

COMMITTEE 4

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English only

Note by the Chairman of Committee 4

TERMS OF REFERENCE AND WORKING METHODS OF COMMITTEE 4

In the interests of facilitating the work of the Conference, the Chairman of Committee 4 wishes to draw the attention of delegations to the following points regarding the Editorial Committee and the way it will operate.

I. Terms of reference of the Committee

Under Nos. 69 and 70 of the Rules of Procedure of Conferences, Assemblies and Meetings (General Rules of Conferences, Assemblies and Meetings of the Union), the Editorial Committee's terms of reference are as follows:

"12.3 Editorial Committee

- 69 a)** The texts prepared in the various committees, which shall be worded as far as possible in their definitive form by these committees, taking account of the views expressed, shall be submitted to an editorial committee charged with perfecting their form without altering the sense and, where appropriate, with combining them with those parts of former texts which have not been altered.
- 70 b)** The texts shall be submitted by the Editorial Committee to the Plenary Meeting, which shall approve them, or refer them back to the appropriate committee for further examination."

II. Structure of the Committee

Chairman: Dr Imad HOBALLAH (Lebanon)
Vice-Chairmen: Mr Paul NAJARIAN (United States of America)
Ms Blanca GONZALEZ (Spain)
Mr Chris FRAINE (United Kingdom of Great Britain and Northern Ireland)
Prof. Vladimir MINKIN (Russian Federation)
Mr Baba KONATE (Republic of Mali)
Mr Xianxiu SI (People's Republic of China)

Secretariat

Mr. Eric Dalhen, Secretary
Ms Jacqueline Jones, Deputy Secretary
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III. Composition

Under No. 75 of the Rules of Procedure of Conferences, Assemblies and Meetings, the editorial committee is composed as follows:

13.1 Plenipotentiary conferences

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PP-06 Subject to No. 66 of these General Rules, committees shall be composed of the delegates of Member States. Unless otherwise decided by the plenary meeting, the observers referred to in Nos. 269A to 269E of the Convention shall be authorized to attend such committees, with the exception of the steering, credentials, budget control and editorial committees.

In order to facilitate the Committee's work, particularly as regards the preparation of meeting documents, and in view of the small size of the Committee's meeting room, delegations wishing to take part in the Editorial Committee's work should notify the Secretariat by sending an email to the following email address pp14edcom@itu.int, as soon as possible.

IV. Organization of work

Meetings of the Committee will be held in Room **311 (third floor)**.

During the remaining weeks of the Conference, notice of meetings will be communicated individually by email to delegates registered with Committee 4. Announcement will be included in the meeting schedule on the screens in the Conference Centre.

Delegates are strongly encouraged to work paperless. Wireless connection is available in the meeting room.

Dr Imad HOBALLAH
Chairman
Committee 4