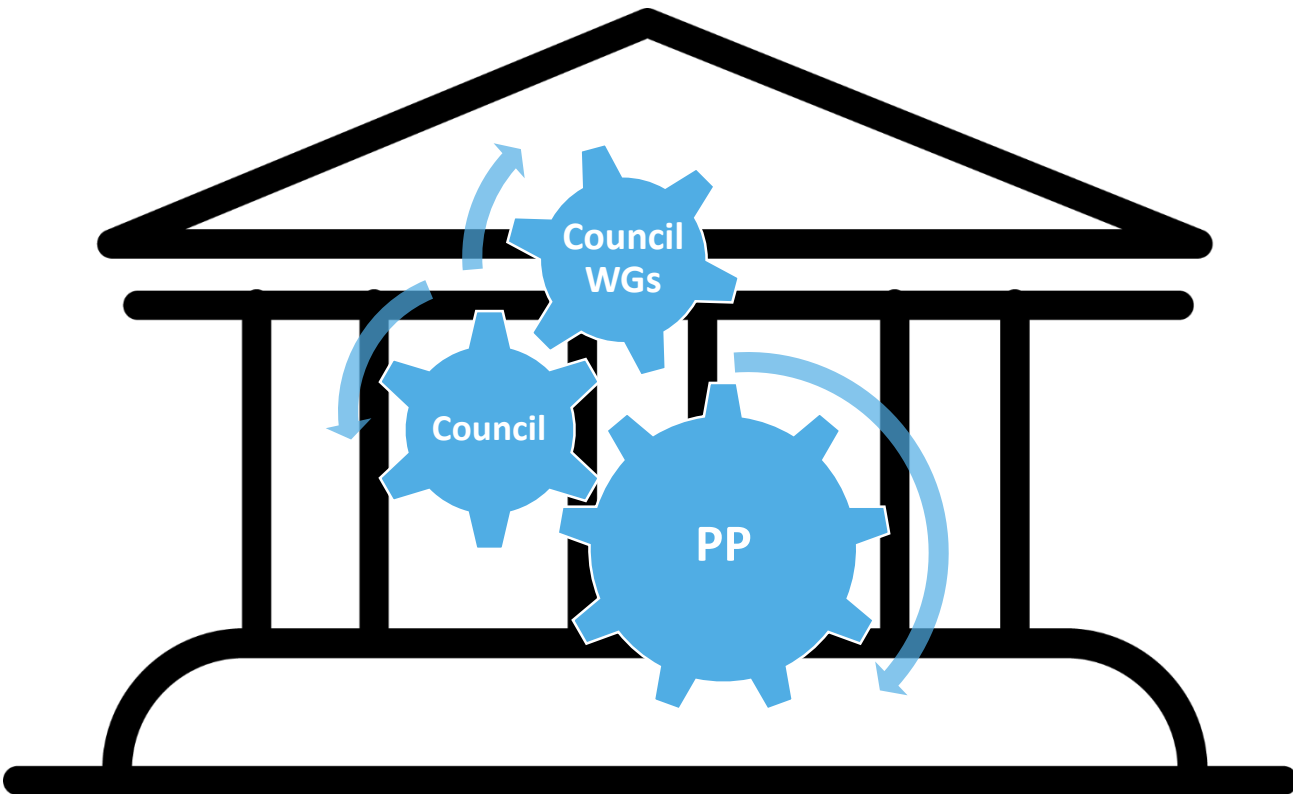- **Role of the Council**

- **Composition**

- **Structure and functioning of the Council**

- **Structure and functioning of the Council Working Groups & Expert Groups**

- **Who is invited to the annual ordinary session?**

- **How is the draft agenda set?**

- **Key dates in the annual ordinary session's preparatory process**

- **Roll out of the annual ordinary session**

- **Discussion**

- **Decision-making process**

