies for fulfilling the purposes of the Union prescribed in Article 1 of the Constitution;

b) consider the reports by the Council on the activities of the Union since the previous plenipotentiary conference and on the policy and strategic planning of the Union;

c) establish the basis for the budget of the Union and determine, in the light of its decisions taken on the reports referred to in No. 50 of the Constitution, related financial limits until the next plenipotentiary conference, after considering all relevant aspects of the work of the Union in that period;

d) establish, using the procedures described in Nos. 161D to 161G of the Constitution, the total number of contributory units for the period up to the next plenipotentiary conference on the basis of the classes of contribution announced by Member States;

e) provide any general directives dealing with the staffing of the Union and, if necessary, fix the basic salaries, the salary scales and the system of allowances and pensions for all the officials of the Union;

f) examine the accounts of the Union and finally approve them, if appropriate;

g) elect the Member States which are to serve on the Council;

h) elect the Secretary-General, the Deputy Secretary-General and the Directors of the Bureaux of the Sectors as elected officials of the Union;

i) elect the members of the Radio Regulations Board;

j) consider and adopt, if appropriate, proposals for amendments to the Constitution and the Convention, put forward by Member States, in accordance with the provisions of Article 55 of the Constitution and the relevant provisions of the Convention, respectively;

k) conclude or revise, if necessary, agreements between the Union and other international organizations, examine any provisional agreements with such organizations concluded by the Council on behalf of the Union, and take such measures in connection therewith as it deems appropriate;

l) adopt and amend the Rules of Procedure of conferences and other meetings of the Union;

m) deal with such other telecommunication questions as may be necessary.
Who can participate?
2. Participation at the PP

2.1 Who can participate?
2.2 Who participated in the last PP?
02. Participation at ITUPP

2.1 Who can participate?

Invitation was sent on 23 October to:

- Member States (CV 268)
- Observers
- State of Palestine (Res. 99 (Rev. Busan, 2014))
- The United Nations (CV 269A)
- Regional telecommunications organizations (CV 269B)
- Intergovernmental organizations operating satellite systems (CV 269C)
- Specialized agencies of the United Nations and the International Atomic Energy Agency (CV 269D)
- Sector Members referred to in CV 229 (recognized operating agencies, scientific or industrial organizations and financial or development institutions) and CV 231 (regional and other international telecommunication, standardization, financial, or development organizations).
02. Participation at ITU PTC

2.2 Who participated in the last PP?

ITU PLENIPOTENTIARY CONFERENCE - 2014
PARTICIPATION

2508 Participants representing
171 Member States

41 Observer organizations

76 Ministers
36 Deputy Ministers
Proposed structure and timeline
3. Proposed structure and timeline

3.1 Conference structure
3.2 Committees’ terms of reference
3.3 Conference timeline
### 03. Proposed structure and timeline

#### 3.1 Conference structure

*Based on PP-14*

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**ITUPP**

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14
## COMMITTEES’ TERMS OF REFERENCE BASED ON PP-14

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<tr>
<th>COMMITTEE 1</th>
<th>Steering Committee</th>
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<tr>
<td>Coordinate all matters connected with the smooth execution of work and plan the order and number of meetings, avoiding overlapping wherever possible in view of the limited number of members of some delegations (No. 67 of the General Rules).</td>
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<tr>
<th>COMMITTEE 2</th>
<th>Credentials</th>
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<tbody>
<tr>
<td>Verify the credentials of delegations and report on its conclusions to the Plenary Meeting within the time specified by the latter (No. 68 of the General Rules).</td>
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<tr>
<th>COMMITTEE 3</th>
<th>Budget</th>
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<tr>
<td>Determine the organization and the facilities available to the delegates, examine and approve the accounts for expenditure incurred throughout the duration of the Conference and report to the Plenary Meeting on the estimated total expenditure of the Conference and on the estimated costs entailed by the execution of the decisions of the Conference (No. 71 and 73 of the General Rules).</td>
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</table>
**COMMITTEE 4**

**Editorial**

Perfect the form of the texts to be included in the Final Acts of the Conference, without altering the sense, for submission to the Plenary Meeting (No. 69 of the General Rules).

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**COMMITTEE 5**

**Policy and legal issues**

Consider reports and proposals related to policy matters of the Union, including the reports submitted by the Council on the activities of the Union, recommend appropriate decisions with respect to the activities of the General Secretariat and the three Sectors, examine proposals for amending the Constitution, Convention, General Rules and Optional Protocol and, taking into account relevant reports and recommendations from Committee 6 and the Working Group of the Plenary, recommend all appropriate actions to the Plenary. Consider any other questions of a legal nature raised during the Conference and transmit to Committee 6 matters having financial implications.
### COMMITTEE 5
Policy and legal issues

Consider reports and proposals related to policy matters of the Union, including the reports submitted by the Council on the activities of the Union, recommend appropriate decisions with respect to the activities of the General Secretariat and the three Sectors, examine proposals for amending the Constitution, Convention, General Rules and Optional Protocol and, taking into account relevant reports and recommendations from Committee 6 and the Working Group of the Plenary, recommend all appropriate actions to the Plenary. Consider any other questions of a legal nature raised during the Conference and transmit to Committee 6 matters having financial implications.

