

PLENARY MEETING

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Note by the Chairman

CONDUCT OF PROCEEDINGS AT THE BUSAN PLENIPOTENTIARY CONFERENCE

In light of the agenda and work programme of the Plenipotentiary Conference (Busan, 2014), appropriate measures are required to facilitate the efficient use of time and resources of the conference.

A General policy statements

- 1) In accordance with Recommendation 4 of the Marrakesh Plenipotentiary Conference, all policy statements are to be delivered during the first week of the Conference and should not exceed five minutes. In line with [Circular Letter 200](#), and in light of the heavy workload of the Conference, heads of delegations delivering policy statements are urged to reduce this time to 3 minutes.
- 2) Speakers will be scheduled to make their policy statements in Plenary, including during the counting of ballots for elections.
- 3) Policy statements will be delivered from the floor and speakers should be concise and address only main points relevant to the conference.
- 4) A time clock will be used to limit the length of policy statements.
- 5) A list of speakers will be included in the minutes of the Plenary Meeting. All policy statements will be published on the ITU PP-14 website in the language(s) submitted to the secretariat by the speaker.

B Efficient meetings

- 1) Interventions should be brief and focused on the issue at hand.
- 2) Repeated expressions of support or opposition should be avoided.
- 3) Delegates should minimize ceremonial speeches. Formal speeches, such as congratulations expressed by delegations after elections, will be limited and should be kept as brief as possible.
- 4) Up to two substantive committees or the Working Group of the Plenary will meet in parallel. They will also be scheduled in parallel to plenary meetings devoted to policy statements.
- 5) Ad hoc groups will be limited to a strict minimum.
- 6) Saturday/Sunday sessions and/or night sessions will be scheduled under **exceptional** circumstances.

Wonki MIN
Chairman