
Document C14/INF/4-E
21 March 2014
English only

Chairman, Council Working Group on Languages

MEASURES AND PRINCIPLES FOR INTERPRETATION AND TRANSLATION IN ITU

Summary

In the context of *instructs the Council* 1 of Resolution 154 (Rev. Guadalajara, 2010), the tables in this document contain updated measures and principles for interpretation and translation in ITU, proposed by the three Sectors and the General Secretariat, and reviewed and adopted by the Council Working Group on Languages (CWG-LANG).

Action required

The tables are the subject of the recommendation made by CWG-LANG in § 2.3 of Document C14/44.

References

[Document C09/33\(Rev.1\)](#); [Document C14/44](#)

1. RADIOCOMMUNICATION SECTOR (ITU-R)

ITU-R	Languages						Remarks
	E	A	C	S	F	R	
1. Radiocommunication Assembly							
Interpretation	x	x	x	x	x	x	
Contributions	x	x	x	x	x	x	
1000 series	x	x	x	x	x	x	
Agendas	x	x	x	x	x	x	
Information documents	x						
Lists of participants	x						
Resolutions	x	x	x	x	x	x	
2 WRC							
Interpretation	x	x	x	x	x	x	
Agenda of the conference	x	x	x	x	x	x	
Reports/contributions/proposals	x	x	x	x	x	x	
Working/temporary documents	x	x	x	x	x	x	
Daily agendas	x	x	x	x	x	x	
Administrative documents	x	x	x	x	x	x	
Information documents	x	x	x	x	x	x	Depends on contents
List of participants	x						
Minutes	x	x	x	x	x	x	
Provisional Final Acts	x	x	x	x	x	x	
3. WRC information sessions ¹							
Interpretation	x	x	x	x	x	x	
4a. RAG							
Interpretation	x	x	x	x	x	x	
Contributions	x	x	x	x	x	x	
Temporary documents	x						
RAG summary of conclusions	x	x	x	x	x	x	
4b. Study groups							
Interpretation	x	x	x	x	x	x	
All document types	x						
5. RRB							
Interpretation	x	x	x	x	x	x	Depends on composition of the Board
All document types	x	x	x	x	x	x	
6. World radiocommunication seminars							
Interpretation	x	x	x	x	x	x	Plenary sessions only
Documents	x	x	x	x	x	x	
Presentations	x						

¹ Res. 72 (Rev. WRC-07).

ITU-R	Languages						Remarks
	E	A	C	S	F	R	
7. Publications							
Approved Recommendations	x	x	x	x	x	x	
ITU-R Reports	x	x	x	x	x	x	Depends on contents
Handbooks	x	x	x	x	x	x	Depends on contents
Opinions	x	x	x	x	x	x	
Radio Regulations	x	x	x	x	x	x	
BR-IFIC	x	x	x	x	x	x	
Preface to IFL	x	x	x	x	x	x	
Rules of Procedure	x	x	x	x	x	x	
Final Acts (definitive)	x	x	x	x	x	x	
HFBC schedule	x			x	x		
Maritime Manual	x	x	x	x	x	x	
Service publications (maritime)	x	x	x	x	x	x	
Lists	x	x	x	x	x	x	
8. Administrative documents							
Circulars	x	x	x	x	x	x	Except circulars concerning working parties/task groups (E only)
annexes	x	x	x	x	x	x	Depends on contents
Promotional material and website	x	x	x	x	x	x	Depends on contents
General information to delegates	x	x	x	x	x	x	Depends on contents

