

ITU Plenipotentiary Conference 2026

9-27 November
Doha, Qatar

Virtual training on preparation of proposals
for PP-26

May-June 2026



- 
- A city skyline at dusk, featuring numerous skyscrapers with illuminated windows and construction cranes. The buildings are reflected in the water in the foreground. The sky is a mix of purple, pink, and blue.
1. General overview of PP-26
 2. The document process
 3. Conference Proposal Interface (CPI)
 4. Drafting of ITU resolutions
 5. Proposal Management Web (PMW)

A panoramic view of a modern city skyline at dusk. The sky is a mix of purple, pink, and blue. Numerous skyscrapers are visible, many with their lights on. The buildings are reflected in the water in the foreground. The text "1. General overview of PP-26" is overlaid on the image.

1. General overview of PP-26

General overview

1. What is the ITU Plenipotentiary Conference?
2. Who can participate?
3. Objectives
4. The outcome of a plenipotentiary conference
5. Proposed conference timeline and structure

Plenipotentiary Conference 2026 (PP-26)

The Plenipotentiary Conference (PP) is the highest policy-making body of the International Telecommunication Union (ITU).

ITU's 22nd Plenipotentiary Conference will be held in Doha, Qatar, from Monday, 9 to Friday, 27 November 2026 in the Doha Exhibition and Convention Center.

Full details on the event can be found on ITU's website at <https://pp.itu.int/2026/en/> and the Host Country's website at <http://pp26-doha.gov.qa/>.

On the preparation: [Preparatory - PP-26](#).



Invitations have been sent to the following categories of entities entitled to participate (ref. CV Art. 23):

- Member States [CV268]
 - [CL-25/47](#): Invitation on behalf of the Government of Qatar
 - [CL-25/48](#): Important information from the ITU Secretary-General
- Palestine [Res. 99 (Rev. Dubai, 2018)]
- Observer Organizations by virtue of CV Nos 269A, 269B, 269D:
 - the United Nations and its specialized agencies;
 - the International Atomic Energy Agency;
 - regional telecommunication organizations mentioned in Article 43 of the Constitution
 - [DM-25/1007](#): Invitation from the ITU Secretary-General
- ITU Sector Members by virtue of CV Nos 229 and 231 and Observer Organizations by virtue of CV269C (intergovernmental organizations operating satellite systems)
 - [DM-25/1006](#): Invitation from the ITU Secretary-General.

Note: ITU Associates and Academia are not invited.

Member States

ITU MEMBER STATES' RIGHTS	YES	NO
Can participate	●	
Exempt from paying participation fees	●	
To participate in Heads of Delegation meeting	●	
<i>To participate in the following Statutory Committees:</i>		
Steering	●	
Credentials	●	
Budget	●	
Editorial	●	
To participate in the Substantive Committees	●	
To submit proposals	●	

ITU MEMBER STATES' RIGHTS	YES	NO
To submit information documents	●	
To submit declarations and reservations*	●	
To sign Final Acts*	●	
To vote*	●	
To speak	●	
To raise point of order	●	
To raise motion of order	●	
To access documentation	●	

* Subject to submission of credentials in order.

Observer State of Palestine (Resolution 99 (Rev. Dubai, 2018))

RESOLUTION 99 RIGHTS	YES	NO
Can participate	●	
Exempt from paying participation fees	●	
To participate in Heads of Delegation meeting	●	
<i>To participate in the following Statutory Committees:</i>		
Steering		●
Credentials		●
Budget		●
Editorial		●
To participate in the Substantive Committees	●	
To submit proposals (except proposals to modify CS, CV, or GR)	●	

RESOLUTION 99 RIGHTS	YES	NO
To submit information documents	●	
To submit declarations and reservations		●
To sign Final Acts		●
To vote		●
To speak	●	
To raise point of order	●	
To raise motion of order		●
To access documentation	●	

Sector Members (CV229 to CV231)

ITU SECTOR MEMBERS' RIGHTS (CV229 to CV231)	YES	NO
Can participate in non-advisory capacity	<input checked="" type="radio"/> *	<input type="radio"/>
Exempt from paying participation fees 7991.60 CHF	<input type="radio"/>	<input checked="" type="radio"/> **
To attend Heads of Delegation meeting	<input type="radio"/>	<input checked="" type="radio"/>
To attend the following Statutory Committees:		
Steering	<input type="radio"/>	<input checked="" type="radio"/>
Credentials	<input type="radio"/>	<input checked="" type="radio"/>
Budget	<input type="radio"/>	<input checked="" type="radio"/>
Editorial	<input type="radio"/>	<input checked="" type="radio"/>
To attend Substantive Committees	<input checked="" type="radio"/>	<input type="radio"/>
To submit proposals	<input type="radio"/>	<input checked="" type="radio"/>

* Except CV230 . ** Unless exempted.

ITU SECTOR MEMBERS' RIGHTS (CV229 to CV231)	YES	NO
To submit information documents	<input type="radio"/>	<input checked="" type="radio"/>
To submit declarations and reservations	<input type="radio"/>	<input checked="" type="radio"/>
To sign Final Acts*	<input type="radio"/>	<input checked="" type="radio"/>
To vote	<input type="radio"/>	<input checked="" type="radio"/>
To speak	<input type="radio"/>	<input checked="" type="radio"/> *
To raise point of order	<input type="radio"/>	<input checked="" type="radio"/>
To raise motion of order	<input type="radio"/>	<input checked="" type="radio"/>
To access documentation	<input checked="" type="radio"/>	<input type="radio"/>

* Unless asked by the Chair.

Observer Organizations (CV269A to CV269D)

OBSERVER ORGANIZATIONS' RIGHTS (CV269A to CV269D)	YES	NO
Can attend in advisory capacity (Res. 145)	●	
Exempt from paying participation fees	●	
To attend Heads of Delegation meeting		●
<i>To attend following Statutory Committees:</i>		
Steering		●
Credentials		●
Budget		●
Editorial		●
To attend Substantive Committees	●	
To submit proposals		●

OBSERVER ORGANIZATIONS' RIGHTS (CV269A to CV269D)	YES	NO
To submit information documents	●*	
To submit declarations and reservations		●
To sign Final Acts*		●
To vote		●
To speak	●**	
To raise point of order		●
To raise motion of order		●
To access documentation	●	

* Via SG.

** May request the floor to provide advice on point relevant to their mandate.

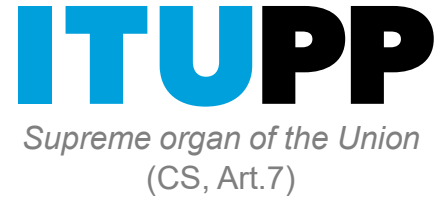
Press and General Public (GR 164)

PRESS AND GENERAL PUBLIC'S RIGHTS (GR 164)	YES	NO
Can attend the Plenary if approved by Heads of Delegation	●	
Exempt from paying participation fees	●	
To attend Heads of Delegation meeting		●
<i>To attend following Statutory Committees:</i>		
Steering		●
Credentials		●
Budget		●
Editorial		●
To attend Substantive Committees, if approved by Heads of Delegation	●	
To submit proposals		●

PRESS AND GENERAL PUBLIC'S RIGHTS (GR 164)	YES	NO
To submit information documents		●
To submit declarations and reservations		●
To sign Final Acts		●
To vote		●
To speak		●
To raise point of order		●
To raise motion of order		●
To access documentation	●*	

* As per ITU information/document access policy.

