

**SEVENTH SERIES OF TEXTS SUBMITTED BY
COMMITTEE 4 TO THE PLENARY MEETING**

The following texts are submitted to the Plenary Meeting for **first reading**:

Source	Document	Title
COM6	144	RESOLUTION 48
		RESOLUTION 152
		RESOLUTION 158
		RESOLUTION 170
COM5	141	DRAFT NEW RESOLUTION COM 5/3

Dr Imad HOBALLAH
Chairman, Committee 4

Annex: 16 pages

MOD B7/147/1

RESOLUTION 48 (REV. BUSAN, 2014)

Human resources management and development

The Plenipotentiary Conference of the International Telecommunication Union (Busan, 2014),

recognizing

No. 154 of the ITU Constitution,

recalling

- a) Resolution 48 (Rev. Antalya, 2006) of the Plenipotentiary Conference, on human resources management and development;
- b) the strategic plan for the Union as described in Resolution 71 (Rev. Busan, 2014) of this conference and the need for a highly skilled and motivated workforce to attain the goals contained therein,

noting

- a) the various policies¹ which impact on the ITU staff including, *inter alia*, the Standards of Conduct for the International Civil Service established by the International Civil Service Commission (ICSC), the ITU Staff Regulations and Staff Rules and the ITU ethics policies;
- b) the adoption of a number of resolutions since 1996 by the United Nations General Assembly, highlighting the need for gender balance throughout the United Nations systems;
- c) Decision 517, adopted by the ITU Council at its 2004 session, on strengthening the dialogue between the Secretary-General and the ITU Staff Council;
- d) Resolution 1253, adopted by the Council at its 2006 session, establishing the Tripartite Group on Human Resources Management, and the group's various reports to the Council concerning its achievements, such as the elaboration of the strategic plan, the establishment of an ethics policy, and other activities;
- e) Resolution 25 (Rev. Busan, 2014) of this conference, on strengthening the regional presence, and specifically on the importance of the role played by the regional offices in disseminating information on ITU's activities with its Member States and Sector Members;
- f) the human resources strategic plan which was adopted by the Council at its 2009 session (Document C09/56) as a living document;

¹ Such as contractual policy, succession planning, human resources training and development, etc.

g) the United Nations System-Wide Action Plan on gender equality and the empowerment of women (UN-SWAP),

considering

- a) the value of the human resources of the Union to the fulfilment of its goals;
- b) that ITU's human resources strategies should emphasize the continued importance of maintaining a well-trained, geographically equitable and gender-balanced workforce, while recognizing budget constraints;
- c) the value, both to the Union and to the staff, of developing those resources to the fullest extent possible through various human resources development activities, including in-service training and training activities in accordance with staffing levels;
- d) the impact on the Union and its staff of the continuing evolution of activities in the field of telecommunications and the need for the Union and its human resources to adapt to this evolution through training and staff development;
- e) the importance of human resources management and development in support of ITU's strategic orientations and goals,
- f) the need to follow a recruitment policy appropriate to the requirements of the Union, including the redeployment of posts and recruitment of specialists at the start of their career;
- g) the need to achieve equitable geographical distribution of appointed staff of the Union;
- h) the need to facilitate the recruitment of more women in the Professional and higher categories, especially at the senior levels;
- i) the constant advances made in telecommunications and information and communication technology and operation and the corresponding need to recruit specialists of the highest standard of competence,

resolves

- 1 that the management and development of ITU's human resources should be compatible with the goals and activities of the Union and with the United Nations common system;
- 2 that ICSC recommendations approved by the United Nations General Assembly should continue to be implemented;
- 3 that, with immediate effect, within available financial resources, and to the extent practicable, vacancies should be filled through greater mobility of existing staff;
- 4 that internal mobility should, to the extent practicable, be coupled with training so that staff can be used where they are most needed;
- 5 that internal mobility should be applied, to the extent feasible, to cover needs when staff retire or leave ITU in order to reduce staffing levels without terminating contracts,

6 that, pursuant to *recognizing* above², staff in the Professional and higher categories shall continue to be recruited on an international basis and that posts identified for external recruitment shall be advertised as widely as possible and communicated to the administrations of all Member States of the Union and through the regional offices; however, reasonable promotion possibilities must continue to be offered to existing staff;

7 that, when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;

