

PLENARY MEETING

Document 93-E
21 October 2014
Original: English

Note by the Secretary-General

STRUCTURE OF THE ITU PLENIPOTENTIARY CONFERENCE (BUSAN, 2014)

1 DESCRIPTION

The Conference is required by statute to set up four committees.¹ In addition two substantive Committees and one Working Group of the Plenary (WG-PL) are set up.

The committees may in turn set up sub-committees. Committees and sub-committees may set up working groups (No. 63 and 64 of the General Rules). Working groups may work in parallel and may work in parallel with a committee. The creation of working groups should be limited in order to maintain a transparent conference structure and allow optimum performance.

The following terms of reference have been drafted within the framework of the Constitution and Convention and the Conference agenda and in the light of experience from previous Plenipotentiary Conferences. The agenda of the Conference appears in Article 8 of the Constitution and is reproduced in Document 1 of the Conference.

2 TERMS OF REFERENCE

Committee 1 – Steering Committee

Coordinate all matters connected with the smooth execution of work and plan the order and number of meetings, avoiding overlapping wherever possible in view of the limited number of members of some delegations (No. 67 of the General Rules).

Committee 2 – Credentials Committee

Verify the credentials of delegations and report on its conclusions to the Plenary Meeting within the time specified by the latter (No. 68 of the General Rules).

¹ The statutory committees are:

- 1 Steering Committee; 2 Credentials Committee;
- 3 Budget Control Committee; 4 Editorial Committee.

Committee 3 – Budget Control Committee

Determine the organization and the facilities available to the delegates, examine and approve the accounts for expenditure incurred throughout the duration of the Conference and report to the Plenary Meeting on the estimated total expenditure of the Conference and on the estimated costs entailed by the execution of the decisions of the Conference (No. 71 and 73 of the General Rules).

Committee 4 – Editorial Committee

Perfect the form of the texts to be included in the Final Acts of the Conference, without altering the sense, for submission to the Plenary Meeting (No. 69 of the General Rules).

Committee 5 – Policy and Legal Matters

Consider reports and proposals related to policy matters of the Union, including the reports submitted by the Council on the activities of the Union, recommend appropriate decisions with respect to the activities of the General Secretariat and the three Sectors, examine proposals for amending the Constitution, Convention, General Rules and Optional Protocol and, taking into account relevant reports and recommendations from Committee 6 and the Working Group of the Plenary, recommend all appropriate actions to the Plenary. Consider any other questions of a legal nature raised during the Conference and transmit to Committee 6 matters having financial implications.

Committee 6 – Administration and Management

Consider the draft Strategic Plan and other reports and proposals relating to the Strategic Plan, examine relevant reports and proposals on the general management of the Union, in particular those relating to financial and human resources and relevant parts of the reports submitted by other Committees and Working Groups; prepare draft financial policies and a draft financial plan for 2016-2019 and recommend to the Plenary all appropriate decisions related to the management of the Union's activities; transmit to Committee 5 matters requiring amendments to the Constitution, Convention and the General Rules.

Working Group of the Plenary

Consider reports and proposals and recommend appropriate actions with regard to issues related to public policies, including Internet, and other general matters; and transmit to Committee 5 matters requiring amendments to the Constitution, Convention and General Rules, and to Committee 6 matters having financial implications.