Status and objectives



Determines the general policies for fulfilling the purposes of the Union

Elects the management team of the Union (Secretary-General, Deputy Secretary-General, and 3 Directors), the 48 Council Member States and 12 RRB members

- Amends CS & CV
- Adopts the Financial Plan & Strategic Plan
- Adopts the Final Acts

Held every

4

years

During

3

weeks

Attending

≈ 2900

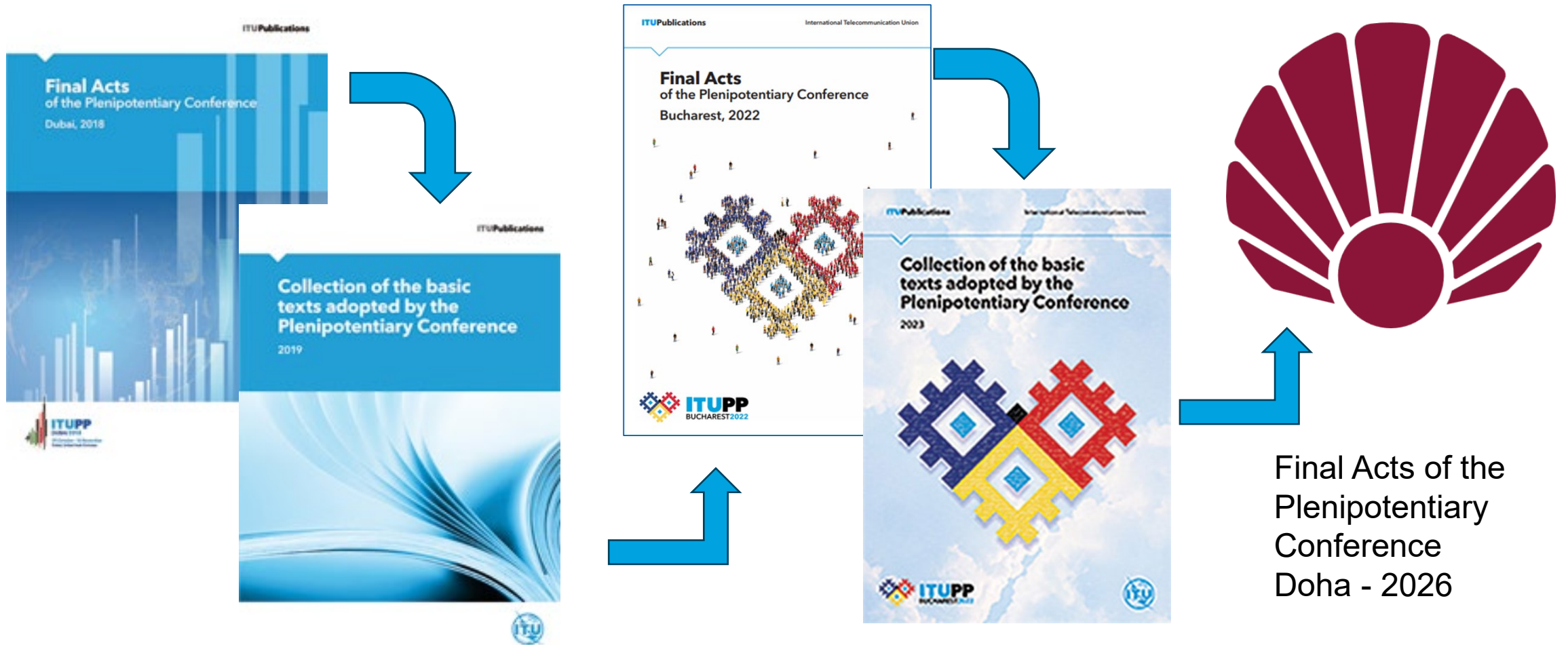
participants

Agenda of the Conference – Art. 8

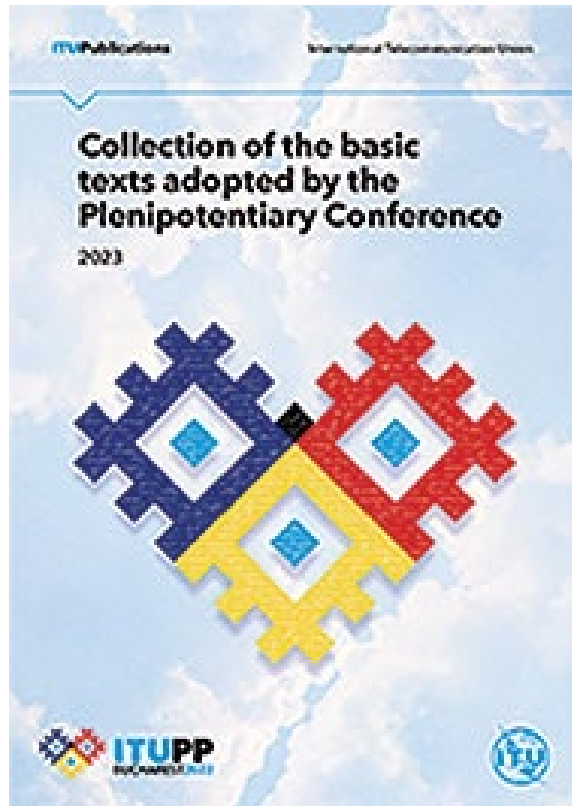
On the basis of proposals by Member States and taking account of reports by the Council, the Plenipotentiary Conference shall:

- a) determine the general policies for fulfilling the purposes of the Union prescribed in Article 1 of the Constitution;
- b) consider the reports by the Council on the activities of the Union since the previous plenipotentiary conference and on the policy and strategic planning of the Union;
- c) establish the basis for the budget of the Union and determine, in the light of its decisions taken on the reports referred to in No. 50 of the Constitution, related financial limits until the next plenipotentiary conference, after considering all relevant aspects of the work of the Union in that period;
- d) establish, using the procedures described in Nos. 161D to 161G of the Constitution, the total number of contributory units for the period up to the next plenipotentiary conference on the basis of the classes of contribution announced by Member States;
- e) provide any general directives dealing with the staffing of the Union and, if necessary, fix the basic salaries, the salary scales and the system of allowances and pensions for all the officials of the Union;
- f) examine the accounts of the Union and finally approve them, if appropriate;
- g) elect the Member States which are to serve on the Council;
- h) elect the Secretary-General, the Deputy Secretary-General and the Directors of the Bureaux of the Sectors as elected officials of the Union;
- i) elect the members of the Radio Regulations Board;
- j) consider and adopt, if appropriate, proposals for amendments to the Constitution and the Convention, put forward by Member States, in accordance with the provisions of Article 55 of the Constitution and the relevant provisions of the Convention, respectively;
- k) conclude or revise, if necessary, agreements between the Union and other international organizations, examine any provisional agreements with such organizations concluded by the Council on behalf of the Union, and take such measures in connection therewith as it deems appropriate;
- l) adopt and amend the Rules of Procedure of conferences and other meetings of the Union;
- m) deal with such other telecommunication questions as may be necessary.

Outcome of a plenipotentiary conference



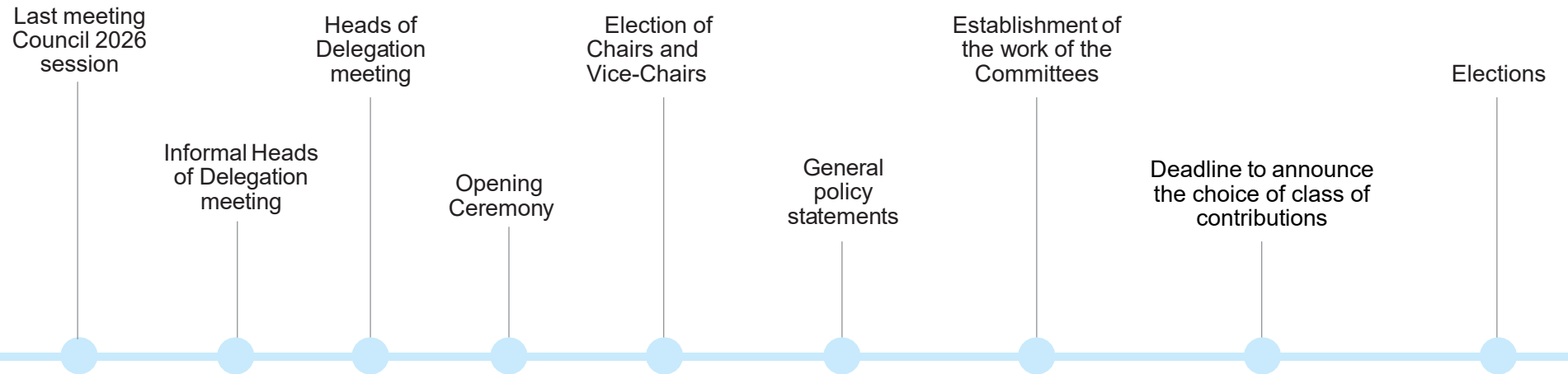
Collections of the Basic Texts



- ITU Constitution (CS)
- ITU Convention (CV)
- General Rules of conferences, assemblies and meetings of the Union (referred to as "these General Rules")
- Optional Protocol on the Compulsory Settlement of Disputes Relating to the CS, CV and to the Administrative Regulations
- Decisions
- Resolutions
- Recommendations.