8 that, when filling vacant posts by international recruitment and when no candidate fulfils all the qualification requirements, recruitment can take place at one grade below, on the understanding that since not all the requirements of the post are met, the candidate will have to fulfil certain conditions before being given the full responsibilities of the post and promotion to the grade of the post,

instructs the Secretary-General

1 to ensure that human resources management and development help ITU achieve its management goals, taking into account the matters outlined in Annex I to this resolution;

2 to continue to prepare, with the assistance of the Coordination Committee, and in collaboration with the regional offices, and implement medium-term and long-term human resources management and development plans to respond to the needs of the Union, its membership and its staff, including the establishment of benchmarks within these plans;

3 to study how best practices in human resources management might be applied within the Union, and report to the Council on the relationship between management and staff in the Union;

4 to fully develop, in the near future, recruitment policies and procedures designed to facilitate equitable geographical and gender representation among appointed staff (see Annex II to this resolution);

5 to recruit, as appropriate within the available financial resources, and taking into account geographical distribution and balance between female and male staff, specialists who are starting their careers at the P.1/P.2 level;

² No. 154 of the Constitution: "*2 The paramount consideration in the recruitment of staff and in the determination of the conditions of service shall be the necessity of securing for the Union the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.*"

6 with a view to further training in order to enhance professional competence in the Union, based on consultations with staff members, as appropriate, to examine and report to the Council how a programme of training for both managers and their staff could be implemented within the available financial resources throughout the Union;

7 to continue to submit to the Council annual reports on the implementation of the human resources strategic plan and to provide to the Council, electronically where possible, statistics related to the issues outlined in Annex I to this resolution, and on other measures adopted in pursuance of this resolution,

instructs the Council

1 to ensure that the necessary staff and financial resources are made available for addressing issues related to human resources management and development in ITU as they emerge, within approved budget levels;

2 to examine the Secretary-General's reports on these matters and to decide on the actions to be taken;

3 to allocate the appropriate resources for in-service training in accordance with an established programme, representing, to the extent practicable, a target of three per cent of the budget allocated to staff costs;

4 to follow with the greatest attention the question of recruitment and to adopt, within existing resources and consistent with the United Nations common system, the measures it deems necessary to secure an adequate number of qualified candidates for Union posts, particularly taking account of *considering b), c) and h)* above.

ANNEX I TO RESOLUTION 48 (REV. BUSAN, 2014)

Matters for reporting to the Council on staff issues, including staff in regional and area offices, and recruitment issues

- Alignment between the Union's strategic priorities and staff functions and posts
- Staff career and staff promotion policy
- Contracts policy
- Compliance with United Nations common system policies/recommendations
- Use of best practices
- Staff recruitment processes and openness

- Balance between external and internal recruitment
- Employment of persons with disabilities, including services and facilities for staff with disabilities
- Voluntary separation and early-retirement programmes
- Succession planning
- Short-term posts
- General characteristics of implementation of a human resources development plan indicating outcomes of work designed to "ensure effective and efficient use of human, financial and capital resources, as well as a safe and secure working environment that is conducive to work"
- Total staff development spend, including a breakdown by specific items of the development plan
- Analysis of the consistency of ITU's compensation package with the United Nations common system, with a view to examining all elements of staff compensation together with other HR elements, in order to seek ways of reducing the burden on the budget
- Improvements to human resources services
- Performance evaluation and appraisals
- Staff in regional and area offices
- In-service training (with interruption of duties)
- External training (with interruption of duties)
- Geographical representation
- Gender balance
- Staff breakdown by age
- Social protection of staff
- Flexibility of working conditions
- Relationship between management and staff
- Workplace diversity
- Use of modern management tools
- Ensuring occupational safety
- Staff morale and measures to improve it
- Reflecting the views of all staff on various aspects of work and relations in the organization using surveys and questionnaires (as required) to collect data
- Conclusions and proposals based on the identification and analysis of strengths and weaknesses (risks) in regard to staff development in the Union and proposed modifications to the Staff Regulations and Staff Rules
- Measures related to the facilitation of the recruitment of women, as outlined in Annex II to this resolution.

