

PLENARY MEETING

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Report by the Secretary-General

COMPREHENSIVE REPORT ON THE RIGHTS, OBLIGATIONS AND CONDITIONS FOR PARTICIPATION OF SECTOR MEMBERS, ASSOCIATES AND ACADEMIA

Summary

As requested by Council 2014, this document provides a comprehensive report to the Plenipotentiary Conference on rights and obligations/conditions for participation of Sector Members, Associates, and Academia, as appropriate, in meetings of all three Sectors and in Council and Plenipotentiary Conferences.

Action required

The Plenipotentiary Conference is invited to **note** this document and to **consider and adopt** the proposals for revision of Resolutions 152 (Rev. Guadalajara, 2010), 158 (Rev. Guadalajara, 2010), 169 (Guadalajara, 2010) and 170 (Guadalajara, 2010), as well as a new draft Resolution on the *Review of the Current Methodologies and Future Vision for the participation of Sector Members, Associates and Academia in the activities of ITU*.

References

Articles [2CS](#), [3CS](#), [28CS](#), [19CV](#), [20CV](#), [33CV](#), [C2000/28](#), [Resolution 14 \(Rev. Antalya, 2006\)](#), [Resolution 152 \(Rev. Guadalajara, 2010\)](#), [Resolution 169 \(Guadalajara, 2010\)](#), [Resolution 170 \(Guadalajara, 2010\)](#); [ITU-R Resolution 43 \(Istanbul, 2000\)](#); [WTSA Resolution 71 \(Dubai, 2012\)](#), [Res. 31 \(Rev. Dubai, 2012\)](#); [WTDC Resolution 1 \(Dubai, 2014\)](#)

1 Overview

1.1 The participation of entities and organizations other than administrations in the Union's activities is governed by a combination of instruments of the Union, including the Convention, various resolutions from plenipotentiary conferences and Sector Conferences and Assemblies, as well as resolutions/decisions of the Council. This document provides a comprehensive overview of the range of provisions related to Sector Membership, Associates, and Academia.

2 Composition and Participation Rights

2.1 No. 20 (Article 2 of the Constitution), last updated at PP-98, outlines the composition of the Union's membership, highlighting that "Member States and Sector Members, having well-defined rights and obligations, cooperate for the fulfilment of the purposes of the Union." Additional categories of participation, including Associates and Academia, are provided for under different provisions, as outlined in the section below. A summary of participation rights is provided in **Annex 1**.

2.2 No. 232 (Article 19 of the Convention) provides that "the Directors of the Bureaux shall maintain close working relations with those entities and organizations which are authorized to participate in the activities of one or more of the Sectors of the Union." No. 237 (Article 19 of the Convention) also states that "the Secretary-General shall compile and maintain lists of all entities and organizations... that are authorized to participate in the work of each Sector and shall, at appropriate intervals, publish and distribute these lists to all Member States and Sector Members concerned and to the Director of the Bureau concerned....".

Sector Members

2.3 Article 3 of the Constitution provides the "Rights and Obligations" of Sector Members. No. 28A (Article 3 of the Constitution) states that "Sector Members shall be entitled to participate fully in the activities of the Sector of which they are members". It also notes in No. 28B that Sector Members "may provide chairmen and vice-chairmen of Sector assemblies and meetings and world telecommunication development conferences" and in No. 28C that they shall be entitled to "take part in the adoption of Questions and Recommendations and in decisions relating to the working methods and procedures of the Sector concerned." Article 20 of the Convention outlines the conduct of Study Groups. No. 246A provides that "...Sector Members shall adopt questions to be studied in accordance with procedures established by the relevant conference or assembly".

2.4 Resolution 14 (Rev. Antalya, 2006) provides further details regarding the rights and obligations of Sector Members, noting that these entities "may participate in all activities of the Sector concerned, with the exception of formal votes and some treaty-making conferences". This Resolution goes on to state that Sector Members may:

- receive information related to their participation from the Bureau of the Sector concerned;
- send contributions and representatives to Study Groups;
- propose agenda items for these meetings;
- take part in all discussions and assume responsibilities such as chairman or vice-chairman of a study group, working party, expert group, rapporteur's group or any other ad-hoc group; and
- take part in the drafting and editorial work necessary prior to the adoption of recommendations.

