

Agenda item: PL 3.3

Document C14/31-E
20 February 2014
Original: English

Report by the Secretary-General

DRAFT FOUR-YEAR ROLLING OPERATIONAL PLAN FOR THE GENERAL SECRETARIAT FOR 2015-2018

Summary

This document presents a summary and the key elements of the draft four-year rolling Operational Plan of the General Secretariat for the period 2015 to 2018.

The Plan is published pursuant to No. [87A](#) of [Article 5](#) of the ITU Convention which provides that the operational plan of activities to be undertaken by the General Secretariat shall be prepared annually, on a four-year rolling basis.

The detailed operational plan can be found at
http://www.itu.int/en/council/ties/Documents/2014/031e_sg_op-link.docx.

Action required

The Council is invited to **review** and **approve** the draft four-year rolling Operational Plan for the General Secretariat for 2015-2018 and to **adopt** the draft Resolution contained in Annex 2 to this document.

References

[CV/Art. 5, No. 87A](#),
[Resolution 72 \(Rev. Guadalajara, 2010\)](#)

1 Foreword by the Secretary-General

1.1 It is my pleasure and honour to present the four-year rolling Operational Plan for the General Secretariat for 2015-2018.

1.2 This document highlights the key elements of the plan for consideration by the Council. It reflects the ongoing work of the General Secretariat, based on Member States' demand as well as the progressive introduction of results-based management into the work of the Union.

1.3 The proposed plan aims to provide a simple and comprehensive but functional instrument for the implementation of the mission, objectives and priorities of the General Secretariat, while efficiently providing services to the Sectors. It places emphasis on the outputs as well as on the activities to be undertaken in order to achieve these outputs.

1.4 The Operational Plan tool allows performance to be improved by linking information and resources to the strategic objectives of the Union as set forth in Resolution 71 (Rev. Guadalajara, 2010). It helps to align strategies with financial and operational plans, as per Resolution 72 (Rev. Guadalajara, 2010), to actively monitor operations, and to improve collaboration across the Union.

1.5 This unified and consistent model across ITU as a whole helps in providing a single and accurate view of Union-wide information, promoting transparency, actionable analysis, and rapid execution. It contributes towards accelerating implementation, optimizing performance, streamlining support and maximizing the use of the limited resources of the General Secretariat and of the Union.

1.6 For each Objective of the General Secretariat, key information has been provided regarding draft strategic and operational elements, including an analysis of relevant issues and challenges for the planning period, the strategic approach to be undertaken, the proposed indicators to evaluate results, and the identified risk factors/mitigation measures, as well as their linkage and relationship with the General Secretariat's outputs.

1.7 Feedback and comments are welcome, so that the Operational Plan will continue to be enhanced and refined to ensure it provides a transparent and valuable planning tool for membership, as well as for the management of the Union.

1.8 The Council is requested to review and approve the draft four-year rolling operational plan for 2015-2018 and to adopt the draft Resolution presented in Annex 2.

Dr Hamadoun I. Touré
Secretary-General

2. Outline and key actions of the 2015-2018 Operational Plan

Mission, strategic goal and objectives

2.1 The **mission and the strategic goal of the ITU General Secretariat**, as per the Strategic Plan for the Union for 2012-2015 (SP), are shown in Annex 1.

2.2 The General Secretariat manages the administrative and financial aspects of the Union's activities while providing support to the Sectors. It plays an essential role in the achievement of the strategic orientations and goals identified in the SP.

2.3 The period covered by this Plan will present new challenges. Key actions aim, amongst others, to fully streamline planning, evaluating, controlling and reporting; to implement a resource mobilization policy; to foster the implementation of the human resources strategic plan; to maintain and continue to improve the conference and publications related services provided to the membership; to maximize the value of ITU information to the membership and the global ICT community; and to enhance security and assurance of ICT infrastructure and information assets. It is necessary to foster greater understanding regarding the role of ITU and to promote its activities and mission to core constituencies.

2.4 Key upcoming events organized by the General Secretariat include annual sessions of the Council, meetings of the Council Working Groups, PP-18 and the 150th anniversary celebrations. Support will also be provided to Sector meetings (e.g. RA-15, WRC-15 and WTSA-16) and to TELECOM events.

3. Planned human resources by objectives and outputs

The following charts present the breakdown of planned human resources among the six objectives of the General Secretariat for the four-year period (as per the approved budget for 2015 and the forecasted values for 2016-2018) and the budgeted financial resources per objective for 2015 (does not include TELECOM).