ANNEX II TO RESOLUTION 48 (REV. BUSAN, 2014)

Facilitating the recruitment of women at ITU

- 1 Within existing budgetary constraints, ITU should advertise vacancy notices as widely as possible to encourage employment applications from qualified and competent women.
- 2 ITU Member States are encouraged to put forward qualified female candidates, wherever possible.
- 3 Vacancy notices should encourage the submission of applications from women.
- 4 ITU recruitment procedures should be amended to ensure that, if the number of applications so allows, at every screening level, a minimum target of 33 per cent of all candidates moving forward to the next level are women.
- 5 Unless there are no qualified female candidates, every short-list of candidates presented to the Secretary-General for appointment must include at least one woman.

MOD B7/147/2

RESOLUTION 152 (REV. BUSAN, 2014)

Improvement of management and follow-up of the defrayal of ITU expenses by Sector Members and Associates

The Plenipotentiary Conference of the International Telecommunication Union (Busan, 2014),

considering

- a) the report to the ITU Council by the Secretary-General in Document C11/21, noting improvements brought about by the implementation of Resolution 152 (Rev. Guadalajara, 2010) of the Plenipotentiary Conference, while also requesting flexibility when addressing the strict timelines found in *resolves* 6 resolution;
- b) that Council 2011, as reported in § 4.7 of Document C11/120, approved granting the Secretary-General flexibility for one year regarding the implementation of that resolution, with the Secretary-General to report to Council 2012 on progress achieved, and that such flexibility was extended for an additional one year by each successive Council,

considering further

the reports accordingly presented by the Secretary-General to Council 2012 in Document C12/10, Council 2013 in Document C13/14 and Council 2014 in Document C14/14,

noting

the provisions of Article 33 of the ITU Convention regarding the obligations of Member States, Sector Members and other entities in respect of defraying the expenses of the Union and the financial consequences of denunciation,

noting further

the amendments made to No. 240 of the Convention that denunciation shall take effect at the end of six months from the date when notification is received by the Secretary-General,

recognizing

- a) the rapid pace of the market and the financial realities faced by private-sector entities;
- b) that it is essential to retain and attract more Sector Members and Associates, having regard to their invaluable contribution to the work of the Union;
- c) that there is a need to ensure better follow-up and oversight of financial matters relating to Sector Members and Associates, on the part of both ITU and the Member States, in order to ensure increased stability in the finances of the Union;

d) that the rules and procedures regarding the oversight of financial matters relating to Sector Members and Associates should be amended so as to be flexible and effective, and hence fully enforceable,

recognizing further

that a better collection rate and a significant reduction in debts of Sector Members and Associates have resulted from the flexibility granted by the Council to the Secretary-General with regard to the application of Resolution 152 (Rev. Guadalajara, 2010) in respect of recovery of arrears, negotiation of payment conditions, and special terms and conditions for acquisitions,

resolves

- 1 that simple changes of name and address of Sector Members or Associates shall be handled administratively, without charge;
- 2 that, in the case of a merger between Sector Members or Associates of the same Sector, duly notified to the Secretary-General, No. 240 of the Convention shall not apply and shall thus not have the effect of requiring the Sector Member or the Associate resulting from the merger to pay more than one contribution for its participation in the work of the Sector concerned;
- 3 that every new Sector Member or Associate shall, in respect of the year of its accession or admission, pay in advance a contribution calculated as from the first day of the month of accession or admission, as the case may be;
- 4 that annual contributions for existing Sector Members or existing Associates will be invoiced in advance and no later than 15 September each year;
- 5 that annual contributions for existing Sector Members or existing Associates become due for payment on 31 March each year;
- 6 that, in the event of late payment, suspension of participation in ITU should, in the case of a Sector Member or Associate, occur six months (180 days) after the date on which payment of the annual contribution was due, and in the absence of a negotiated and agreed repayment schedule, exclusion of a Sector Member or an Associate on grounds of non-payment should occur three months (90 days) after the date of receipt of the notification of suspension;
- 7 that, with a view to retaining members and recovering past debts owed, the Secretary-General may have flexibility in implementing *resolves 6* of this resolution and negotiating repayment plans with Sector Members and Associates;
- 8 that Sector Members and Associates can be readmitted to the Union under the usual conditions and upon payment of membership contributions;
- 9 that any difficulty (e.g. non-payment, mail returned due to lack of information regarding a new address) shall be immediately notified to the Member State which endorsed the Sector Member or the Associate,

instructs the Secretary-General

in consultation with the Directors of the Bureaux, to continue to report to the Council on the implementation of this resolution, highlighting any difficulty that may be encountered and proposing further improvements, as appropriate,

instructs the Council

to take appropriate measures to facilitate the implementation of this resolution,

invites Member States

as appropriate, to continue to participate actively in the follow-up and oversight of financial matters relating to Sector Members and Associates.