- **Documents**

- **Time management plan**

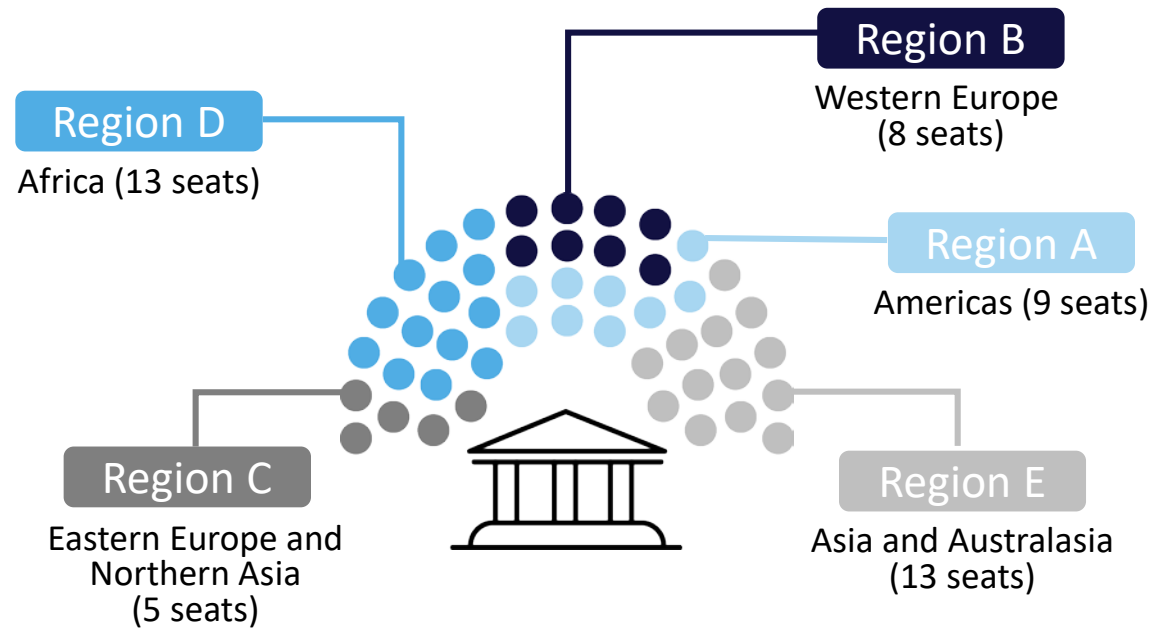- **Key things to do before the Council and organizational matters**

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Role of the Council

Composition
(CV 54; Res. 164, Guadalajara, 2010)

48
MEMBER STATES

Region D
Africa (13 seats)

Region B
Western Europe
(8 seats)

Region A
Americas (9 seats)

Region C
Eastern Europe and
Northern Asia
(5 seats)

Region E
Asia and Australasia
(13 seats)