Proposed conference timeline – 1st week

7-27 November



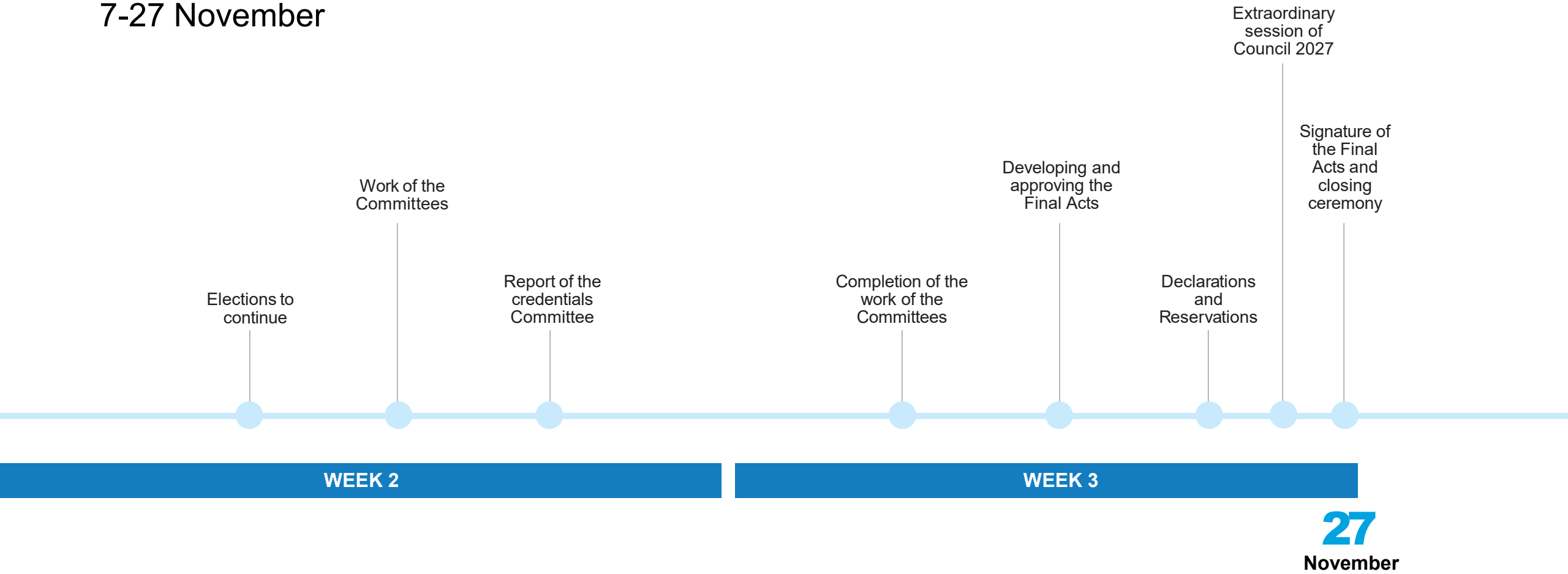
WEEK 1

7

November

Proposed conference timeline – 2nd and 3rd weeks

7-27 November



Conference structure

ITUPP

BASED ON
ITU PLENIPOENTIARY CONFERENCE - 2022



COMMITTEE 1	COMMITTEE 2	COMMITTEE 3	COMMITTEE 4	COMMITTEE 5	COMMITTEE 6	WORKING GROUP OF THE PLENARY (WG-PL)
Steering Committee	Credentials	Budget	Editorial	Policy and legal issues	Administration and management	Issues related to public policies
<i>Statutory (GR 12.1)</i>	<i>Statutory (GR 12.2)</i>	<i>Statutory (GR 12.3)</i>	<i>Statutory (GR 12.4)</i>	<i>Substantive</i>	<i>Substantive</i>	<i>Substantive</i>

Committees' Terms of Reference

Based on PP-22



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).

Committees' Terms of Reference

Based on PP-22



COMMITTEE 2

Credentials

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).

Committees' Terms of Reference

Based on PP-22



COMMITTEE 3

Budget

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 (Nos 71 and 73 of the General Rules).

Committees' Terms of Reference

Based on PP-22



COMMITTEE 4

Editorial

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).

Committees' Terms of Reference

Based on PP-22



COMMITTEE 5

Policy and legal issues

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.

Committees' Terms of Reference

Based on PP-22



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 2028-2031 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

Committees' Terms of Reference

Based on PP-22



WORKING GROUP OF THE PLENARY (WG-PL)

Issues related to public policies

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.

Proposed draft time management for PP-26

Doc. C26/INF/21

WEEK 1			WEEK 2			WEEK 3		
9 November			16 November			23 November		
M O N D A Y	09.45	Heads of Delegation Meeting	09.30	Plenary (1.5h): - Elections: RRB & Council <i>followed by</i> Committee 6 (1.5h)	09.30	Committee 6 (3h) Committee 5 (1.5h) <i>followed by</i> WG-PL (1.5h)		
	11.15	Opening Ceremony	12.30		12.30			
	14.30 - 17.30	First Plenary (3h): - Conference structure, committee set-up, chairmanship, allocation of documents, org. of work - Other organizational matters - Set definitive upper limit of contributory unit - Set deadline for definitive choice of class of contribution - Policy statements	12.30 14.30 - 17.30	Steering Committee WG-PL (1.5h) Committee 6 (1.5h) <i>followed by</i> Committee 5 (1.5h) Committee 4 at 18.00	14.30 - 17.30	Plenary (1.5h) <i>followed by</i> Committee 5 (1.5h) Committee 3 (end) (1.5h)		
17.30	Steering Committee							
10 November			17 November			24 November		
T U E S D A Y	09.30	Plenary (3h): - Policy statements - WG-PL (1.5h) <i>followed by</i> Committee 6 (1.5h)	09.30	Plenary (1.5h) <i>followed by</i> Committee 6 (1.5h) WG-PL (1.5h)	09.30	Plenary (1.5h) - Committee 3 report to <i>followed by</i> Committee 6 (1.5h) WG-PL (1.5h)		
	14.30	Plenary (3h): - Policy statements High-level Roundtable (3h) Committee 2 (3h) Committee 5 (3h)	14.30 - 17.30		14.30 - 17.30	WG-PL (1.5h) <i>followed by</i> Committee 5 (end) (1.5h) Committee 6 (1.5h)		
	17.30		17.30		17.30	Steering Committee		
11 November			18 November			25 November		
W E D N E S D A Y	09.30	Plenary (3h): - Policy statements High-level Roundtable (3h) Committee 6 (1.5h) <i>followed by</i> WG-PL (1.5h)	09.30	Committee 2 (end) (3h) Committee 6 (1.5h)	09.30	Plenary (1.5h) <i>followed by</i> WG-PL (1.5h)		
	14.30	Plenary (3h): - Policy statements Committee 5 (3h) Committee 3 (1.5h, start at 16.00)	14.30 - 17.30	Committee 5 (1.5h) <i>followed by</i> WG-PL (1.5h)	14.30 - 17.30	Committee 6 (end) (1.5h) WG-PL (end) (1.5h)		
	23.59 GVA time	Proposed deadline for definitive choice of class of contribution						
12 November			19 November			26 November		
T H U R S D A Y	09.30	Plenary (3h): - Elections: SG - Policy statements	09.30	Committee 6 (1.5h)	09.30	Plenary (3h)		
	14.30	Plenary (3h): - Elections: DSG - Policy statements	14.30	16.00 Plenary (1.5h): - Committee 2 report to PL	14.30	Plenary (3h)		
	17.30	Steering Committee	17.30	Steering Committee	17.30			
13 November			20 November			27 November		
F R I D A Y	09.00	Plenary (3h): - Elections: Directors - Policy statements	09.00	Committee 6 (1.5h) <i>followed by</i> Committee 5 (1.5h)	08.30	Plenary (1h)		
	12.00		12.00		09.30	Extraordinary session of Council (2.5h)		
	14.30	Plenary (3h) - Policy statements Committee 6 (1.5h) <i>followed by</i> WG-PL (1.5h)	14.30	WG-PL (1.5h) Committee 6 (1.5h) <i>followed by</i> Committee 5 (1.5h)	14.30	Plenary (3h): - Signing and closing cere		
17.30		17.30		17.30				

A panoramic view of a modern city skyline at dusk. The sky is a mix of purple, pink, and blue. Numerous skyscrapers are visible, many with their lights on. The buildings are reflected in the water in the foreground. The overall scene is a vibrant urban landscape.

