

Agenda item: ADM 16

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### Report by the Secretary-General

#### AMENDMENTS TO THE STAFF REGULATIONS APPLICABLE TO APPOINTED STAFF

##### Summary

The Secretary-General has taken several immediate actions to implement the ITU Gender Equality and Mainstreaming Policy (GEM) approved by the Council in 2013. Among these actions it is proposed to amend the Staff Regulations to achieve a better balance in the composition of ITU statutory committees.

##### Action required

The Council is invited to approve the proposed amendments to Staff Regulations applicable to appointed staff.

##### References

*ITU Convention No. 63, Staff Regulation 12.1*

1. During the 2013 Council session, the ITU Gender Equality and Mainstreaming Policy (GEM) was adopted. The policy called for the development of a Union-wide action plan, placing responsibility for its successful implementation with senior management and the elected officials. A DM letter ([DM-13/1022](#)) was subsequently sent to all ITU membership to inform them about the new policy and seek their support in its implementation.

2. To advance the implementation of the GEM, the Secretary-General has taken several immediate actions. These actions aim at:

- ensuring a better balance in the composition of ITU statutory committees;
- redressing gender imbalance at all levels (G & P) with a particular attention being given by Appointment and Promotion Boards to the composition of short-lists;
- intensifying the outreach activities to attract qualified candidates; and
- organizing basic gender mainstreaming web-based training for ITU Staff.

• <http://www.itu.int/council> •

These actions will be based on Gender Guidelines to be elaborated for recruitment, staff management, programme management, communication, and training.

3. At the present time, the objective set regarding the composition of statutory committees, i.e. that at least two representative of each gender be included in all statutory committees in an effort to move towards gender equity in all committees, is already achieved, even if a certain imbalance remains patent.

4. The situation of **Appointment and Promotion Boards** has to be highlighted. If the overall composition of APBs shows a percentage of 22% women, the composition by category does not achieve the objective set by the Secretary-General. Therefore, positive action should be taken to redress the situation.

5. This is made more difficult for APBs than for other committees due to the regulatory framework. Pursuant to Staff Regulation 4.9.b), when designating members and alternates, the Secretary-General shall do the utmost to ensure that both women and men are represented in the composition of the board for each category. However, the same Regulation provides that the General Secretariat and each Bureau is represented:

- APB P5 and above: the Secretary-General and the Directors or their designated representatives of grade D1 or higher;
- APB P1-P4: an official of grade D1 or higher;
- APB G1-G7: an official of grade P5 or above.

These limitations are making the designation of women for being members of APBs more difficult due to the limited number of women being at certain grade levels.

6. Therefore, in order to facilitate the appointment of women in the APB, it is recommended to amend Staff Regulation 4.9.b) in order to introduce a relaxation on grade requirements for being members of the APB. It is to be noted that the amendments proposed are maintaining the principle established in para. c) of the same Staff Regulation establishing that in a given meeting, all members, with the exception of staff representatives will hold a grade at least equivalent to that of the post under consideration.

7. The Council is invited to consider the proposed amendments to Staff Regulations applicable to appointed staff and to approve the draft resolution attached in annex to the present document.

DRAFT RESOLUTION  
**Amendments to Staff Regulations  
applicable to appointed Staff**

The Council,

*in view of*

No 63 of the Convention of the International Telecommunication Union and of Staff Regulation 12.1;

*having considered*

the report by the Secretary-General on the action plan established for 2014 for the implementation of the ITU Gender Equality and Mainstreaming Policy (GEM) approved by the Council at its 2013 session,

*resolves*

to approve the amendments to the Staff Regulations applicable to appointed staff contained in Annex to this Resolution.

## Amendments to Staff Regulations applicable to appointed Staff

### Regulation 4.9 Appointment and Promotion Board

a) The Secretary-General shall establish an Appointment and Promotion Board to advise him (and, if appropriate, the Director of the Bureau concerned) in all cases where a vacancy is advertised.

b) The Appointment and Promotion Board shall comprise a representative of the General Secretariat and of each Bureau of the Union and, for posts in the General Service (G.1 to G.7) and Professional (P.1 to P.5) categories, two staff representatives or their alternates designated by the Secretary-General from a list of names submitted by the Staff Council. When designating members and alternates, the Secretary-General shall do the utmost to ensure that both women and men are represented in the composition of the Board for each category of posts. The Chief of the Human Resources Management Department or his/her designated representative shall also participate *ex officio* in all Board meetings in an advisory capacity and shall serve as its Secretary. The General Secretariat and each Bureau of the Union shall be represented:

- i) by the Secretary-General and the Directors\* or their designated representatives of grade P.5 or higher level, for posts of grade P.5 and above;
- ii) by an official of grade P.5 or higher level, designated by the Secretary-General and the Director concerned respectively, for posts of grades P.1 to P.4;
- iii) by an official of grade P.5 or above, designated by the Secretary-General and the Director concerned respectively, for posts of grades G.1 to G.7.

c) All participants in a meeting of the Appointment and Promotion Board, with the exception of staff representatives, shall hold a grade at least equal to that of the post under consideration.

d) Meetings of the Board shall be chaired by the regular representative with the highest grade or, in the event of equal grades, with the highest seniority.

e) The Appointment and Promotion Board shall establish its own Rules of Procedure. Its proceedings shall, in principle, be secret. Its Rules of Procedure may, however, authorize the transmission of certain information to candidates.

f) The Secretary-General shall report to the next regular session of the Council whenever he proposes to take an appointment or promotion decision which is contrary to the advice of the Appointment and Promotion Board. The final decision shall be taken subject to the Council's agreement. The effect of that decision shall be retroactive in the case of promotions.

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\* The Deputy Secretary-General shall attend as an observer.