**Possible topics to be discussed (based on PP-14)**

- Institutional issues (e.g. issues related to CS and CV)
- Governing bodies and instruments of the Union
- Sector Members, Associates, Academia and participation of other stakeholders
- ITRs
- Access to ITU documents
- Technical and/or regulatory issues (e.g. conformance and interoperability)
- MoUs
- ITU’s role as supervisory authority
Committee 6
Administration and management

Consider the draft Strategic Plan and other reports and proposals relating to the Strategic Plan, examine relevant reports and proposals on the general management of the Union, in particular those relating to financial and human resources and relevant parts of the reports submitted by other Committees and Working Groups; prepare draft financial policies and a draft financial plan for 2016-2019 and recommend to the Plenary all appropriate decisions related to the management of the Union’s activities; transmit to Committee 5 matters requiring amendments to the Constitution, Convention and the General Rules.

Themes
- Financial issues (ITU Financial Plan for 2020-2023, issues related to Revenue and Expenses and accounts of the Union)
- Human resources
- Corporate strategy, governance and management (including ITU Strategic Plan 2020-2023 and matters related with results-based management, as well as IMAC)
- Conference management and document management
- ITU events
- Direct assistance to specific countries
- Financial issues arising from decisions of other ITU conferences
### Committees’ Terms of Reference Based on PP-14

**Working Group of the Plenary (WG-PL)**

Issues related to public policies

<table>
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<th>Committees’ TORs</th>
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<td>Consider reports and proposals and recommend appropriate actions with regard to issues related to public policies, including Internet, and other general matters; and transmit to Committee 5 matters requiring amendments to the Constitution, Convention and General Rules, and to Committee 6 matters having financial implications.</td>
</tr>
</tbody>
</table>

**Possible topics to be discussed (based on PP-14)**

- Bridging the digital divide (including promoting digital inclusion and WSIS)
- Connect 2020 and the SDGs
- e-Applications
- Environment and climate change
- Emergency communications
- Security and confidence in the use of ICTs
- Internet-related matters
03. Proposed structure and timeline (based on PP-14)

3.3 Conference timeline

- Heads of Delegation meeting
- Opening Ceremony
- Election of Chairman and Vice-Chairmen
- General policy statements
- Establishment of the work of the Committees
- Deadline to announce the choice of class of contributions
- Elections

WEEK 1

29 October
03. Proposed structure and timeline

3.3 Conference timeline

WEEK 2

- Elections to continue
- Work of the Committees
- Report of the credentials Committee

WEEK 3

- Developing and approving the Final Acts
- Completion of the work of the Committees
- Declarations and Reservations
- Signature of the Final Acts and closing ceremony

November 16
How to prepare for the Conference
4. How to prepare for the conference

4.1 Important deadlines
4.2 Choice of class of contributory units
4.3 Prepare your proposal
4.4 Send your candidature
4.5 Prepare your credentials
4.6 Policy statements
4.7 Proposing Tellers
4.8 Proposing Chairmen and Vice-chairmen for Committees
4.9 Meetings of regional groups
4.10 Informal inter-regional preparatory meeting
4.1 Important deadlines

To Note: important deadlines

- **2017 Oct 29**: Invitations to participate to be sent out (GR 5)
- **2017 Dec 31**: Deadline for MS to announce their provisional choice of class of contributory units
- **2018 Feb 28**: Deadline for submission of proposals to amend CS/CV (CS 224 / CV 519, Res 114)
- **2018 May 28**: Opening of online registration
- **2018 June 29**: Deadline for submission of other proposals (GR 40)
To Note: important deadlines

2018
01 Oct
23:59 GVA Time
Elections: Deadline for submission of candidatures (GR 170)

2018
15 Oct
Firm deadline for all contributions (Res.165)

2018
27 Oct
Last meeting of C18

2018
28 Oct
Informal meeting of Heads of Delegation

2018
29 Oct
Meeting of Heads of Delegation
Opening Ceremony
First Plenary

4.1 Important deadlines

04. How to prepare for the Conference
Choice of class of contributory units

1. Member States are free to choose their class of contributory units within the limits of the scale set for in Art. 33 of the Convention subject to CS 165.

2. The Council, at its 2017 session, fixed the provisional amount of the contributory unit (CU) at 318,000.00 Swiss francs (CHF) for the period 2020-2023.