2. The document process

General overview

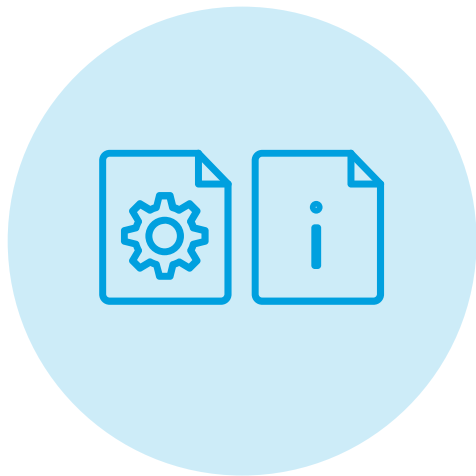
1. What is a proposal?
2. Who can submit a proposal/a document?
3. Deadlines for submitting documents
4. The different types of documents
5. ITU information/document access policy
6. Document lifetime during the conference

What is a proposal?

- ITU Basic Texts refer to Member States Proposals for the work of the conference.
- Sections 8, 16 and 17 of the General Rules details the time-limits and conditions for submission of proposals and reports to conferences.
- In practice, these inputs to the Conference include:
 - proposals to modify the Constitution, the Convention, the General Rules existing PP Resolutions, Decisions and recommendations
 - proposal not to change existing texts
 - new Resolutions, Decisions and Recommendations.
- Member States should begin their proposals with a short summary of their views on each item. This should be followed by detailed proposals, with each proposal being followed by a brief statement of the reason for the proposed change.
- [\[1\] Guidelines for harmonizing Plenipotentiary Conference resolutions and decisions](#) as prepared by the Council Working Group for strategic and financial plans 2028-2031.

Who can submit a document?

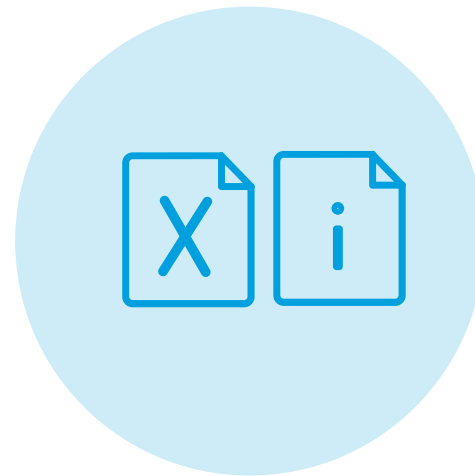
**Member States and
State of Palestine
(Res. 99)**



**Sector Members
CV229 to CV231**



**UN CV269A,
RTO CV269B,
IOOSS CV269C
Sp.Ag. + IAEA CV269D**



**Chair of Conference (CC)
Secretary-General (SG)
Council
Chairs of Committees
(during Conference)**



= Contributions



= Information documents



= No submission

Deadlines for submitting documents



Proposals to amend CS
and CV

(Ref.: CS 224, CV 519,
Res. 114 (Marrakesh, 2002))



Other proposals for the
work of the conference

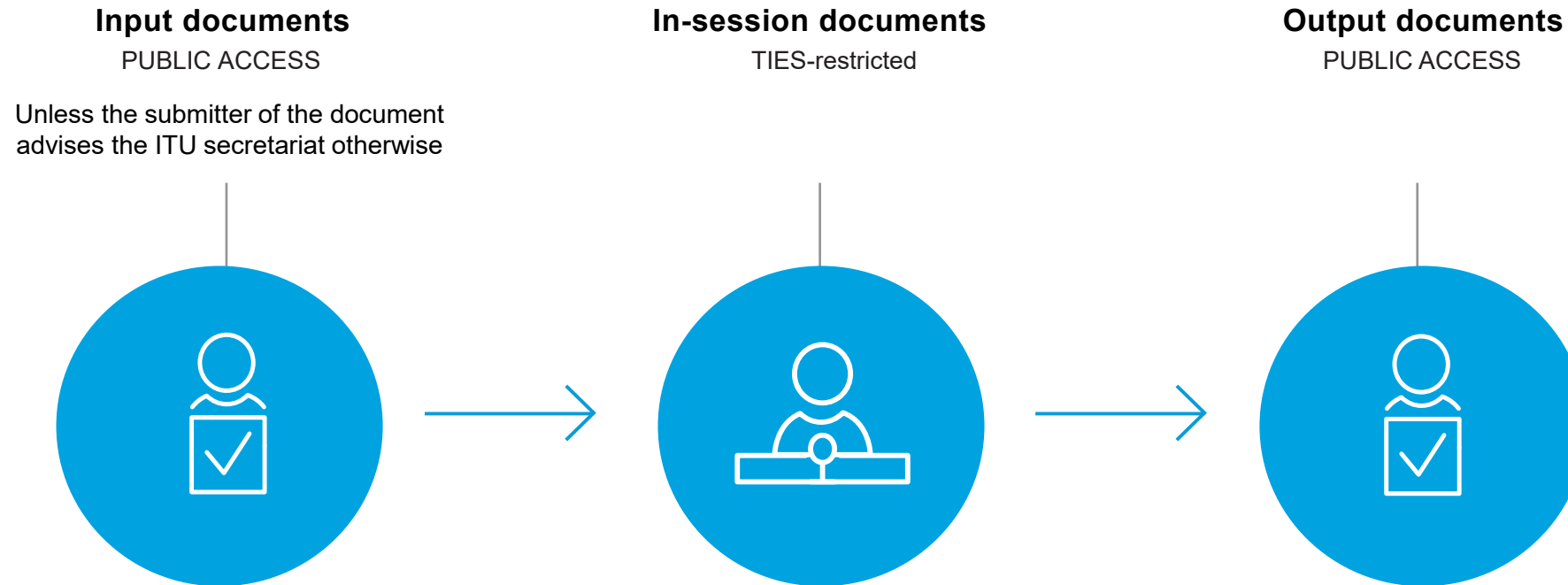
(Ref: No. 40 of the General Rules)



FIRM DEADLINE

to ensure translation
of the document

(Ref: Res. 165 (Rev. Dubai, 2018))



The ITU information/document access policy is available here: <https://www.itu.int/en/access-policy/Pages/default.aspx>.