MOD B7/147/3

RESOLUTION 158 (REV. BUSAN, 2014)

Financial issues for consideration by the Council

The Plenipotentiary Conference of the International Telecommunication Union (Busan, 2014),

considering

- a) Article 28 of the ITU Constitution and Article 33 of the ITU Convention pertaining to the finances of the Union;
- b) the need to ensure that, in each biennial budget, revenue and expenses are balanced;
- c) the rules, procedures and financial arrangements for voluntary contributions and trust funds as specified in Annex 2 to the Financial Regulations,

noting

- a) the outcomes of the ITU Council Working Group for the elaboration of the draft strategic plan and the draft financial plan for 2016-2019;
- b) the cost implications for ITU as a result of the role it has acquired in following up and implementing the relevant outcomes of both phases of the World Summit on the Information Society;
- c) that there is a need to stabilize the elements of the financial plan during plenipotentiary conferences;
- d) that the financial revenue of the Union based on contributions by Member States and Sector Members has continued to decrease;
- e) the need to increase the revenue of the Union, possibly through increasing the sources of revenue of the Union or developing additional new financial mechanisms,

noting further

the adoption of Resolution 151 (Rev. Busan, 2014) of this conference, on results-based management,

instructs the Secretary-General

- 1 to study possible new measures to generate additional revenue for ITU;
- 2 to report on the outcomes of this study and recommend measures to the Council through the Council Working Group on Financial and Human Resources (CWG-FHR),

resolves to instruct the Council

- 1 to review the outcomes of CWG-FHR regarding possible new approaches to raising new revenues, and implement measures where appropriate, on a temporary basis, subject to review by the following plenipotentiary conference;
- 2 to study the possibility of establishing mechanisms to afford greater financial stability for the Union, and to make recommendations in that regard;
- 3 to review the current methodologies and study the development of a future vision for the participation of Sector Members, Associates and Academia in the activities of ITU, including, *inter alia*, analysis of the implications of various pricing methodologies, the current membership structure and the benefits and participation rights of Sector Members, Associates and Academia, ways of increasing participation among non-profit entities in the work of the Union, and the practice of exempting entities from membership fees;
- 4 to report to the next plenipotentiary conference with recommendations regarding actions that can be implemented on a longer-term basis, including any modifications to the relevant articles of the Constitution and Convention that may be required.

MOD B7/147/4

RESOLUTION 170 (REV. BUSAN, 2014)

Admission of Sector Members from developing countries^{1, 2} to participate in the work of the ITU Radiocommunication Sector and the ITU Telecommunication Standardization Sector

The Plenipotentiary Conference of the International Telecommunication Union (Busan, 2014),

recalling

Resolution 74 (Rev. Dubai, 2012) of the World Telecommunication Standardization Assembly,

considering

- a) that participation in the work of the ITU Radiocommunication Sector (ITU-R) and the ITU Telecommunication Standardization Sector (ITU-T) of Sector Members from the category of developing countries with an annual per capita income of less than USD 2 000 according to the United Nations Development Programme classification will benefit the work of both Sectors as well as the countries they represent, helping to close the standardization gap which still exists between the developed and developing countries within the two Sectors, especially in relation to this category of developing countries;
- b) that allowing them to participate in the work of either of the two Sectors on favourable financial terms in respect of each Sector will encourage them to join these two Sectors, according to their needs;
- c) that this participation will not require any amendment of Articles 2 and 3 of the ITU Constitution for a trial period to end 2014, when the next plenipotentiary conference will be held,

¹ Such Sector Members shall not be subsidiaries of a multinational corporation whose executive headquarters is based in a developed country, and shall be limited to Sector Members which are from developing countries classified by the United Nations Development Programme as low-income countries with an annual per capita income not exceeding USD 2 000 and which have not yet joined either or both Sectors.