2.5 Sector Members that fall within Nos. 229 and 231 of the Convention have the right to participate as observers in a non-advisory capacity in Plenipotentiary Conferences. Sector Members can also participate as observers in a non-advisory capacity in world conferences on international telecommunications. In accordance with No. 476 of the Convention, and Article 7.5 of the Financial Regulations, they are required to make a financial contribution to defray the costs of the conference unless they are international or regional organizations that have been exempted

from paying fees. Only ITU-R Sector Members can participate in a World Radiocommunication Conference (WRC) or a Regional Radiocommunication Conference (RRC).

2.6 For other major non-treaty making conferences and assemblies, including a world telecommunication standardization assembly (WTSA), a world telecommunication development conference (WTDC) and a radiocommunication assembly (RA), Sector Members of the Sector concerned can fully participate, except they do not have the right to vote or raise procedural motions. They do not have to pay to participate in such meetings. Sector Members may provide Chairman/Vice-Chairman for Sector assemblies and non-treaty making conferences. No. 239 of the Convention allows that “A Sector Member may act on behalf of the Member State which has approved it, provided that the Member State informs the Director of the Bureau concerned that it is authorized to do so”.

2.7 Sector Members can participate in their corresponding Sector Advisory Group, where they enjoy full participation rights except the right to vote and associated procedural rights such as raising motions and points of order. They can make written and oral contributions and can serve as Chairman or Vice-Chairman (No. 28B of the Constitution), including for any related working groups.

2.8 Up to three Sector Members per Sector can participate in the Council as observers, which give them the right to attend but not to vote or make written or oral contributions (No. 60B of the Convention, Rule of Procedure 7.4 of the Council and Decision 519 of the Council). The 2012 session of Council (Decision 519 MOD) decided to grant admission to the six principal regional telecommunication organizations to participate as observer Sector Members in sessions of the Council on the invitation of the Secretary-General of ITU in addition to the quota established.

Associates

2.9 The Associate category is introduced in Article 19 of the Convention (No. 241A), which provides entities the opportunity to participate in a single study group of a given Sector, “taking into account the size of the entity or organization and any other relevant criteria”. No. 248B (Article 20 of the Convention), adds that “an Associate... will be permitted to participate in the work of the selected study group without taking part in any decision-making or liaison activity of that study group”. Associates can serve as a Rapporteur in ITU-R and ITU-T (Resolution ITU-R 43 (Istanbul, 2000), and WTSA Resolution 31 (Rev. Dubai, 2012)) and Vice Rapporteur in ITU-D Study Groups (WTDC Resolution 1 (Rev. Dubai, 2014)). However, Associates do not have the right to participate in the Council, Sector Advisory Groups, major conferences and assemblies or treaty-making conferences.

Academia

2.10 The Academia category of participation was introduced by Resolution 169 (Guadalajara, 2010) which created this category “on a trial basis”. PP-10 instructed the Council to “add any additional conditions or detailed procedures to this Resolution, if it deems appropriate”... and “to submit a report to the next Plenipotentiary Conference...for a final decision to be taken on such participation”. Resolution 169 (Guadalajara, 2010) stated that “Academia should not have a role in decision-making, including the adoption of resolutions or recommendations”. This resolution was complemented by the Radiocommunication Assembly (Resolution ITU-R 63; 2012), which added that ITU-R Academia are granted access to ITU-R documentation, can serve as a Rapporteur, and may participate in Working Parties. WTSA Resolution 71 (Rev. Dubai, 2012) specified that ITU-T

Academia are allowed to participate in various ITU-T Study Groups, workshops and working parties, and have access to relevant documents as well as serve as Rapporteur.

2.11 Academia do not have the right to participate in the Council, major conferences and assemblies or treaty-making conferences, with the exception of ITU-T Academia, which have the right to participate as observer in WTSA in a non-advisory capacity (WTSA Resolution 71 (Rev. Dubai, 2012)). ITU-R and ITU-D Academia do not participate in their Sector Advisory Groups, whereas WTSA Resolution 71 (Rev. Dubai, 2012) granted Academia access to participate as observer in TSAG in a non-advisory capacity.