2. TELECOMMUNICATION STANDARDIZATION SECTOR (ITU-T)

ITU-T	Languages						Remarks
	E	A	C	S	F	R	
1. Assembly							
Interpretation	x	x	x	x	x	x	
W TSA documents (white)	x	x	x	x	x	x	
Temporary documents (green)	x	x	x	x	x	x	
Working documents	x						Electronic only
Agendas OJ	x	x	x	x	x	x	
INF Information documents	x						Electronic only
INF (slides)	x						Electronic only
Lists of participants	x						Electronic only
Resolutions	x	x	x	x	x	x	
A series Recommendations	x	x	x	x	x	x	
Proceedings	x	x	x	x	x	x	
2. W TSA regional consultation sessions							
Interpretation	[x]	[x]	[x]	[x]	[x]	[x]	Depends on regions
Agendas OJ	x	[x]	[x]	[x]	[x]	[x]	As appropriate
INF Information documents	x	[x]	[x]	[x]	[x]	[x]	As appropriate
3. TSAG, RevCom & study groups							
Interpretation, TSAG	x	x	x	x	x	x	As requested
Review Committee	x	x	x	x	x	x	As requested
Study groups	x	x	x	x	x	x	As requested
Contributions	x						
SG3	x	x	x	x	x	x	
TDs (99%)	x						
SG3 (1%)	x	x	x	x	x	x	
Reports	x	x	x	x	x	x	
Determined TAP Recommendations / Supplements	x	x	x	x	x	x	(*)
Approved Recommendations / Supplements (AAP) - Summary, definitions and acronyms	x	x	x	x	x	x	
Approved Recommendations / Supplements (AAP)	x	[x]	[x]	[x]	[x]	[x]	Selected Recs, up to 1 000 pages per language per biennium
Focus group technical specifications	x						
4. Publications							
ITU Operational Bulletin	x	x	x	x	x	x	**
Lists of international country codes	x	x	x	x	x	x	**
UIFN lists	x						
5. Administrative documents							
TSB circulars	x	x	x	x	x	x	
annexes	x						
Collective letters: text	x	x	x	x	x	x	
annexes	x						
AAP announcements	x						
introductory text**	x	x	x	x	x	x	
Promotional material	x	x	x	x	x	x	
General information to delegates	x						

* Non-normative annexes and appendices to approved Recommendations may be in one language only

** Mostly standard one-time text (i.e. translated only once); only additional material needs to be translated.

3. TELECOMMUNICATION DEVELOPMENT SECTOR (ITU-D)

ITU-D	Languages						Remarks
	E	A	C	S	F	R	
• WTDC							
Interpretation	x	x	x	x	x	x	
Contributions	x	x	x	x	x	x	Subject to deadlines identified in WTDC Resolution 1
Temporary documents	x	x	x	x	x	x	
Agenda	x	x	x	x	x	x	
Information document							Original language(s)
Information slides							Original language(s)
List of participants	x						
Resolutions included in the Final Report	x	x	x	x	x	x	
Recommendations included in the Final Report	x	x	x	x	x	x	
Final report	x	x	x	x	x	x	
Administrative documents	x	x	x	x	x	x	
Administrative Circular (text and annexes)	x	x	x	x	x	x	
Multiple destination letters: text and annexes	x	x	x	x	x	x	
Correspondence with host countries							Depends on the host country
Announcements/media material	x	x	x	x	x	x	
Promotional material	x	x	x	x	x	x	
Information to delegates	x	x	x	x	x	x	
Administrative templates	x	x	x	x	x	x	
Webpage	x	x	x	x	x	x	
• Regional preparatory meetings							
Regional preparatory meeting for the Arab States							
Interpretation	x	x			x		
Contributions	x	x			x		Subject to deadlines identified in WTDC Resolution 1
Temporary documents	x						Original language(s)
Agenda	x	x			x		
Information document							Original language(s)
Information slides							Original language(s)
List of participants	x						
Resolutions included in Final Report	x	x			x		
Recommendations included in Final Report	x	x			x		
Final report	x	x			x		
Administrative Circular (text and annexes)	x	x			x		
Multiple destination letters: text and annexes	x	x			x		
Correspondence with host countries							Depends on the host country
Announcements/media material	x	x			x		
Promotional material	x	x			x		
Information to delegates	x	x			x		
Administrative templates	x	x			x		

ITU-D	Languages						Remarks
	<i>E</i>	<i>A</i>	<i>C</i>	<i>S</i>	<i>F</i>	<i>R</i>	
Webpage	x	x			x		
Regional preparatory meeting for Africa							
Interpretation	x				x		
Contributions	x				x		Subject to deadlines identified in WTDC Resolution 1
Temporary documents							Original language(s)
Agenda	x				x		
Information document							Original language(s)
Information slides							Original language(s)
List of participants							
Resolutions	x				x		included in the Final Report
Recommendations	x				x		included in the Final Report
Final report	x				x		
Administrative documents							
Administrative Circular (text and annexes)	x				x		
Multiple destination letters: text and annexes	x				x		
Correspondence with host countries							Depends on the host country
Announcements/media material	x				x		
Promotional material	x				x		
Information to delegates	x				x		
Administrative templates	x				x		
Webpage	x				x		
Regional preparatory meeting for Europe							
Interpretation	x			x	x		
Contributions	x			x	x		Subject to deadlines identified in WTDC Resolution 1
Temporary documents							Original language(s)
Agenda	x			x	x		
Information document							Original language(s)
Information slides							Original language(s)
List of participants	x						
Resolutions	x			x	x		included in the Final Report
Recommendations	x			x	x		included in the Final Report
Final report	x			x	x		
Administrative Circular (text and annexes)	x			x	x		
Multiple destination letters: text and annexes	x			x	x		
Correspondence with host countries							Depends on the host country
Announcements/media material	x			x	x		
Promotional material	x			x	x		
Information to delegates	x			x	x		
Administrative templates	x			x	x		
Webpage	x			x	x		
Regional preparatory meeting for CIS							

