

**Addendum 3 to
Document WTDC14/23-E
5 February 2014
Original: Russian**

SOURCE: ITU Member States, members of the Regional Commonwealth in the field of Communications (RCC) (see Annex 1 to Document WTDC14/23)

TITLE: Document submission deadlines for WTDC and meetings of TDAG and the ITU-D study groups

1 Introduction

At present, each ITU Sector has its own rules regarding deadlines for the submission of documents to meetings of its working bodies (study groups, advisory groups and other groups).

By Resolution 165 (Guadalajara, 2010), on deadlines for the submission of proposals and procedures for the registration of participants for conferences and assemblies of the Union, the Plenipotentiary Conference:

"resolves

to establish a firm submission deadline for all contributions, with the exception of the deadlines outlined in *recognizing a) and b)* above, of no later than fourteen calendar days before the opening of conferences and assemblies of the Union, including plenipotentiary conferences, so as to ensure timely translation and their thorough consideration by delegations,

instructs the Secretary-General in consultation with the Directors of the Bureaux

2 to explore, together with the Sector advisory groups, as appropriate, the issue of harmonizing deadlines for the submission of proposals as well as the procedures governing registration for meetings of the Union."

At its 2011 session, the Council revised Decision 556, on the submission and publication of documentation for Council sessions and Council working group meetings, in which it decided:

"1 that, taking into account the nominal deadlines for the preparation of documents specified in Rule 20 of the Rules of Procedure of the Council, all contributions should be submitted no later than 14 calendar days before the opening of a Council session or a Council working group meeting in which work is to be conducted in all six official languages of the Union, to ensure timely translation and their thorough consideration during that Council session;

Contact:	Name/Organization/Entity:	Mr N. Mukhitdinov, Director-General, Regional Commonwealth in the field of Communications
	Phone number:	+7 495 6921236
	E-mail:	ecrcc@rcc.org.ru

2 that documents intended for consideration at Council working group meetings working in one language without translation should be submitted no later than 12 calendar days before the opening of the meeting;

3 that all documents submitted to a Council session or a Council working group meeting, including those from the ITU secretariat, should be posted on the relevant page of the website no later than seven calendar days before the beginning of the meeting. This deadline shall not extend to administrative documents or reports on events that have taken place less than 21 calendar days before the start of the meeting, nor to proposals from Chairmen and convenors of ad-hoc groups, compilations of proposals prepared by the Chairman or secretariat, or contributions specifically requested by the meeting;

4 that reports on events that have taken place less than 21 calendar days before the start of the meeting should be posted on the relevant page of the website no later than two calendar days before the beginning of the discussion of the item in question at the meeting, unless otherwise agreed by the meeting."

In Resolution ITU-R 1 (Geneva, 2012), the Radiocommunication Assembly resolved that:

"8.3 For meetings of all Study Groups and their subordinate groups (Working Parties, Task Groups, etc.), the following deadlines apply for the submission of contributions:

- *where translation is required*, contributions should be received at least three months prior to the meeting, and will be made available not later than four weeks before the meeting. For later contributions, no commitment can be made by the Secretariat to ensure the document will be available at the opening of the meeting in all the required languages;
- otherwise, for documents *not requiring translation*, the membership is encouraged to submit contributions (including Revisions, Addenda and Corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting; and, in any case, contributions shall be received not later than seven calendar days (1600 hours UTC) prior to the start of the meeting to be made available for the opening of the meeting. The deadline applies only to contributions from the membership. The secretariat shall post contributions as received on a webpage established for this purpose within one working day, and post within three working days the official versions on the website once reformatted. Administrations should submit their contributions using the template published by ITU-R.

The secretariat cannot accept submissions later than the aforementioned deadline.

Documents not available at the opening of a meeting cannot be discussed at the meeting."

In its Resolution 1 (Rev. Dubai, 2012), the World Telecommunication Standardization Assembly (WTSA-12) resolved that:

"6.0 Contributions should be submitted not later than one month before the opening of WTSA, and at any event the submission deadline for all contributions to WTSA shall be not later than 14 calendar days before the opening of the WTSA in order to allow for their timely translation and thorough consideration by delegations. The Bureau shall immediately publish all contributions submitted to WTSA in their original language(s) on the WTSA website, even before their translation into the other official languages of the Union."