CONTRIBUTIONS

- Reports, documents submitted by the secretariat, contributions from MS
- Information documents



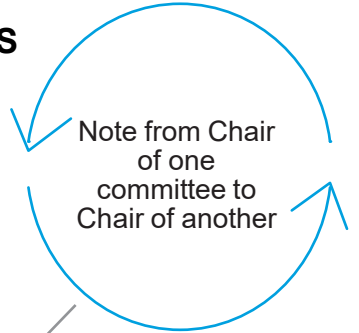
PLENARIES (PL)

- Allocation of proposals by Committees as per the approved structure
- Approval of reports



COMMITTEES/ WORKING GROUPS

Work at the level of Committees



Reports of committees to PL (white doc)

Document lifetime during the Conference

COMMITTEES

Texts approved by substantive Committees/ WG-PL are published in series of text for EdCom



WHITE series of texts

EDITORIAL COMMITTEE (EdCom)

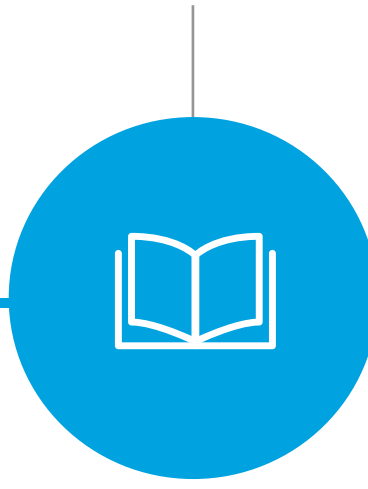
Editorial review of the texts and alignment of all six languages



BLUE series of texts

PLENARY

First reading



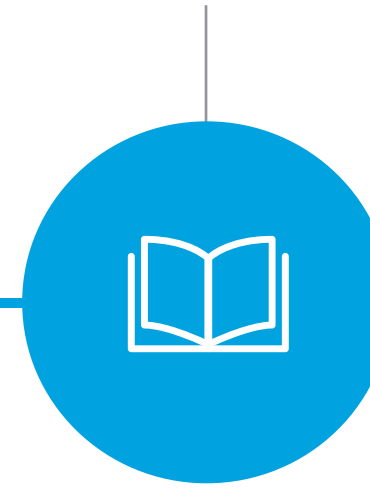
EDITORIAL COMMITTEE



PINK series of texts

PLENARY

Second reading and final approval



FINAL ACTS/REPORTS OUTCOMES PROCEEDINGS



Sometimes the Plenary decides to go directly to the Second reading

A panoramic view of a modern city skyline at dusk. The sky is a mix of purple, pink, and blue. Numerous skyscrapers are visible, some with lights on. The buildings are reflected in the water in the foreground. The text '3. Conference Proposal Interface (CPI)' is overlaid in white on the left side of the image.

3. Conference Proposal Interface (CPI)

Purpose: A web-based tool designed to assist Member States in preparing "clean" baseline documents, known as skeletons, for proposed modifications to ITU Basic Texts.

Strategic goal: To ensure all proposals follow a standardized format, facilitating the secretariat's processing and the Conference's review of contributions.

User familiarity: Leverages the same interface used in previous major ITU events, like PP-22, WRC-23, WTSA-24, WTDC-25.

The complete guidelines are available here: [PP26-CPI-UserGuide.pdf](#).

Conference Proposals Interface (CPI) User Guide

Version: February 2026

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Important key concepts

Basic Texts: The foundation of the work, the [2023 Edition of the Basic Texts](#) adopted by the Plenipotentiary Conference.

The skeleton: A customized baseline file containing only the specific provisions a submitter intends to modify.

Proposal: A contribution suggesting changes to the Basic Texts, based on the Word skeleton and updated to indicate modifications using "track changes" where needed.

The proposal lifecycle

1

Selection: Submitters browse or search the Basic Texts to identify provisions.

2

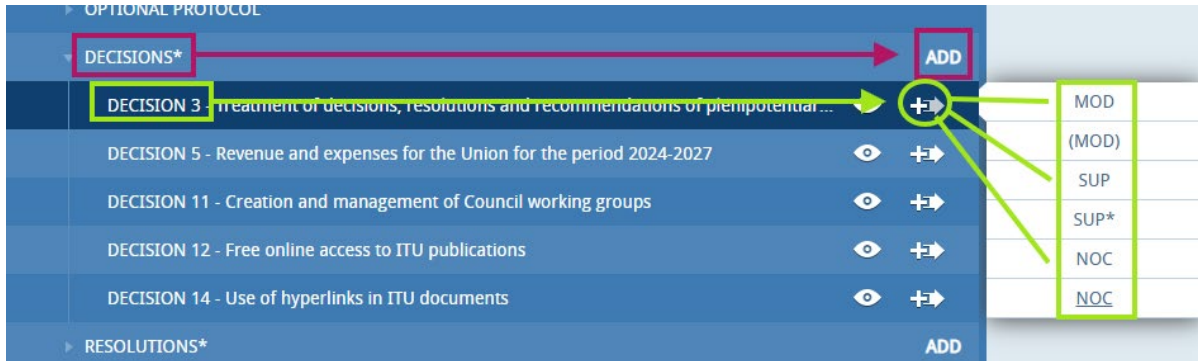
Action assignment: Each proposal is tagged with a specific intent (e.g. MOD for modification, ADD for additions, SUP for deletions).

3

Skeleton generation: The system produces an MS Word file in the correct ITU format that should be saved on a local drive by the delegate.

4

Finalization & submission: Modifications are made in Word using "track changes" and then can be submitted by the Administration Member States Focal Point for official submission.



Standardizing "action" types

To maintain legal clarity during the PP, these standardized tags are used in the CPI:

MOD (modify): Used for adding, deleting, or replacing words; must use track changes.

(MOD): Editorial modifications usually related to **one language only**.

ADD (add): For entirely new provisions; no track changes should be used.

SUP (suppress): To delete an entire provision; the text does not need to be reproduced.

SUP* This indicates you are suppressing a text here because you are transferring it elsewhere.

NOC (standard): Used to clarify that no proposals are made; implies a preference to keep text, but without strong protest if changed.

NOC (underlined): A very strong request to keep the provision as already existing.

Overview of the CPI tool

3 items Save my skeleton

#	Action	Provision	Mapping	
1	MOD	DECISION 3	DEC*/Dec. 3	×
2	SUP (Title)	RESOLUTION 2	RES*/Res. 2	×
3	MOD	DECISION 5	DEC*/Dec. 5	×

Save my skeleton ×

Sources

Switzerland ← By default, it will show the name of your Member State

European Common Proposals

ABC_(country name) ← A drop-down list of Member States allows to add co-signatory countries.

Suffix (e.g. A13-C1)

← If the contribution is an addendum to an already existing contribution, then it may be indicated here

Save my skeleton

MOD SUI/4000/3

RESOLUTION 2 (REV. ~~BUCHAREST, 2022~~DOHA, 2026)

World telecommunication/information and communication
technology policy forum

The Plenipotentiary Conference of the International Telecommunication Union (~~Bucharest, 2022~~Doha, 2026),

considering

- a) relevant resolutions of the United Nations General Assembly (UNGA);
- b) the WSIS+10-20 Statement on the implementation of World Summit on the Information Society (WSIS) outcomes and the WSIS+10-20 Vision for WSIS beyond 2015-2030, which were adopted at the ITU coordinated WSIS+10 High-Level Event (~~Geneva, 2014~~XXX, 2024), based on the Multistakeholder Preparatory Platform process, ~~together with other United Nations agencies and inclusive of all WSIS stakeholders;~~ lorem ipsum dolor sit amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua.

Submission & transparency controls

Save my Skeleton: An email notification which includes a copy of the skeleton MS Word file and hyperlinks to CPI is sent via email.

Submission: Only verified **Administration Member States Focal Point** can submit your final MS Word file containing your proposals.

Focal Points of other Administration Member States should be added in copy to the email when the contribution is a multicountry contribution.

Traceability: Every document receives a unique "ticket name" and a provisional number, which is eventually replaced by a final official contribution number.

Click here to access CPI PP-26:

<https://www.itu.int/net4/proposals/CPI/PP26/>

A wide-angle photograph of a modern city skyline at dusk. The sky is a mix of purple, pink, and blue. Numerous skyscrapers are visible, many with their lights on. The buildings are reflected in the water in the foreground. The text '4. Drafting of ITU resolutions' is overlaid in white on the left side of the image.

4. Drafting of ITU resolutions

Overview

1. Introduction
2. Why consistency matters
3. Form of ITU resolutions
4. Language usage in ITU resolutions

Introduction

Why are the outcomes of conferences important and why is consistency essential?

FORM: Numbering of resolutions; format and structure of resolutions; and numbering of paragraphs.

LANGUAGE USAGE: References to ITU texts, conferences and countries, abbreviations, etc.