DURATION

1 2 3 4
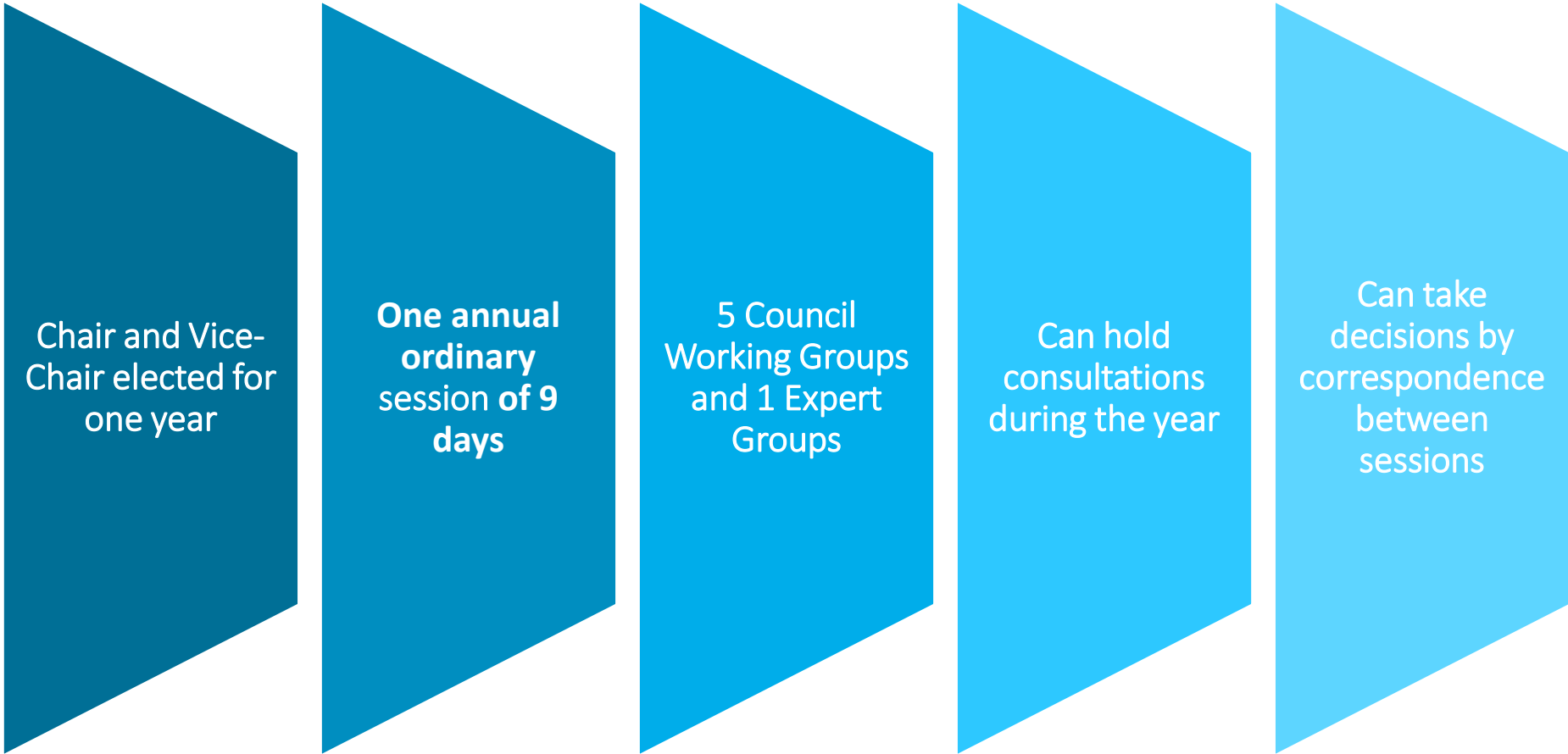
Elected for
approximately a
four-year term
(between two
ordinary
Plenipotentiary
Conferences)

Council 2019-22: Composition

Region A (9 seats) (Americas)	• Argentina, Bahamas, Brazil, Canada, Cuba, El Salvador, Mexico, Paraguay, United States
Region B (8 seats) (Western Europe)	• France, Germany, Greece, Hungary,, Italy, Spain, Switzerland, Turkey
Region C (5 seats) (Eastern Europe and Northern Asia)	• Azerbaijan, Czech Republic, Poland, Romania, Russian Federation
Region D (13 seats) (Africa)	• Algeria, Burkina Faso, Côte d'Ivoire, Egypt, Ghana, Kenya, Morocco, Nigeria, Rwanda, Senegal, South Africa, Tunisia, Uganda
Region E (13 seats) (Asia and Australasia)	• Australia, China, India, Indonesia, Iran (Islamic Rep. of) Japan, Korea (Republic of), Kuwait, Pakistan, Philippines, Saudi Arabia, Thailand, United Arab Emirates

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Structure and functioning of the Council

Chair and Vice-Chair elected for one year

One annual ordinary session **of 9 days**

5 Council Working Groups and 1 Expert Groups

Can hold consultations during the year

Can take decisions by correspondence between sessions

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Structure and functioning of the Council Working Groups & Expert Groups