² These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

resolves

- 1 to continue to allow Sector Members from the category of developing countries mentioned above to participate in the work of ITU-R and ITU-T pursuant to the provisions of this resolution;
- 2 to set the level of financial contribution for such participation at one-sixteenth of the value of a contributory unit for Sector Members for defraying Union expenses;
- 3 that acceptance of applications for participation shall be conditional on the support of the Member State to which the Sector Member belongs, on fulfilment of the criterion in the footnote to this resolution by each applicant for membership, and also on the applicant not currently being listed with the Union as a Sector Member contributing the minimum one-half of the value of a contributory unit for Sector Members or as an Associate in the Sector,

instructs the Council

- 1 to add any additional conditions or detailed procedures that may be required;
- 2 to submit a report on this participation to the next plenipotentiary conference on the basis of an evaluation thereof by the respective Sector advisory groups, so as to enable the Plenipotentiary Conference to make a final decision on such participation in the light of the report and the proposals therein.

ADD B7/147/5

RESOLUTION COM 5/3 (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

The Plenipotentiary Conference of the International Telecommunication Union (Busan, 2014),
recognizing

- a)* Resolution 152 (Rev. Guadalajara, 2010) of the Plenipotentiary Conference, on improvement of management and follow-up of the defrayal of ITU expenses by Sector Members and Associates, which revised procedures related to the payment of fees;
- b)* Resolution 158 (Rev. Guadalajara, 2010) of the Plenipotentiary Conference, on financial issues for consideration by the ITU Council, which instructed 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), and asked the Council to review progress of implementation and recommend modifications where required;
- c)* Resolution 169 (Guadalajara, 2010) of the Plenipotentiary Conference, on admission of academia, universities and their associated research establishments to participate in the work of the three Sectors of the Union, which established this new category of participation on a trial basis, and instructed the Council to add any additional conditions or procedures if deemed appropriate, and to submit a report to the next plenipotentiary conference for a final decision on such participation;
- d)* Resolution 170 (Guadalajara, 2010) of the Plenipotentiary Conference, on admission of Sector Members from developing countries¹ to participate in the work of the ITU Radiocommunication Sector and the Telecommunication Standardization Sector, which established a reduced fee structure to promote participation in the activities of the two Sectors,

¹ These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

recalling

Resolution 1360, on study of the current methodologies for the participation of Sector Members, Associates and Academia, adopted by the 2013 session of the Council,

considering

that the 2011 session of the Council referred follow-up to Resolution 158 (Rev. Guadalajara, 2010) on these matters to the Council Working Group on Financial and Human Resources (CWG-FHR) to prepare recommendations, which in turn deliberated on this subject during its 2012-2014 meetings, including by means of a special open consultation with Sector Members, Associates and Academia,

noting

that the Council, based on input from CWG-FHR, recommended that the Union implement changes to simplify, improve the fairness of and modernize the Sector membership system, while maintaining the existing three-Sector structure for Sector membership, including for Associates and Academia,

resolves to instruct the Council

- 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;
- 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;
- 3 to review the practical application of the rights and obligations of Sector Members, as provided in the ITU Constitution and Convention and Resolution 14 (Rev. Antalya, 2006) of the Plenipotentiary Conference, 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;
- 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 *resolves to instruct the Council* 3 above;
- 5 to conduct studies on ways of increasing participation in the work of the Union among non-profit entities, specifically non-governmental organizations, dealing with telecommunication/ICT matters, including the feasibility of establishing a new category of participation with corresponding rights and obligations;

6 to review the practice and criteria for exempting entities from membership fees and, if necessary, make changes to tighten the eligibility criteria to help bring greater clarity, consistency and fairness between paying and non-paying members and to reduce the total number of exempted entities;

7 to develop a comprehensive consultation strategy with Member States, Sector Members, Associates and Academia and others as appropriate, so as to ensure that all points of view are thoroughly considered;

8 to review, on an ongoing basis, through CWG-FHR, progress achieved on these studies, reviews and consultations with a view to implementing interim measures on a trial basis for final approval at the next plenipotentiary conference,

instructs the Secretary-General and the Directors of the three Bureaux

to provide the necessary support to the Council to ensure that all members and participants have an opportunity to provide feedback to this initiative,

invites Member States, Sector Members, Associates and Academia

to participate in consultations on the subject, and provide comments on an ongoing basis.