Why consistency is important in conference outcomes

- Unilateral instruments of international organizations
- Legal means of fulfilling the organization's purposes and missions
- Often refer to/relevant to external stakeholders
- Consistency across instruments ensures clarity of mission and of basis for action
- Saves time and money in document process



Numbering of resolutions

System adopted at PP-98

- No longer review all resolutions
- Remain in force until revised/abrogated

Place name and date thus
an integral part of the
number and not to be
omitted

Examples:

Resolution 5 (Kyoto, 1994)

Resolution 51 (Rev. Minneapolis, 1998)

Resolution 86 (Rev. Marrakesh, 2002)

Resolution 124 (Rev. Antalya, 2006)

Resolution 126 (Rev. Guadalajara, 2010)

Resolution 144 (Rev. Busan, 2014)

Resolution 165 (Rev. Dubai, 2018)

Resolution 214 (Bucharest, 2022)

Resolution PLEN/1, 2, etc. (Doha, 2026)

Resolution COM5/1, 2, etc. (Doha, 2026)

Recommendation PLEN/A, B, etc. (Doha, 2026)

Recommendation COM5/A, B, etc. (Doha, 2026)

Not preceded by “No.”

Basic structure

One (long!) sentence

- The conference is the subject
- In principle, no full stops!

Separators

- Within sections: semi-colons
- Between sections: commas

Standalone instrument

- Do not assume prior knowledge
- Spell out abbreviations defined in other resolutions

Structure of resolutions

Preambular paragraphs

Introductory material:

- Historical
- Background
- References

Authors enjoy relative freedom

Terms such as *recognizing*, *considering*,
having noted

often TOO LONG !!!!

Operative paragraphs

Core of the Resolution – mandating/requesting action
by body/individual

More constraints in operative verbs:

- Hierarchy as per structure of the Union
- Care addressing outside bodies/persons
(invites/encourages/urges/instructs)

Resolution **MUST** always have a *resolves*:

- If none, then it prefaces first operative verb
e.g. *resolves to instruct the Secretary-General*

Paragraph numbering

Preambular paragraphs

Roman letters (italicized):
a), b), c), ...

Operative paragraphs

Arabic numerals
(no full stop): 1, 2, 3, ...
Note: No letter/number
when only one provision

Subdivisions

No rule, but avoid mixing
systems
Use: I.c. Roman
numerals, e.g. i), ii), iii),
or bullets, dashes, etc.

Referring to parts of resolutions and CS/CV

- in *considering c)* of Resolution 2 (Rev. Bucharest, 2022)
- pursuant to *instructs the Secretary-General 2* above

ITU Constitution and Convention

- 1st reference: “the ITU Constitution”, “the ITU Convention”
- Subsequently: “the Constitution”, “the Convention”
- Joint reference: “the ITU Constitution and Convention”, then “the Constitution and Convention”
- No. 123 of the Constitution
- Nos 45 and 67 of the Convention

Referring to other resolutions

Specify name of the adopting conference in the first occurrence:

- ...in accordance with Resolution 154 (Rev. Bucharest, 2022) of the Plenipotentiary Conference
- ...Resolution 17 (Rev. Baku, 2025) of the World Telecommunication Development Conference

No need to specify the conference in subsequent references:

- ...Resolution 154 (Rev. Bucharest, 2022)
- ...Resolution 17 (Rev. Baku, 2025)

For other resolutions of the *same* PP: use “of this conference”:

- ...taking account of Recommendation 123 (Rev. Doha, 2026) of this conference.

Referring to titles of other resolutions/texts



Use the format:

Resolution + number [+ conference, if necessary] + comma + on + title/content (without an initial capital).

For example:

- Resolution 50 (Rev. Hyderabad, 2010) of the World Telecommunication Development Conference, **on** optimal integration of information and telecommunication technologies
- Resolution 14 (Rev. Antalya, 2006), **on** recognition of the rights and obligations of all Sector Members of the Union.

Referring to conferences

Reference to conference as an entity

“The World Radiocommunication Conference is competent to ...”

Reference to a specific conference in the past

“the World Telecommunication Development Conference (Baku, 2025)”

Reference to a specific event in the future

“the forthcoming/a future/the next/a subsequent plenipotentiary conference...”

“the 2027 world radiocommunication conference...”

- The use of conference abbreviations (e.g. WTDC-25) follows the general rules for abbreviations set out above.
- As two-letter abbreviations should be avoided, PP (or PP-18, PP-22, etc.) should not be used.

Country names

ITU Member States have two official designations:

- Long form, e.g. Kingdom of Saudi Arabia
- Short form, e.g. Saudi Arabia

<https://www.itu.int/crmapp/reports/membership/member-states-official-designations/>

Current practice in resolutions is to use the **short form** when referring to countries.

Beware of changes to the structure of the strategic plan

Consider generic references; outdated specific references need to be revised

Strategic plan for 2020-2023

1 ITU strategic framework 2020-2023

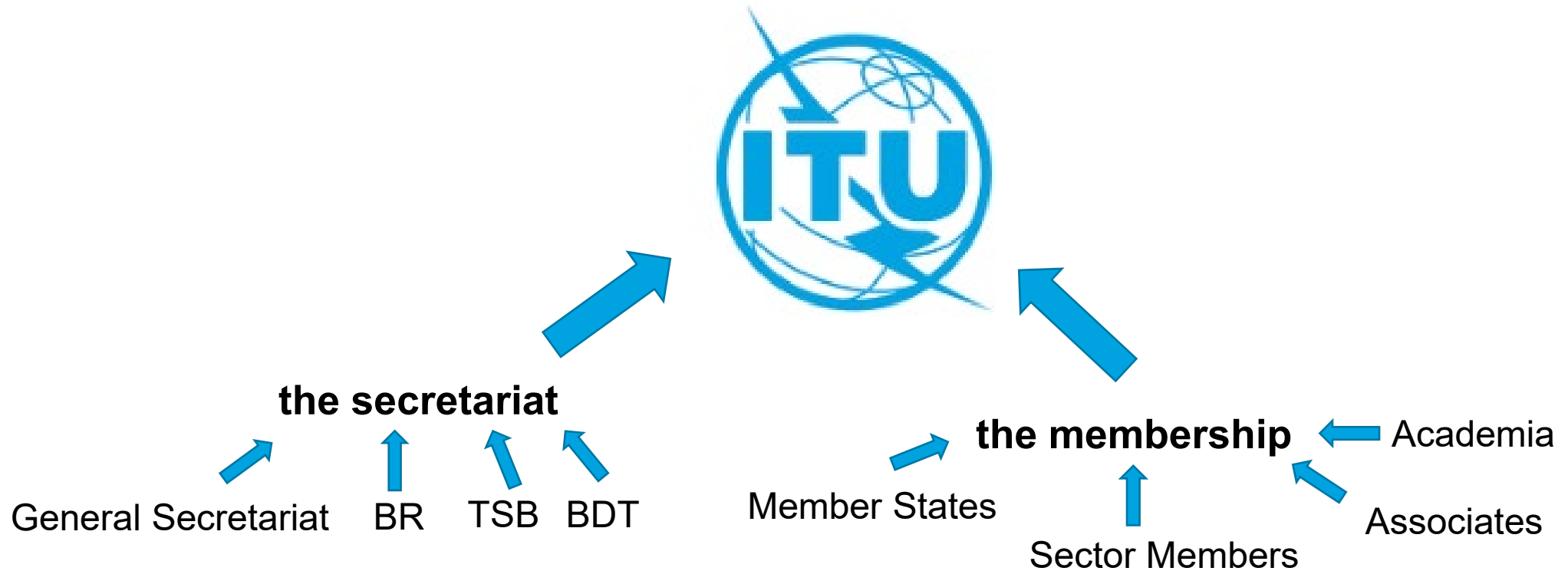
← RBM planning Implementation →	<p>Vision & mission</p> <p>Vision is the better world ITU wants to see. Mission refers to the main overall purposes of the Union, as per the basic instruments of ITU.</p>	Values: ITU's shared and common beliefs that drive its priorities and guide all decision-making processes
	<p>Strategic goals & targets</p> <p>Strategic goals refer to the Union's high-level targets to which the objectives contribute, directly or indirectly. They relate to the whole of ITU. Targets are the expected results during the period of the strategic plan; they provide an indication as to whether the goal is being achieved. Targets may not always be achieved, for reasons that may be beyond the control of the Union.</p>	
	<p>Objectives & outcomes</p> <p>Objectives refer to the specific aims of the Sectoral and inter-Sectoral activities in a given period. Outcomes provide an indication as to whether the objective is being achieved. Outcomes are usually partly, but not entirely, within the organization's control.</p>	
	<p>Outputs</p> <p>Outputs are the final tangible results, deliverables, products and services achieved by the Union in the implementation of the operational plans.</p>	
	<p>Activities</p> <p>Activities are various actions/services for transforming resources (inputs) into outputs. Activities may be grouped into processes.</p>	

Strategic plan for 2024-2027



ITU = the secretariat + the membership

Do you mean ITU or specifically the secretariat?