3 Participating Entities and their Admission Process

3.1 The different types of entities and organizations that can be admitted as Sector Members are established in Article 19 (Nos 228-231) of the Convention. An entity may choose to join one or more Sectors of the Union. The application procedures for new Sector Members are outlined in Article 19, Nos 233-237, and were complemented by the Council in 1993 (Doc. 49). Provisions related to Associates are also found in Article 19 of the Convention, with specific references in Nos 241A-E.

3.2 The following entities can apply to become a Sector Member or Associate:

- Recognized operating agencies, scientific or industrial organizations and financial or development institutions, which are approved by the Member State concerned (No. 229 of the Convention);
- Other entities dealing with telecommunication matters, which are approved by the Member State concerned (No. 230 of the Convention); and
- Regional and other international telecommunication, standardization, financial or development organizations (No. 231 of the Convention).

3.3 In addition, regional telecommunication organizations referred to in Article 43 of the Constitution, intergovernmental organizations operating satellite systems, and the specialized agencies of the United Nations and the International Atomic Energy Agency (No. 236 of the Convention) have the right to participate in activities of the Union and, upon request, to be included in the list of Sector Members.

3.4 A summary of the types of entities and their respective admission processes are provided in **Annex 2**.

4 Denunciations and Deletions

4.1 CV 240 of the Convention notes that “Any Sector Member has the right to denounce (their) participation by notifying the Secretary-General” and that “Such denunciation shall take effect at the end of six months from the date the notification is received by the Secretary General”. CV 241 adds that “the Secretary-General shall delete from the list of entities and organizations” any Sector Member that is no longer authorized to participate in the work of a Sector. More specifically, the Secretary-General may delete from the list of members:

- Any entity or organization which has denounced its participation (CV 240);
- Any entity or organization whose participation has been denounced by the Member State concerned (CV 240);

- Any entity or organization which is late in the payment of its annual contribution for more than one (1) year or for any other debts to the Union;
- Any entity or organization the nature of which was changed as a result of a merger or change of its activities and consequently does not satisfy the criteria for authorization anymore;
- Any entity or organization the action of which had, according to the Council's findings, a clear and significant adverse effect on ITU's interests;
- Any entity or organization which violated the rules or procedures of ITU, according to the Council's findings.

4.2 Nos CV 240 and 241 assign the Council to determine more detailed criteria and procedures for denunciations and deletions. Such provisions were adopted by the Council in 1993 (Doc. C93/49).

5 Membership Fees

5.1 Article 28 of the Convention (CV 159) states that the expenses of the Union shall be met by contributions from Member States and Sector Members, among other sources.

5.2 Sector Membership fees are calculated on a per-Sector basis, based on the contributory unit structure. Fees vary according the Sector selected and the location of the requesting entity. Details regarding the process of selecting a class of contribution are outlined in CS 161H to 168. Resolution 152 (Guadalajara, 2010,) introduced provisions to improve the management and follow-up regarding fees for Sector Members and Associates.

5.3 The contributory unit for Sector Members is 1/5th of that of Member States. Given that the Member State contributory unit is currently set at CHF 318,000, the corresponding rate for Sector Members is CHF 63,600 (CV 480). CV 468B set the minimum fee for ITU-R and ITU-T Sector Membership at 1/2 unit, which is currently the equivalent of CHF 31,800, although some larger companies pay more than the minimum. As per Resolution 170 (Guadalajara, 2010), entities in countries with "low incomes" (less than USD 2,000 per capita, as defined by UNDP) can benefit from a reduced fee of CHF 1,987.50 (1/32nd unit). This Resolution further states that entities which are already a member paying 1/2 unit are not eligible for this reduced fee.

5.4 At present, the minimum annual ITU-D Sector Membership fee for an entity in a developed country is CHF 7,950 (1/8 unit). Entities in developing countries are eligible for a reduced fee of CHF 3,975.