Created by the Council on specific issues and priorities

Chairs and Vice-Chairs elected by the Council

Meet twice a year during cluster of WG meetings

Report to the Council

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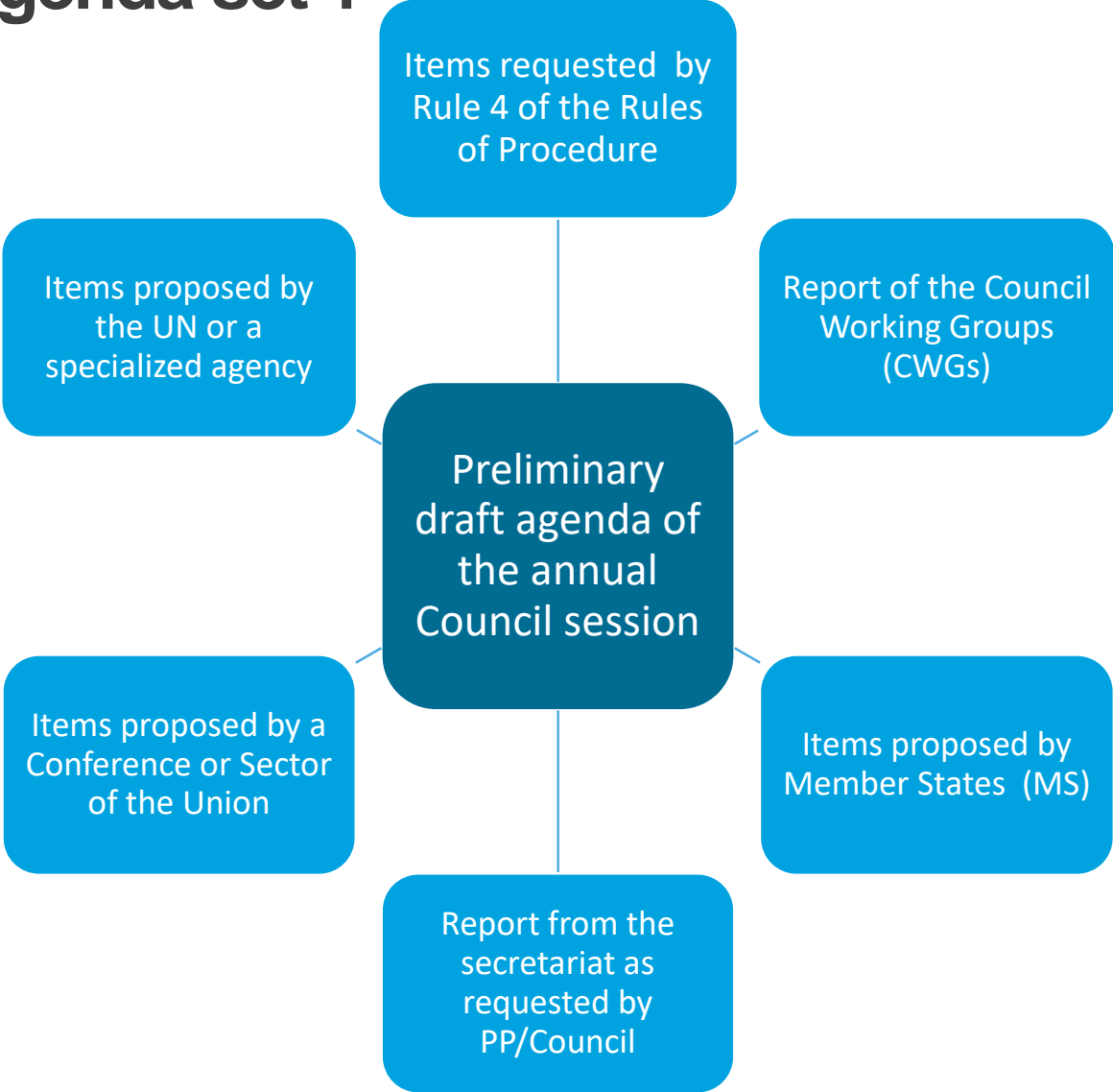| COUNCIL WORKING GROUPS (CWGS)	OPEN TO	CURRENT CHAIRS
CWG on Financial and Human Resources (Dec. 563, C13)	Member States Sector Members	Mr Dietmar Plesse (Germany)
CWG on WSIS& SDGs (R 1332 and 1334)	Member States Sector Members	Mr Vladimir Minkin (Russian Federation)
CWG on international Internet-related Public Policy Issues (R 1336)	Member States	Mr Majed Al Mazyed (Saudi Arabia)
CWG on Child online protection (Res. 179)	Member States Sector Members "ad hoc experts and COP Partners" as per decision of the 2012 Council	Mr Abdelaziz Al Zarooni (United Arab Emirates)
CWG on the use of the six official languages (Res. 154)	Member States	Ms Monia Jaber Khalfallah (Tunisia)
EG-DEC.482 - Council Expert Group on Decision 482	Member States Sector Members	Mr Nikolay Varlamov (Russian Federation)
Expert Group on the International Telecommunication Regulations (EG-ITRs) (Res. 146, R1379)	Member States Sector Members	To be reconvened by Council 2019