Figure 1: Budgeted/estimated HR resources per objective 2015-2018

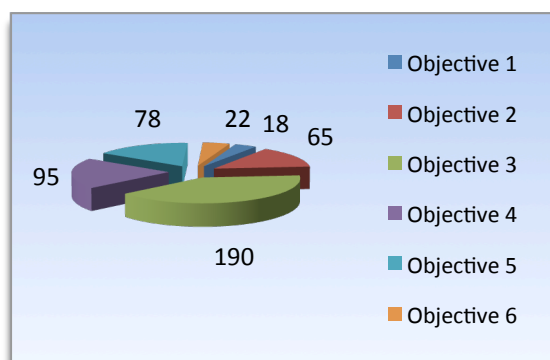
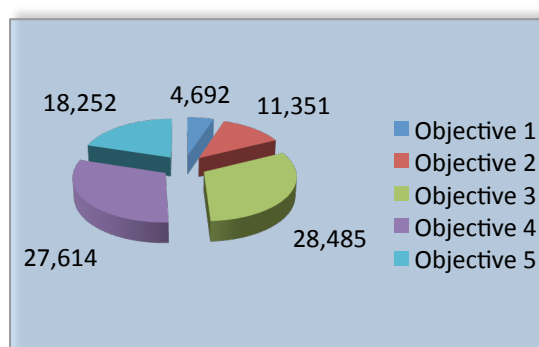
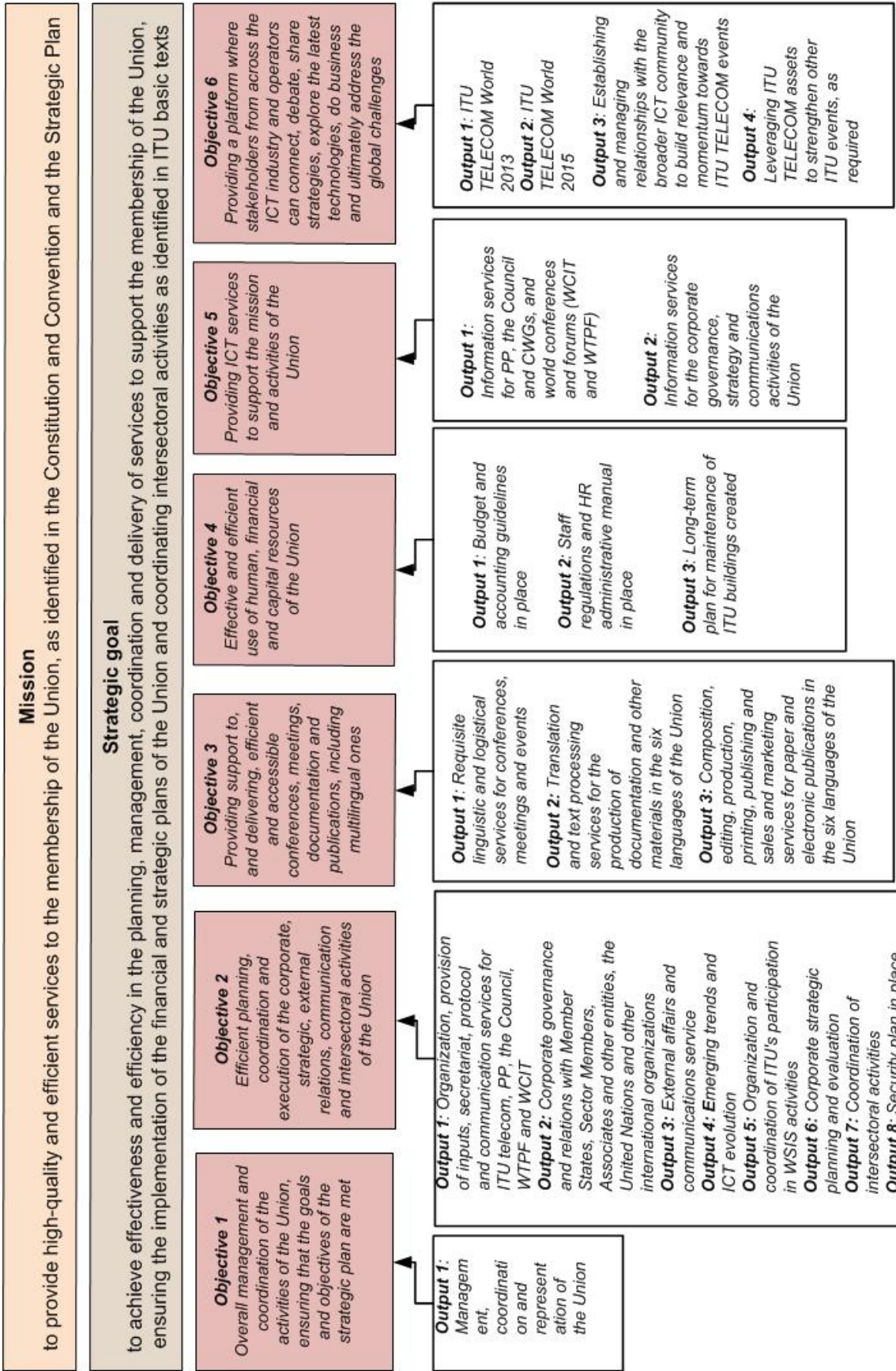


Figure 2: Financial resources per objective for 2015





Mission, Strategic goal, Objectives and Outputs of the General Secretariat

ANNEX 2

DRAFT RESOLUTION

Four-year rolling Operational Plan for the General Secretariat for 2015-2018

The Council,

recognizing

the provisions of Article 5 of the ITU Convention,

having considered

the draft four-year rolling Operational Plan for the General Secretariat for 2015 to 2018 (see http://www.itu.int/en/council/ties/Documents/2014/031e_sg_op-link.docx),

having also considered

the need for the Secretary-General to have some flexibility in the implementation of the four-year rolling Operational Plan so as to take into consideration any changes that may occur during the interval between two Council sessions,

resolves

to approve the four-year rolling Operational Plan for the General Secretariat for the years 2015-2018, as presented in http://www.itu.int/en/council/ties/Documents/2014/031e_sg_op-link.docx, to implement and undertake the General Secretariat's outputs and activities, and to allow the Secretary-General the necessary flexibility in its implementation.