In Recommendation ITU-T A.1, WTS-12 prescribed that:

3.2.1 Contributions received at least two months before a meeting may be translated (see clause 3.2.2 below) and will be posted in the original and, if applicable, in translated languages, on the web as soon as practicable after they are received. They will be printed and distributed at the beginning of the meeting only to the participants present who request paper copies.

3.2.2 If a chairman, in agreement with the participants of his study group (or working party), states that his study group (or working party) is willing to use documents in the original language, no translations will be made.

3.2.3 Contributions received by the Director less than two months but not less than twelve calendar days before the date set for the opening of a meeting cannot be translated.

3.2.4 Contributions should be posted on the web no more than three working days after they are received by the secretariat.

3.2.5 Contributions received by the Director less than twelve calendar days before the meeting will not appear on the agenda of the meeting, will not be distributed and will be held for the next meeting. Contributions judged to be of extreme importance may be admitted by the Director at shorter notice. The final decision as to their consideration by the meeting shall be taken by the study group (or working party)."

2 Discussion

For administrations and Sector Members, it would be advisable to agree on cut-off dates for the submission of proposals.

It seems reasonable and realistic for the secretariat to have a maximum of two to three working days for processing documents before posting them on the website.

With a cut-off deadline for submission of documents of 12 calendar days, documents will be posted on the relevant website and be available for ITU Member States at least five working days before the date set for the opening of the meeting. In this case, participants will have the opportunity to review all the documents at home and be well prepared for the meeting.

It is also important that this deadline be adhered to by the secretariat and for the posting on the website of documents prepared both by Bureau and by the SG/TDAG management team.

For contributions to be submitted to WTDC, the deadlines laid down in Resolution 165 (Guadalajara, 2010) of the Plenipotentiary Conference shall be applied.

3 Proposal

Amend WTDC Resolution 1 accordingly.

RCC/23/6

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RESOLUTION 1 (Rev. [Dubai, 2014](#))**Working procedures to be applied to study groups, their subordinate groups, the Telecommunication Development Advisory Group and other regional and world meetings of the ITU Telecommunication Development Sector**The World Telecommunication Development Conference ([Dubai, 2014](#)),

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12.1 Contributions for action

12.1.1 Contributions requiring action from the meeting under the terms of its agenda received at least two months before a meeting shall be published and distributed in time for the said meeting.

12.1.2 The Director of BDT shall assemble the documentation and, for those contributions received before the deadline, arrange any translation needed and post this documentation for access by participants in the requested languages **no later than 12 calendar days** before the date set for the meeting of a study group or subordinate group.

12.1.3 After consultation with the chairman of the study group or rapporteur's group concerned, it may be agreed to accept contributions for action which go beyond the page-limit of five pages. In such cases, they shall be posted without having been translated.

12.1.4 Documents originating from rapporteur meetings, excluding their output reports, which go to the study group meetings, and which are received not later than one month before the meeting, will be treated according to § 12.1.1 above.

12.1.5 Contributions requiring action from the meeting under the terms of its agenda received by the Director less than two months, but at least **12 calendar days**, before the opening of a meeting, will not be processed in accordance with the procedure outlined in § 12.1.1 above, and shall be published **by the secretariat no later than three calendar days after their receipt** as "delayed contributions" in the original language only (and in any other official language into which they may have been translated by the author).

12.1.6 Contributions requiring action from the meeting under the terms of its agenda received by the Director less than **12 calendar days** before the opening of a meeting shall not be entered on the agenda. They shall not be distributed but held for the next meeting. Exceptionally, contributions judged to be of extreme importance and urgency might be admitted by the chairman, in consultation with the Director, in derogation to the above deadlines, provided that these contributions are available to participants at the opening of the meeting. For late contributions, no commitment can be made by the secretariat to ensure the document will be available at the opening of the meeting in all the required languages.

12.1.7 No contributions for action shall be accepted after the opening of the meeting.

12.1.8 The Director should insist that authors follow the rules established for the presentation and form of documents set out in this resolution and annexes and the timing given therein. A reminder should be sent out by the Director whenever appropriate. The Director, with the

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agreement of the study group chairman, may return to the author any document that does not comply with the general directives set out in this resolution so that it may be brought into line with those directives.

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