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Who is invited to the annual ordinary session?
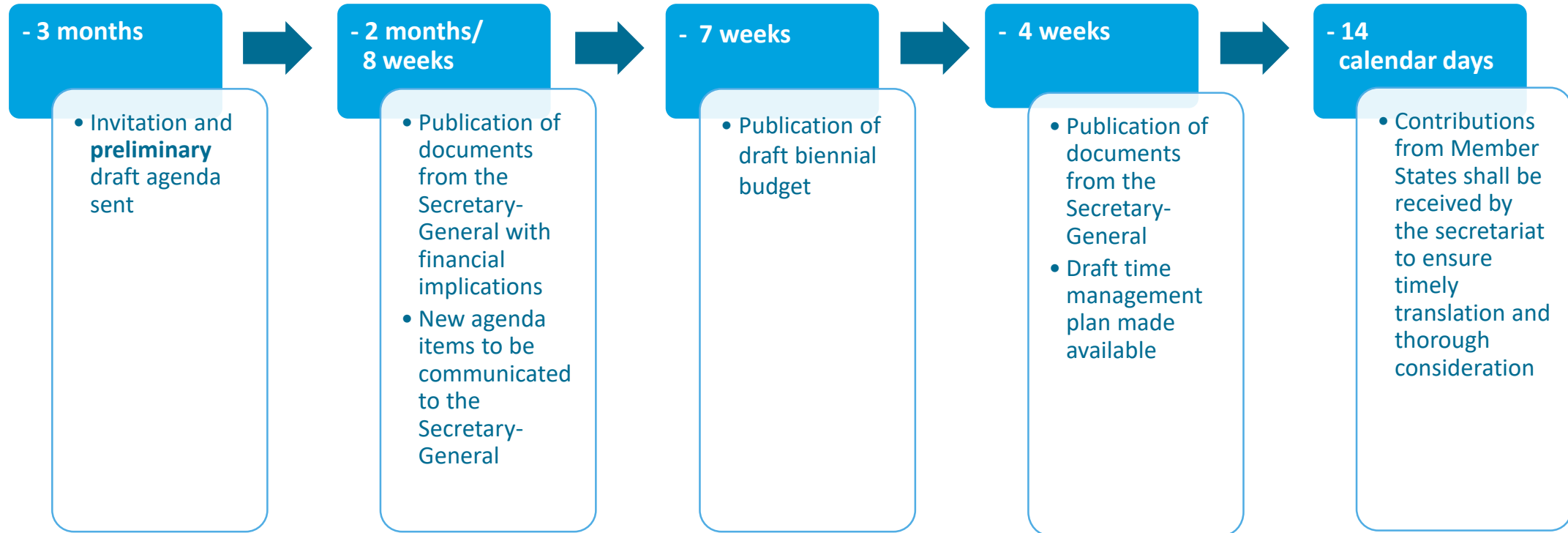
Member States of the Council

Observers

- Observer Member States
- State of Palestine
- Observer Sector Members (3 per Sector)
- 6 Regional Telecommunication Organizations
- United Nations
- Specialized Agencies if matters of interest are discussed

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How is the draft agenda set ?

Items requested by Rule 4 of the Rules of Procedure

Items proposed by the UN or a specialized agency

Report of the Council Working Groups (CWGs)

Preliminary draft agenda of the annual Council session

Items proposed by a Conference or Sector of the Union

Items proposed by Member States (MS)

Report from the secretariat as requested by PP/Council

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Key dates in the preparatory process

- 3 months
- Invitation and **preliminary** draft agenda sent

- 2 months/ 8 weeks
- Publication of documents from the Secretary-General with financial implications
- New agenda items to be communicated to the Secretary-General

- 7 weeks
- Publication of draft biennial budget

- 4 weeks
- Publication of documents from the Secretary-General
- Draft time management plan made available