NB: Avoid use of just “Member”

Abbreviations/acronyms

- ✓ NO abbreviations/acronyms in:
 - Titles
 - Introductory headers, e.g. *instructs the Director of the Telecommunication Development Bureau* [not BDT]
- ✓ First time a concept/name is used in the body of the text, write it out in full
- ✓ If the concept/name has a recognized abbreviation, and it recurs in the body of the text:
 - Insert abbreviation in parenthesis after first occurrence
 - Thereafter, use abbreviation
- ✓ Refrain from using two-letter abbreviations

Exceptions:

- ✓ ITU can be used without any explanation (apart from in the first, introductory paragraph of the resolution)
- ✓ Acronyms that are so well-known that people may not actually know the name of the organization may be used even when they do not recur: e.g. Internet Engineering Task Force (IETF)
- ✓ In lengthy annexes or attachments, with discretion according to specific circumstances
- ✓ Where aesthetic needs so require

Note: Abbreviation does not necessarily mean capitalizing term, e.g. least developed country (LDC); next-generation network (NGN)

Capitalization

The simple guiding rule is to use:

- initial capitals for the specific;
- lower case for the generic;
- lower case wherever there is any doubt.

Lots of detail in style guide

<https://www.itu.int/en/language-tools/Pages/default.aspx>



Recurrent and outdated text

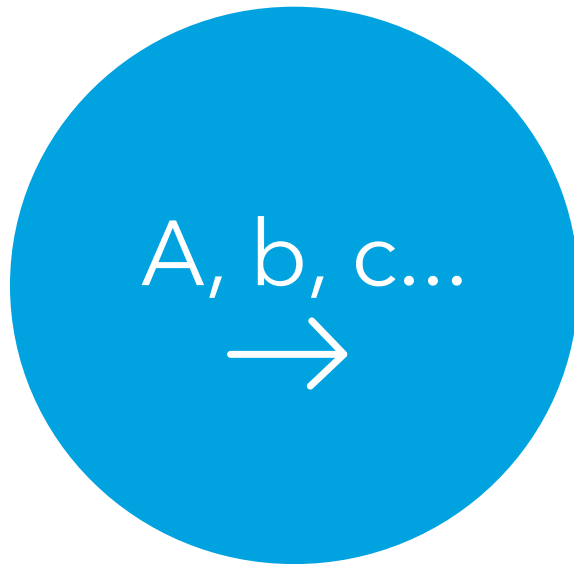


Always try to ensure **consistency** when equivalent text is repeated or recurs, both within and between resolutions:

- “These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.”
- When revising text, check to see if that text occurs in other resolutions and revise there also.

Check for and delete or update outdated references, e.g. in particular defunct programmes, such as the ITU Centres of Excellence, statistical indicators, etc.

Order in lists



- If in doubt, where there is no substantive reason for a particular order, lists of countries, etc., follow the French alphabetical order
- For the ITU Sectors/Bureaux, where there is no substantive reason for a particular order, follow the order in the CS, namely R, T, D, and GS

A panoramic view of a modern city skyline at dusk. The sky is a mix of purple, pink, and blue. Numerous skyscrapers are visible, some with lights on. The buildings are reflected in the water in the foreground. The text '5. Proposal Management Web (PMW)' is overlaid in white on the left side of the image.

5. Proposal Management Web (PMW)

Contributions/Documents containing proposals are created via CPI (tool used by delegates to create the skeleton of their proposals), retrieved or recreated in DPM (internal tool for DocsControl) and verified via DHV before being posted on the web.

As soon as proposals are published in English, they are made available on PMW.

In PMW, proposals can be searched, sorted by document numbers, by references, by types of documents (White docs, DTs, White series of texts, Blue series, Pink series), etc. Proposals can be retrieved in any of the six languages, and one can look for their “inheritance”.

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PP-22, Proposals Management Web
Français Español عربي 中文 Русский

User guide Actions
Definition of actions (ADD, MOD, etc.)

PP-22

Full Text Search Search text in proposals Filtering Filtering option

Export content(s) Export results

Document Type/Color: Any Value
Action: Any Value
Source: Any Value
Doc. Number (e.g.: 5 A10):
Proposal Number:
Provision:
Mapping: Any Value
Subject: Any Value
Received Since:
Received Before:

Reset Apply

1 documents, 8 proposals

English	Action	Source	Doc. Number	Mapping	Received	Properties
	NOC	Multi-Countries	19	1	Preamble	CS/Preamble 1/27/2022
	NOC	Multi-Countries	19	2	ARTICLE 1 - Purposes of the Union	CS/Chp. I/Art. 1 1/27/2022
	NOC	Multi-Countries	19	3	ARTICLE 4 - Instruments of the Union	CS/Chp. I/Art. 4 1/27/2022
	NOC	Multi-Countries	19	4	ARTICLE 5 - Definitions	CS/Chp. I/Art. 5 1/27/2022
	NOC	Multi-Countries	19	5	ARTICLE 8 - Plenipotentiary Conference	CS/Chp. I/Art. 8 1/27/2022
	NOC	Multi-Countries	19	6	ANNEX - Definition of Certain Terms Used in this Constitution, the Conven...	CS/Ann. 1/27/2022
	NOC	Multi-Countries	19	7	ARTICLE 1 - Plenipotentiary Conference	CV/Chp. I/Sec. 1/Art. 1 1/27/2022
	NOC	Multi-Countries	19	8	ANNEX - Definition of Certain Terms Used in this Convention and the Admin...	CV/Ann. 1/27/2022

Download either
1) complete doc, or
2) on selected proposal

Proposal references

Mapping to the
Collection of basic texts

Access to prop/doc in
different languages or
inheritance

Search tool: *Filtering option* (all fields can be combined)

Full Text Search

Filtering

1. Document Type/Color:

2. Action:

3. Source:

4. Provision:

5. Mapping:

6. Subject:

Doc. Number (e.g.: 5 A10):

Proposal Number:

Destination:

Received Since:

Received Before:

1. Document types

Any Value
Proposal
Green (DTs)
White From PL to PL (rarely used)
WhiteSeries Series of texts to EdCom
Blue Series of texts from EdCom
Pink Series of texts from EdCom

2. Actions

- ADD
- MOD (MOD)
- SUP
- NOC
- NOC
- OTHER

3. Source

Filter by country name or Country code

- Argentina
- Azerbaijan
- Brazil
- Belgium
- Belarus

4. Provision

type a given provision # of CS, CV, GR or a Dec/Res/Rec #

Ex: 71 Resolution 102

5. Mapping

to the Basic texts

- CS/ANNEX
- CV/CHAPTER 1/SECTION 1
- CV/ANNEX
- GR/CHAPTER
- III/32 Spec..
- Dec/DECISION 5

6. Subject

Relates to the volumes of the Basic texts:

- Constitution
- Convention
- Decision
- Draft New Decisions...