3. From the 40 unit class to the 2 unit class: in steps of one unit
   - Below the 2 unit class, as follows:
   - 1 1/2 unit class
   - 1 unit class
   - 1/2 unit class
   - 1/4 unit class
   - 1/8 unit class*
   - 1/16 unit class*
   - * Only Member States listed by the UN as LDCs and those determined by the Council

4. 31 December 2017 was the deadline to announce the provisional choice of class of contribution for the period 1 January 2020 to 31 December 2023. It allows the secretariat to prepare the draft financial plan 2020-2023. (Ref. CL Class Cont. 2020-2023)

5. The PP will fix the final date for the definitive choice of class of contributory unit.
Prepare your proposal through the conference proposal interface (CPI)

To prepare your document
www.itu.int/pp/documents

- The electronic tool CPI facilitates the preparation and submission of proposals from authorized membership during a conference
- It allows easy tracking of proposals through the Proposals Management System
- It facilitates the search in the current collection of basic texts of the ITU adopted at the last Plenipotentiary Conference
04. How to prepare for the Conference

4.3 Prepare your proposal

Deadlines for submitting contributions

- **28 February 2018**: Proposals to amend CS and CV
  
  Ref: CS 224, CV 519, Res.114 (Marrakesh, 2002)

- **29 June 2018**: Other proposals for the work of the Conference
  
  (Ref: No. 40 of the General Rules)

- **15 October 2018**: FIRM DEADLINE to ensure translation of the document
  
  (Ref: Res. 165 (Guadalajara, 2010))
## Send your candidature

1. PP elects:
   - Secretary-General; Deputy Secretary-General
   - Directors of the 3 Bureaux
   - 12 members of the Radio Regulations Board (RRB)
   - 48 Members of the ITU Council

2. All candidatures must reach the Secretary-General not later than 23h59 (Geneva Time) on Monday, 1 October 2018, (ref. No. 170 of the GR)

3. For Elected positions and RRB, candidature should be sent with Name, CV, picture of candidates and vision statement (as per Council 2017 decision)

4. All candidatures are posted on website at [www.itu.int/pp/elections](http://www.itu.int/pp/elections)
Credentials

- Credentials should fulfill one of the following criteria:
  - Confer full power on the delegation;
  - Authorize the delegation to represent its government without restrictions;
  - Give the delegation, or certain members, the right to sign the final Acts.
- Credentials should be signed by the Head of State, Head of Government, Ministry of Foreign Affairs.
- Template is available at www.itu.int/pp/credentials.
Policy statements

- High-ranking officials will be invited to deliver policy statements addressing the overall theme of the Conference. More information and suggested guidelines will be sent in May 2018.
- Policy statements will be delivered from the podium.
- As per Council 2017, each intervention will be limited to 3 minutes.
- A full and longer speech can be posted on the ITU PP website.
- Requests should be made online on the ITU PP website at www.itu.int/pp/policy-statements.
Proposing tellers for elections and votes

- Each team of tellers is composed of 5 tellers (one teller for each administrative region: A, B, C, D, E).
- Tellers shall be designated by the Chairman of the Conference based on informal consultation with regions (GR 176).
- Teams of tellers will be established. One team is used for the different rounds of the same election.
Proposing Chairs and Vice-Chairs

- General Rules, No. 49. Proposals for chairmanships and vice-chairmanships of the conference and its committees should take into account the principle of rotation, gender balance, geographical distribution, and the necessary competencies.
- Proposals are made by ITU SG in consultation with the regions.
- The number of vice-chairmen proposed will be in accordance with conference needs.
- 6 vice-chairmen for PP14.
- Submit your proposals to ITU SG as soon as possible.
## Calendar of meetings of regional groups

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<th>Meetings held</th>
<th>APT</th>
<th>ATU</th>
<th>CEPT</th>
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<th>ARAB</th>
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<td>21-24 Aug 2018, Kuala Lumpur, Malaysia</td>
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<td>24-28 Sept (KSA) 4th meeting (dates and place tbc)</td>
<td>28 Oct – last meeting (dates and place tbc)</td>
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Informal inter-regional preparatory meeting

Geneva, third quarter 2018

- Council 2017 session decided to hold one informal inter-regional preparatory meeting in Geneva with remote participation in the third quarter of 2018. Exact date TBC.
- To be chaired by PP18 Chairman-designate.
- Will provide an informal platform to:
  - exchange information on current status of regional preparatory process;
  - to have a preliminary exchange of views on some of the topics already discussed at the regional level.
Prepare your travel and stay in Dubai
Host Country information

- Further information about Dubai and hotel reservations will be available on the Host country website
- Practical information to prepare your travel will be available at www.itu.int/pp/practical-info.
Thank You

For further info,
contact gbs@itu.int