- 14 calendar days
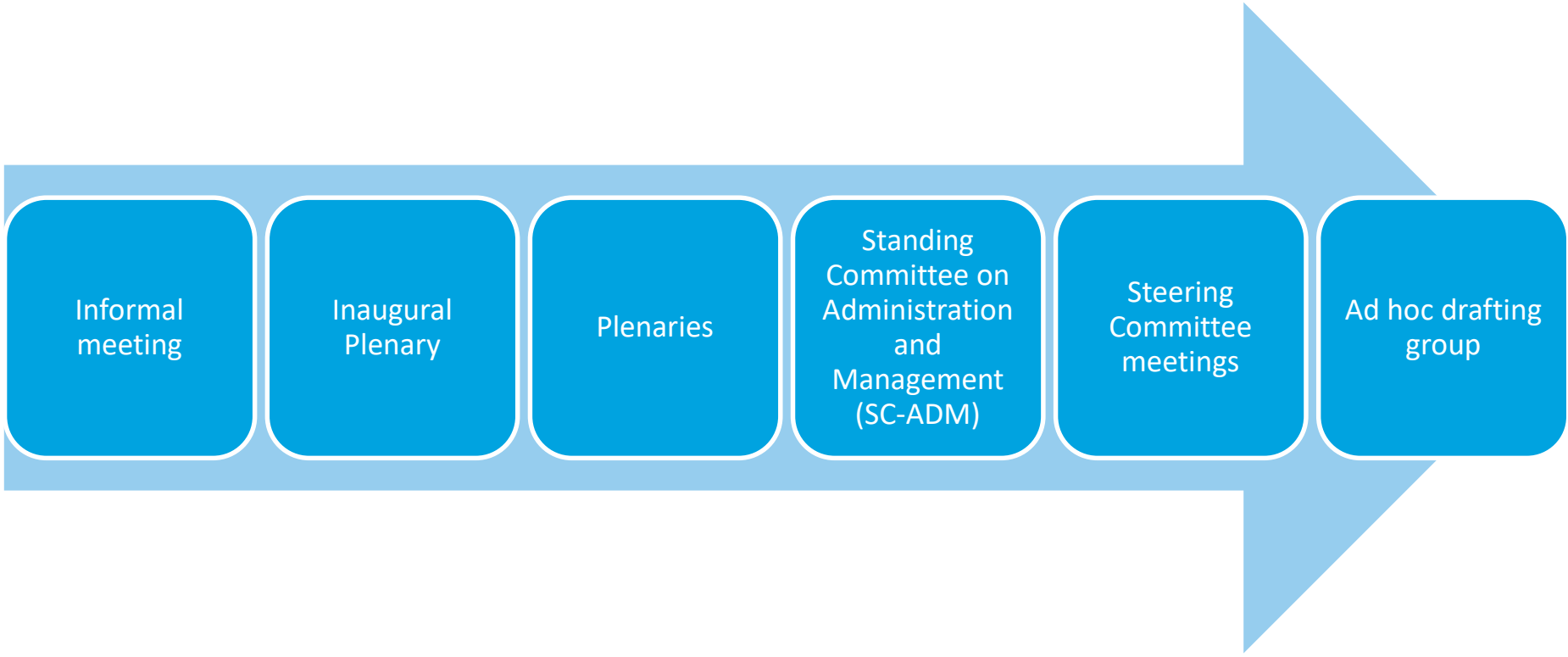- Contributions from Member States shall be received by the secretariat to ensure timely translation and thorough consideration

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Roll-out of the annual session in Geneva

Inaugural Plenary meeting

Election of Chair and Vice-Chair of Council and SC-ADM

Adoption of the Agenda and Allocation of documents

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SC-ADM Committee (RPC rule 12)

Two-year chairmanship	Considers allocated documents	Prepares draft Decisions, Resolutions, and a report to PL	Does not meet during PL
Debates are webcast	No final decision-making power	No vote	No summary record

Steering Committee

Composed of Chair and Vice-Chair of the Council and Chair and Vice-Chairs of SC-ADM

In practice Chairs of Council Working Groups also invited to attend

Responsible for the smooth running of Council work and scheduling of meetings

Meets around 4 times during a session

Discussion

- Interpretation is provided in the six official languages of the Union for plenaries and SC-ADM, and these sessions are webcast.

- The Chair directs the debates and shall ensure that discussion is limited to the point of issues.