5.5 The fees for Associates are fixed by the Council (CV 483A). Council (2001) set the current Associate fees (1/6 of contributory of Sector Member for ITU-R and ITU-T). The annual fee for ITU-R and ITU-T Associates is currently CHF 10,600. The cost of ITU-D Associate participation is CHF 3,975 (1/16 unit). Entities in developing countries pay half this amount, namely CHF 1,987.50 (1/32 unit).

5.6 Fees for Academia are outlined in Resolution 169 (Guadalajara, 2010): Academia from developed countries pay CHF 3,975 (1/16 unit) a year, while Academia in developing countries pay half this amount, namely CHF 1,987.50 (1/32 unit).

5.7 Summary Chart of Fees: Sector Members, Associates, Academia

(In Swiss Francs – CHF)

Sector/ Category	Sector Member	Associate for one Study Group	Academia
ITU-R	31,800 (1)	10,600	3,975 (2)
ITU-T	31,800 (1)	10,600	3,975 (2)
ITU-D	7,950 (2)	3,975 (2)	3,975 (2)

(1) The minimum rate is noted above. Entities may choose to pay a full unit of CHF 63,600 or more, while those from some low-income countries can pay as little as 3,975.

(2) The standard rate is noted above. Entities located in developing countries may pay 50 per cent of this amount (1,987.50).

6 Exemptions from Fees

6.1 As per CV 476, some entities of an international character may be granted exemption from paying membership fees by the Council, subject to reciprocity. Guidelines and procedures for granting exemptions were established by Council 2000, (C2000/28 Rev.1), which defined reciprocity to mean “the mutual benefits that could accrue to both ITU and the organization concerned as a result of the latter participating in the relevant activities of ITU.” Council 2000 set out the following criteria for fee exemption:

- be an organization of international character dealing with telecommunications;
- be non-profit-making;
- have members whose participation in ITU activities would be beneficial to the aims of the Union;
- allow ITU to be represented at and participate in the organization's meetings free of charge;
- allow ITU access to relevant documentation.

7 Potential Revisions to Sector Membership

7.1 Resolution 158 (Rev. Guadalajara, 2010) asked the Council to review the present approach to Sector Membership, including the possibility of changes in areas such as the fee structure and membership categories, including the feasibility of combining Sector participation (i.e. a single ITU membership across all three Sectors). PP-10 also established a new category of participation in ITU for Academia and research institutions; revised fee payment provisions and approved new reduced membership fees for organizations from countries with very low incomes to participate in ITU-R and ITU-T activities. For each of these areas, PP-10 asked that the Council review progress of implementation, and recommend modifications where required.

7.2 Council 2011 referred the follow-up to PP-10 on these matters to the Council Working Group on Financial and Human Resources (CWG-FHR) to prepare recommendations. CWG-FHR reviewed these topics during its 2012, 2013, and 2014 meetings.

7.3 While CWG-FHR agreed to maintain the existing three Sector model of membership, it proposed a series of measures to modernize, simplify and increase fairness of the current system, which formed the basis of the draft PP-14 resolution approved by Council 2014, available [in Document 53](#). A summary version of this draft resolution with notes and rationale for each of the clauses is available in **Annex 3**.

7.4 In addition, the Working Group recommended that potential revisions be considered for the following Resolutions: 152, 158, 169, and 170. A rationale for each is provided in **Annex 4**. The full text of these resolutions with potential modifications is available in [Document C14/108](#).