Interpretation	x					x	
Contributions	x					x	Subject to deadlines identified in WTDC Resolution 1
Temporary documents							Original language(s)
Agenda	x					x	
Information document							Original language(s)
Information slides							Original language(s)
List of participants	x						
Resolutions	x					x	included in the Final Report
Recommendations	x					x	included in the Final Report
Final report	x					x	
Administrative Circular (text and annexes)	x					x	
Multiple destination letters: text and annexes	x					x	
Correspondence with host countries							Depends on the host country
Announcements/media material	x					x	
Promotional material	x					x	
Information to delegates	x					x	
Administrative templates	x					x	
Webpage	x					x	
Regional preparatory meeting for the Americas							
Interpretation	x			x			
Contributions	x			x			Subject to deadlines identified in WTDC Resolution 1
Temporary documents							Original language(s)
Agenda	x			x			
Information document							Original language(s)
Information slides							Original language(s)
List of participants	x						
Resolutions	x			x			included in the Final Report
Recommendations	x			x			included in the Final Report
Final report	x			x			
Administrative Circular (text and annexes)	x			x			
Multiple destination letters: text and annexes	x			x			
Correspondence with host countries							Depends on the host country
Announcements/media material	x			x			
Promotional material	x			x			
Information to delegates	x			x			
Administrative templates	x			x			
Webpage	x			x			
Regional preparatory meeting for Asia-Pacific							
Interpretation	x			x			
Contributions	x			x			Subject to deadlines identified in WTDC Resolution 1
Temporary documents	x						Original language(s)
Agenda	x			x			
Information document	x						Original language(s)
Information slides	x						Original language(s)
List of participants	x			x			

Resolutions	x		x				included in the Final Report
Recommendations	x		x				included in the Final Report
Final report	x		x				
Administrative Circular (text and annexes)	x		x				
Multiple destination letters: text and annexes	x		x				
Correspondence with host countries	x		x				
Announcements/media material	x		x				
Promotional material	x		x				
Information to delegates	x		x				
Administrative templates	x		x				
Webpage	x		x				
RPMs coordination meeting							
Interpretation	x	x	x	x	x	x	
Contributions	x	x	x	x	x	x	Subject to deadlines identified in WTDC Resolution 1
Temporary documents							Original language(s)
Agenda	x	x	x	x	x	x	
Information document							Original language(s)
Information slides							Original language(s)
Recommendations/Resolutions	x	x	x	x	x	x	
Administrative Circular (text and annexes)	x	x	x	x	x	x	
• Study groups							
3.1 Annual meeting							
Interpretation	x	x	x	x	x	x	
Contributions for action	x	x	x	x	x	x	If received at least two months prior to the meeting. Subject to deadlines identified in WTDC Resolution 1
Contributions for information							Original language(s) as provided by the author unless considered as of extreme importance. Summaries of documents for information should be translated in six languages. Subject to deadlines identified in WTDC Resolution 1
Delayed contributions							Original language(s) as provided by the author provided they are received at least seven days prior to the meeting. Subject to deadlines identified in WTDC Resolution 1
Temporary document							Original language(s)
Liaison statement							Original language(s)
Background document							Original language(s) as provided by the author.
Information slides							Original language(s) provided by the author
List of participants	x						

Progress reports	x	x	x	x	x	x	If intended for a study group meeting and received at least one month prior to the meeting. Subject to deadlines identified in WTDC Resolution 1
Rapporteurs' meeting reports	x	x	x	x	x	x	If intended for a study group meeting and received at least one month prior to the meeting. Subject to deadlines identified in WTDC Resolution 1
Study group meeting reports	x	x	x	x	x	x	
Output reports	x	x	x	x	x	x	
Final report and guidelines	x	x	x	x	x	x	
Administrative Circular (text and annexes)	x	x	x	x	x	x	
Correspondence							Based on need
Announcements/media material	x	x	x	x	x	x	
Promotional material	x	x	x	x	x	x	
Information to delegates	x						
Administrative templates	x	x	x	x	x	x	
Webpage	x	x	x	x	x	x	
3.2 Rapporteur group meetings							
Interpretation							As requested by participants²
Contributions for action							As requested by participants. ² If received at least two months prior to the meeting. Subject to deadlines identified in WTDC Resolution 1.
Contributions for information							Original language(s) as provided by the author unless considered as of extreme importance. Summaries of documents for information should be translated into the languages of the meeting.