- Member States of Council present contributions they have submitted

- Observers representing the UN or one of its specialized agencies can contribute to the discussion

- Observer Member States can be granted the floor only after Member States of the Council, and can speak only once on any given agenda item (not on any document), and in accordance with the Rules of Procedure of the Council Nos. 7 and 11

- No contribution, either written or oral, shall be permitted by the Observer Sector Members.
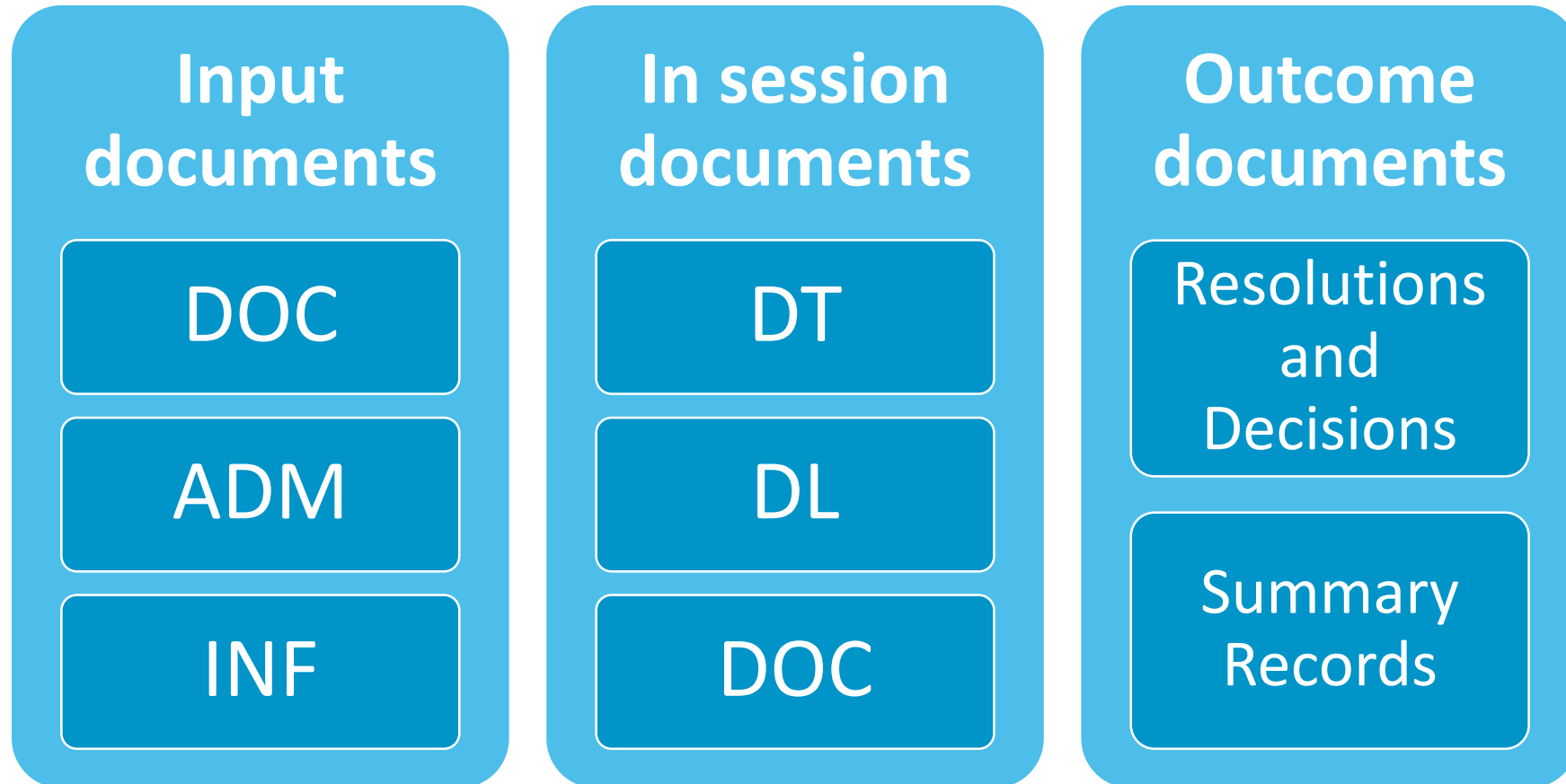
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Decision-making process

- Right to vote

- Consensus

- Quorum

- Case of votes
  - Types of votes
  - Majority
  - Consequences of abstention
  - Prohibition of interruption