ANNEX 1

Participation Rights by Category

Rights/Category	Sector Member	Associate	Academia
Study Groups	All Study groups of relevant Sector. Can make written and oral contributions. Participate in drafting/editorial work. May provide chairmen and vice-chairmen.	Single study group of relevant Sector. Can make written/oral contributions. Cannot take part in decision-making or liaison activities. Can serve as a Rapporteur in ITU-R and ITU-T, and Vice Rapporteur in ITU-D Study Groups.	All Study Groups and related working parties of relevant Sector. Can make written and oral contributions. Do not have a role in decision-making, including adoption of resolutions or recommendations. Can serve as Rapporteur in ITU-T and ITU-R.
Sector Advisory Groups	Can participate in relevant Sector Advisory Group, where they enjoy full participation rights except the right to vote and associated procedural rights such as motion and point of order. They can make written and oral contributions and can serve as Chairman or Vice-Chairman (CS 28B), including for any related working groups.	Do not have participation rights.	ITU-R and ITU-D Academia do not participate in their Sector Advisory Groups, whereas ITU-T Academia can participate in TSAG in a non-advisory capacity.
Treaty-Making Conferences and Assemblies (PP, WRC, RRC, WCIT)	Can participate (Nos 229/231) as observers in a non-advisory capacity in a PP. Have to pay to participate (unless exempted). ITU-R Sector Members can participate as observers in a non-advisory capacity in WRC and RRC. Do not have to pay to participate (except for RRC). ITU Sector Members can participate as observers in a non-advisory capacity in WCIT. Have to pay to participate (unless exempted).	Do not have participation rights.	Do not have participation rights.
Other Conferences and Assemblies (WTSA, WTDC and RA)	Can fully participate except do not have the right to vote or raise procedural motions. Do not have to pay to participate in such meetings. May provide Chairman/Vice-Chairman.	Do not have participation rights.	In ITU-R and ITU-D, do not have the right to participate major conferences. ITU-T Academia have the right to participate in WTSA in a non-advisory capacity.
Council	Up to three Sector Members per Sector, plus the six principle regional telecommunication organizations, can participate in the Council as observers, which gives them the right to attend but not to vote or make written or oral contributions.	Do not have participation rights.	Do not have participation rights.

ANNEX 2

Types of Entities and Admission Processes

Category of Entity	Type of Participation	Application Process
Recognized operating agencies, scientific or industrial organizations and financial or development institutions, which are approved by the member states concerned (CV 229)	Sector Member or Associate	Entity submits application to relevant Member State, who in turn approves/rejects application. Member State informs Secretary-General. Secretariat confirms new member, sends invoice and activates once payment received.
Other entities dealing with telecommunication matters, which are approved by the Member State concerned (CV 230)	Sector Member or Associate	Entity submits application to relevant Member State, who in turn approves/rejects application. CV 230 entities must submit additional information, including a letter of commitment. Once approved, Member State informs Secretary-General. Secretariat confirms new member, sends invoice and activates once payment received.
Regional and other international telecommunication, standardization, financial or development organizations (CV 231)	Sector Member or Associate	Entity submits application directly to the Secretary-General who reviews to ensure that it meets criteria. Secretariat invoices entity and activates following payment. If the entity requests exemption from fees, a separate process is followed, and the application is submitted to the following Council for approval. This procedure is outlined in Council 2000, (C2000/28(REV.1)).
Regional telecommunication organizations mentioned in Article 43 of the Constitution Intergovernmental organizations operating satellite systems (269 B and 269C of the Convention)	Sector Member (Regional telecommunication organizations, intergovernmental organizations operating satellites).	Entity sends request directly to Secretary-General.
Academia, universities and their associated research establishments	Academia	Entity submits application to relevant Member State, who in turn approves/rejects application. Member State informs Secretary-General. Secretariat confirms new member, sends invoice and activates once payment received.

ANNEX 3

Summary of Draft Resolution (Busan, 2014)

Review of the current methodologies and development of a future vision for the participation of Sector Members, Associates and Academia in the activities of ITU