² At the time of registration, delegates are requested to indicate what language they require and are given a deadline by which the decision on the languages to be used will be taken. The deadline is usually no less than four weeks in advance of the meeting in order to secure interpretation in the selected languages. Except for statutory meetings where one request is sufficient, a minimum of five requests must be received to service the meeting in the requested language. The chosen language(s) is/are therefore used for all language-based elements which would otherwise have been in six languages. Elements which are one language only (as per WTDC Resolution 1 or by tradition such as the list of participants) remain available in one language only. Comment: Deadlines for translation of contributions and for requests for interpretation would benefit from being aligned as the requests for interpretation before the deadline determine the languages to which meeting documents would need to be translated.

Delayed contributions							Original language(s) as provided by the author provided they are received at least seven days prior to the meeting. Subject to deadlines identified in WTDC Resolution 1.
Temporary document							Original language(s)
Liaison statement							Original language(s)
Background document							Original language(s) as provided by the author.
Information slides							Original language(s) as provided by the author
List of participants	x						
Meeting reports							As requested by participants ²
Questionnaires	x	x	x	x	x	x	Online only
Final report and guidelines	x	x	x	x	x	x	
Administrative Circular (text and annexes)	x	x	x	x	x	x	
Correspondence							Based on need
Announcements/media material	x	x	x	x	x	x	
Promotional material	x	x	x	x	x	x	
Information to delegates	x						
• TDAG							
4.1 Annual meeting							
Interpretation	x	x	x	x	x	x	
Contributions	x	x	x	x	x	x	Subject to deadlines identified in WTDC Resolution 1.
Delayed contributions							Original language(s) as provided by the author provided they are received at least seven days prior to the meeting. Subject to deadlines identified in WTDC Resolution 1.
Contribution for information	x						Original language(s) as provided by the author unless considered by the meeting as of extreme importance. Summaries of documents for information should be translated in six languages.
Temporary document							Original language(s)
Liaison statement							Original language(s)
Information slides							Original language(s) as provided by the author
Final Report	x	x	x	x	x	x	
Multiple destination letters (text and annex)	x	x	x	x	x	x	
Administrative Circular (text and annexes)	x	x	x	x	x	x	
Correspondence	x	x	x	x	x	x	
Announcements/media material	x	x	x	x	x	x	

Promotional material	x	x	x	x	x	x	
Information to delegates	x	x	x	x	x	x	
List of participants	x						
Administrative templates	x	x	x	x	x	x	
4.2 Working groups of TDAG							
Contributions	x						As requested by participants ²
Temporary documents							Original language(s)
Liaison statement							Original language(s)
Report to TDAG	x	x	x	x	x	x	
• Other meetings arising from the Action Plan							
5.1 World Telecommunication/ICT Indicators symposium	x	x	x	x	x	x	
5.2 Global Symposium for Regulators	x	x	x	x	x	x	
5.3 Arab Regulators Network meetings		x					
5.4 HRD Global meeting	x	x	x	x	x	x	
5.5 Regional Centres of Excellence (Africa, the Americas, the Arab States, Asia-Pacific and the CIS countries)							Depends on the region. See RPMs for reference.
5.6 Regional seminars, forums and workshops							Depends on the region. See RPMs for reference.
• Connect Series							
6.1 World Event "Connect the World"	x	x	x	x	x	x	
6.2 Regional "Connect" summit events							Depends on the region. See RPMs for reference.
• Publications produced by BDT							
7.1 Manuals and handbooks							Based on markets for which the publication is intended. If no particular market (geographic, linguistic or technical) is targeted, they are in six languages.
7.2 Global publications							
• Guidelines and tools for emergency telecommunications	x	x	x	x	x	x	
• Trends in Telecommunication Reform	x	x	x	x	x	x	
• Trends Executive Summary	x	x	x	x	x	x	
• Dispute Resolution Study	x	x	x	x	x	x	
• World Telecommunication Indicators database	x						

• Yearbook of Statistics	x						
7.3 Regional publications							
• Regional Telecommunication Indicators for Africa	x				x		
• Regional Telecommunication Indicators for Americas	x			x			
• Regional Telecommunication Indicators for Arab States	x	x			x		
• Regional Telecommunication Indicators for CIS countries	x					x	
• Regional Telecommunication Indicators for Asia-Pacific	x		x				
• Policy books	x	x	x	x	x	x	
7.4 Case studies							According to the language of the country/countries concerned and based on needs.
7.5 Promotional material including brochures, flyers, posters, CD-ROM, etc.	x	x	x	x	x	x	Unless produced for specific regional events in which case the material would be available in the languages used in the region. See RPMs for reference.