- Forms of Plenary conclusions

Documents of the Council session

Input documents	In session documents	Outcome documents
DOC	DT	Resolutions and Decisions
ADM	DL	Summary Records
INF	DOC	

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Time management plan

The time management plans for Plenary and for SC-ADM are contained in documents DT/2 and DT/3, respectively. There is also an online version which contains links to the current documents, webcast and captioning of the session, relevant summary record and resolution or decision, as well as links to relevant websites. This is an example from C18:

| | Thursday 19 April | Third Plenary Meeting 0930 - 1230 hours, Popov Room | | | Webcast / Captioning |

☐ Agenda item	Title	C18/#	More information	Summary record	Res./Dec.
PL 2.02	Report on the World Telecommunication Development Conference 2017 (WTDC-17)	C18/10	WTDC-17	C18/106	
PL 1.04	ITU Internet activities: Resolutions 101, 102, 133 and 180	C18/33	Internet Policy and Governance	C18/106	
PL 1.03	Report by the Chairman of the Council Working Group on International Internet-Related Public Policy Issues (CWG-Internet) (R 1305, R 1336(MOD), R 1344(MOD))	C18/51	CWG-Internet	C18/106	
PL 1.03	Contribution from the Federative Republic of Brazil: Improving the open consultations of CWG-Internet	C18/93		C18/106	
PL 1.03	Contribution from the Federative Republic of Brazil: Participation of ITU Sector Members in CWG-Internet	C18/94		C18/106	
PL 1.03	International Public Policy on Access to the Internet for Persons with Disabilities and specific need	C18/54		C18/106	
PL 1.05	ITU activities on strengthening the role of ITU in building confidence and security in the use of ICTs (Res. 130, 174)	C18/18	ITU cybersecurity activities	C18/106	
PL 1.05	Status report on misuse of IMEI numbers in mobile handsets	C18/76		C18/106	
PL 1.06	Report by the Chairman of the Council Working Group on Child Online Protection (R 1306, Res. 179)	C18/15	CWG-COP	C18/106	
PL 1.06	Report by the CWG-COP - 4 year-report	C18/62		C18/106	

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Key things to do before the Council:
Consult the Rules of Procedures and download
the documents !

ITU Council is a totally paperless meeting.

Documents and Council highlights can be accessed through:

- the website: itu.int/council
- the sync app to be downloaded in advance

A TIES access is necessary. Request can be made at
http://www.itu.int/TIES/.

ROPs are available at:
https://www.itu.int/en/council/Pages/documents.aspx

Key things to do before the Council:
Room reservation and social event sponsoring

To book a room delegates are invited to contact:

Room Management

- Office V247 (2nd floor Varembé Building)
- Opening hours: 8:30-12:30 / 13:30-17:30
- Contact: room.management@itu.int
- Tel.: +41 22 730 6250 / 5746

To sponsor a coffee break or a reception please contact Protocol: protocol@itu.int

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Key things to do before the Council:
Travel and visa support

CV57 applies only to the Councillor of each Member State of the Council belonging to the category of developing countries.

Councillors may wish to contact the ITU travel section for more information at travel@itu.int or christine.marechal@itu.int

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GENEVA **2019**

Organizational matters:
Seating Plan

Member State delegations	Delegations of Observer Member States Including State of Palestine	UN and UN specialized agencies	Observer Sector Members	RTOs

Organizational matters:
IT info

ITU Wi-Fi
- Password: itu@GVA1211

Blue-cap technicians
- For technical support, approach the staff wearing blue caps
- Located in the front of the room
- Wired internet cables are available upon request

Service Desk
- Varembé building (V29)
- Call 6666 from any fixed phone in ITU

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Organizational matters:
Safety and security

- **Security** can be physically contacted in front of the Popov Room or at the ITU Montbrillant Building Access Point.
- Delegate Access to ITU premises: via the MBT Bldg. Access Point: 24-hour/day (Mon-Fri); via the Tower Bldg. Access Point: 07:00-20:00 (Mon-Fri); Weekend exclusively via MBT Bldg.
- To contact Security, call #119 (or by pushing the emergency button) on all the ITU premises telephones.
- **ITU Medical Services** is located in the Varembé Building on the ground floor.
- **Lost and Found** items can be reported to Security at the Montbrillant Building Access Point.

For any questions

Governing Bodies Secretariat

gbs@itu.int