	Clause from the Draft Resolution	Rationale
1	to analyse the implications of various pricing methodologies for Sector Members and Associates, in terms of advantages and disadvantages, and consider additional benefits, including special status for Sector Members of all three Sectors;	Objective is to simplify pricing for Sector Members and Academia. The unit structure is difficult to explain to prospective members, and the vast majority choose the minimum.
2	to study the current structure of membership and the benefits and participation rights of Sector Members, Associates and Academia, with a view to ensuring consistency and fairness between categories of membership;	This process began during the last four year cycle but more analysis and consultation is required.
3	to review the practical application of the rights and obligations of Sector Members as provided in the ITU Constitution and Convention, Resolution 14 (Rev. Antalya, 2006), as well as the arrangements for the participation of Associates and Academia, to ensure that they are properly recognized during ITU conferences, assemblies, study groups, working parties, advisory groups and other activities;	Concern has been expressed by some members that the rights and obligations are not being fully recognized at the operational level, including during study groups and working parties.
4	to develop guidelines and training for chairmen/vice-chairmen, study group counsellors and others on such arrangements pertaining to various categories of membership and participation, following the review outlined in point 3 above;	To provide practical tools to address the points raised in point 3 above.
5	to study ways of increasing participation among non-profit entities in the work of the Union, including the feasibility of establishing a new category of participation with corresponding rights and obligations;	Regular ITU Sector Membership fees are too high for many NGOs so those who are regional/international tend to request exemption from fees, as noted above. A new lower fee category of participation would make it possible for more NGOs to be paying members of ITU.
6	to review the practice of exempting entities from membership fees (based on criteria such as reciprocity), and if necessary, make changes to the eligibility criteria;	Exemptions were introduced in 2000. There are 112 entities exempt from fees: about 1 for 5 Sector Members. There has been a quick rise in exemptions: about 1/3rd of the total has come since PP-10 (see PP-14 Document 61).
7	to develop a comprehensive consultation strategy with Member States, Sector Members, Associates and Academia and others as appropriate, to ensure that all points of view are thoroughly considered.	Ensure that all entities that could be affected by possible changes are given the opportunity to participate in the discussions.

ANNEX 4

Potential Revisions to PP Resolutions based on Outcomes of CWG-FIN/HR

Resolution and Action	Rationale
<p><u>Resolution 152</u> (Rev. Guadalajara, 2010), <i>Improvement of management and follow-up of the defrayal of ITU expenses by Sector Members and Associates.</i></p> <p><u>Action:</u> Modifications could be undertaken for the purpose of providing the Secretary-General with the flexibility to implement exclusions for non-payment of fees.</p>	<p>Resolution 152 established the automatic exclusion of entities that have not paid their fees within nine months following the date they are due. Council has granted the Secretary-General flexibility in implementing this provision so that the Secretariat can take all possible efforts to re-engage suspended members before implementing exclusion. As per Res. 152, the Secretary-General excluded 16 entities for non-payment, effective 1 January 2014.</p>
<p><u>Resolution 158</u> (Rev. Guadalajara, 2010), <i>Financial issues for consideration by the Council.</i></p> <p><u>Action:</u> It is suggested that the <i>resolves to instruct the Council</i> 1 iii) would need to be modified in light of the new proposed draft Resolution.</p>	<p>A review was undertaken over the last four year period. Based on the advice of the Council Working Group on Financial and Human Resources, Council is recommending a new resolution that would allow for further study of these issues, which if approved by PP-14, would require a revision of Res. 158.</p>
<p><u>Resolution 169</u> (Guadalajara, 2010), <i>Admission of academia, universities and their associated research establishments to participate in the work of the three Sectors of the Union.</i></p> <p><u>Action:</u> It is suggested that the trial period for the participation of Academia be extended to permit further analysis of the conditions for their involvement in the work of the three Sectors.</p>	<p>Since the launch of the Academia category, ITU has attracted 63 members, with 14 participations in ITU-R, 46 in ITU-T and 14 in ITU-D. These institutions have been contributing positively to the work of the Union.</p>
<p><u>Resolution 170</u> (Guadalajara, 2010), <i>Admission of Sector Members from developing countries to participate in the work of ITU-R and ITU-T.</i></p> <p><u>Action:</u> Either continue with the reduced fees for entities from low income countries (with possible modifications), or suppress the Resolution due to difficulties in its practical implementation.</p>	<p>While not many companies have taken advantage of these lower fees, it may be worth continuing for the possibility of future growth. If continued, a change in the definition for eligibility would help simplify and clarify implementation. There is currently no company in ITU-R that benefits from this reduced fee and 3 companies in ITU-T. At the same time, there are 5 ITU-R Sector Members and 6 in ITU-T that are also from these countries, but they joined before Resolution 170 entered into force, and therefore continue to pay regular ITU-R/T fees. Some of these existing members have asked to pay the lower fees, but this is not foreseen by Resolution 170. If all of these companies opted for the lower rate, it would result in a reduction of about CHF 300,000 a year in revenues.</p>