4. GENERAL SECRETARIAT

SG	Series	Languages						Remarks
		E	A	C	S	F	R	
1 Plenipotentiary Conference								
Interpretation		x	x	x	x	x	x	
Letter of invitation		x	x	x	x	x	x	
Agenda of the conference	DOC	x	x	x	x	x	x	
Reports/contributions/proposals	DOC	x	x	x	x	x	x	
Working/temporary documents	DT/DL	x	[x]	[x]	[x]	[x]	[x]	Depends on content
Administrative documents (incl. Daily agendas)	ADM	x						
Information documents	INF ³	x						Electronic only
Presentations/slides	INF	x						Electronic only
List of participants	INF	x						Electronic only
Minutes	DOC	x	x	x	x	x	x	
Final Acts (see also publications)		x	x	x	x	x	x	
2 Council								
Interpretation		x	x	x	x	x	x	
Letter of invitation		x	x	x	x	x	x	
Agenda of the Council session	DOC	x	x	x	x	x	x	
Reports ⁴ /contributions	DOC	x	x	x	x	x	x	
Working/temporary documents	DT/DL	x	[x]	[x]	[x]	[x]	[x]	Depends on content
Daily agendas + Time management plans (PL&SC)	OJ	x						for PL Inaug & closing only
Administrative documents	ADM	x						
Information documents	INF	x						Electronic only
Presentations/slides	INF	x						Electronic only
List of participants	INF	x						Electronic only
Summary records	DOC	x	x	x	x	x	x	
Resolutions/Decisions (see also publications)	DOC	x	x	x	x	x	x	
3 Council groups								
Letter of invitation		x	[x]	[x]	[x]	[x]	[x]	6 languages if cover all gps
Agenda of the meeting	DOC	x	[x]	[x]	[x]	[x]	[x]	If interp./transl. budget
Reports/contributions	DOC	x	[x]	[x]	[x]	[x]	[x]	If interp./transl. budget
Working/temporary documents	DT/DL	x						
Daily agendas	OJ	x						
Administrative documents	ADM	x						
Information documents	INF	x						Electronic only
Presentations/slides	INF	x						Electronic only
List of participants	INF	x						Electronic only
4 WTPF								
Interpretation		x	x	x	x	x	x	
Letter of invitation		x	x	x	x	x	x	
Reports/contributions	DOC	x	x	x	x	x	x	
Working/temporary documents	DT/DL	x						
Daily agendas	OJ	x						
Administrative documents	ADM	x						
Information documents	INF	x						
Presentations/slides	INF	x						
List of participants	INF	x						

³ Electronic publishing only.

⁴ Including annual activities report and executive summary of operational plans.

SG	Series	Languages						Remarks
		E	A	C	S	F	R	
5 Membership administrative documents								
Circular Letters	CL	x	x	x	x	x	x	
Multi-destination letters	DM	x	[x]	[x]	[x]	[x]	[x]	Depends on content
6 Publications								
Final Acts of PPs		x	x	x	x	x	x	
Basic texts of the Union		x	x	x	x	x	x	
Resolutions & Decisions of the Council		x	x	x	x	x	x	
Membership brochures		x	x	x	x	x	x	
Global Directory		x						
Corporate strategy-related publications, e.g.:								
- Cybersecurity		x	x	x	x	x	x	
- ITU Annual Report		x	x	x	x	x	x	
ITU News		x	x	x	x	x	x	
ITU press releases		x	x	x	x	x	x	Depends on content
Staff Regulations and Staff Rules		x	x	x	x	x	x	
Financial Regulations		x	x	x	x	x	x	
Service orders		x				x		
Office memoranda		x				x		
Internal information notes		x				x		
Vacancy notices - P		x	[x]	[x]	[x]	[x]	[x]	Depends on duty station and duty requirements
Vacancy notices - G		x	[x]	[x]	[x]	[x]	[x]	Depends on duty station and duty requirements