Search tool: *search full text*

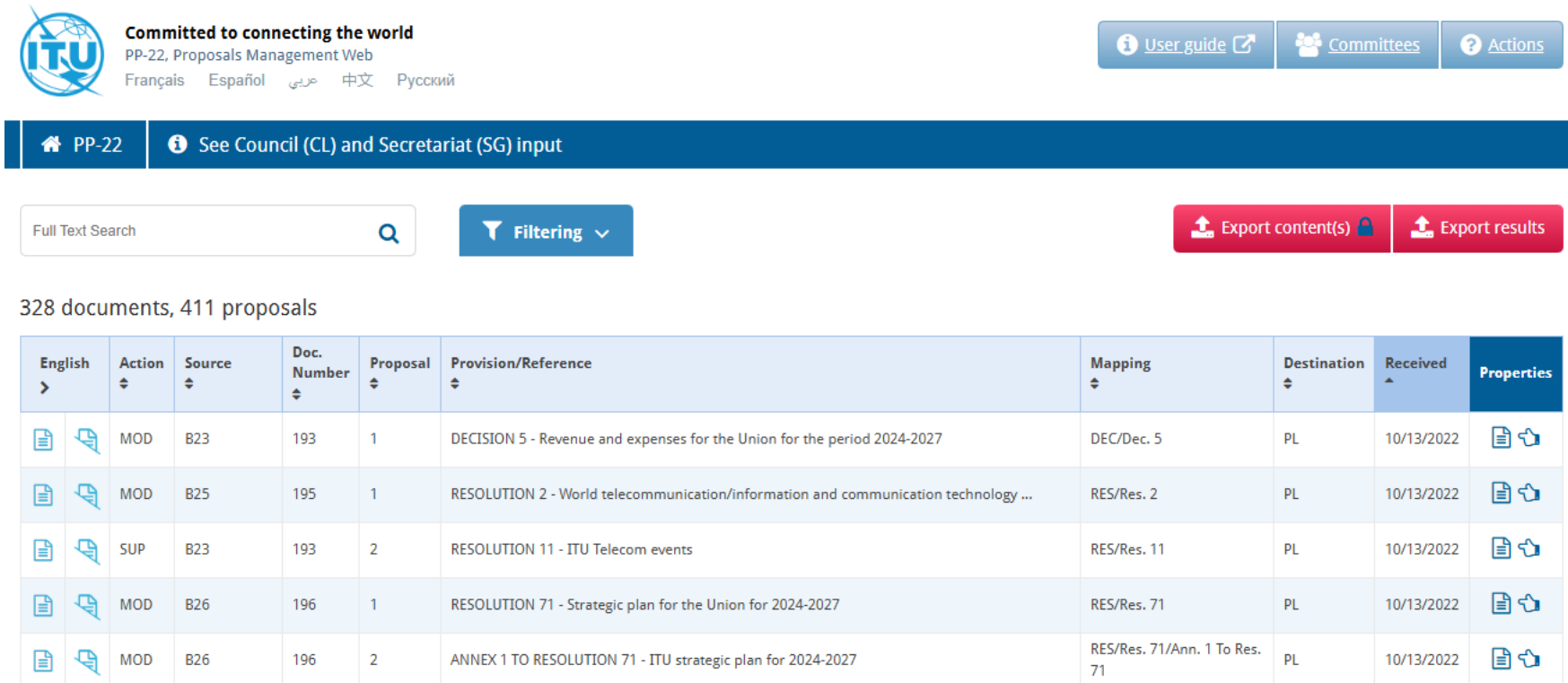
The search can be processed by word(s) and the result will appear in the table, as in the example below:

The screenshot shows the ITUPP search interface. At the top, there is a navigation bar with a home icon and 'PP-22'. Below it is a search bar containing the text 'Article', with a magnifying glass icon to its right. A red circle highlights the search bar, and a red arrow points to it with the text 'Type your text and click here'. To the right of the search bar is a blue 'Filtering' button with a dropdown arrow and a checkmark. Further right are two red buttons: 'Export content(s)' with a lock icon and 'Export results' with an upload icon. Below the search bar, it says '1 documents, 5 proposals'. A table with 9 columns is displayed: English, Action, Source, Doc. Number, Proposal, Provision/Reference, Mapping, Received, and Properties. The table contains 5 rows of data. A red bracket highlights the 'Provision/Reference' column. At the bottom left, there is a dropdown menu for 'Number of proposals per page' set to 50.

English >	Action	Source	Doc. Number	Proposal	Provision/Reference	Mapping	Received	Properties	
		NOC	Multi-Countries	19	2	ARTICLE 1 - Purposes of the Union	CS/Chp. I/Art. 1	1/27/2022	
		NOC	Multi-Countries	19	3	ARTICLE 4 - Instruments of the Union	CS/Chp. I/Art. 4	1/27/2022	
		NOC	Multi-Countries	19	4	ARTICLE 5 - Definitions	CS/Chp. I/Art. 5	1/27/2022	
		NOC	Multi-Countries	19	5	ARTICLE 8 - Plenipotentiary Conference	CS/Chp. I/Art. 8	1/27/2022	
		NOC	Multi-Countries	19	7	ARTICLE 1 - Plenipotentiary Conference	CV/Chp. I/Sec. 1/Art. 1	1/27/2022	

Additional features during PP-26: *Destination*

Proposal received from ITU Member States for the work of the conference made available before the conference as [DT/1](#). As soon as the first Plenary (PL/1) approves draft structure ([DT/2](#)—designating the Committees and Working Group of the Plenary) and the allocation of documents ([DT/3](#)) a new column “destination” will appear in PMW (see ex. below from [PP-22](#)).



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 PP-22, Proposals Management Web
 Français Español عربي 中文 Русский

User guide Committees Actions

PP-22 See Council (CL) and Secretariat (SG) input

Full Text Search Filtering Export content(s) Export results

328 documents, 411 proposals

English	Action	Source	Doc. Number	Proposal	Provision/Reference	Mapping	Destination	Received	Properties	
		MOD	B23	193	1	DECISION 5 - Revenue and expenses for the Union for the period 2024-2027	DEC/Dec. 5	PL	10/13/2022	
		MOD	B25	195	1	RESOLUTION 2 - World telecommunication/information and communication technology ...	RES/Res. 2	PL	10/13/2022	
		SUP	B23	193	2	RESOLUTION 11 - ITU Telecom events	RES/Res. 11	PL	10/13/2022	
		MOD	B26	196	1	RESOLUTION 71 - Strategic plan for the Union for 2024-2027	RES/Res. 71	PL	10/13/2022	
		MOD	B26	196	2	ANNEX 1 TO RESOLUTION 71 - ITU strategic plan for 2024-2027	RES/Res. 71/Ann. 1 To Res. 71	PL	10/13/2022	

Additional features during PP-26: *Inheritance*

During the event, under the column “properties”, delegates can:

- retrieve a proposal or an entire document in the selected language;
- track the status of texts/ proposals by viewing the “inheritance” of a text, from its extraction from an original contribution to its evolution during the event via DTs, White series of texts, Blue series of texts, Pink series of texts.

Properties

R4/164/2

← Back To Result

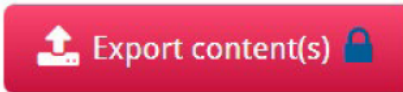
Source	COM4 Committee 4 (Editorial)												
Doc. Number	164												
Proposal	2												
Action	MOD												
Mapping	RES/Res. 11												
Provision	RESOLUTION 11 ITU Telecom events												
Destination	PL Plenary												
Downloads	<table border="1"><thead><tr><th>English</th><th>French</th><th>Spanish</th><th>Arabic</th><th>Chinese</th><th>Russian</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	English	French	Spanish	Arabic	Chinese	Russian						
English	French	Spanish	Arabic	Chinese	Russian								

Inheritance

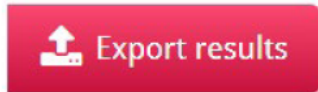


Export features

These two features can be used:
either for all proposals, or on
search or **filter** results.



It exports a Word document containing:
✓ A summary table
✓ The complete text of proposals



It exports a Word document containing:
✓ A summary table only
✓ The link to proposals on the website



RESULT OF THE EXPORT FROM THE ITU PROPOSALS MANAGEMENT WEB



Resolutions			
Description	Provision	Proposal	Source
RESOLUTIONS			
RESOLUTION 71 (Rev. dubai, 2018) Strategic plan for the Union for 2020-2023	RESOLUTION 71	MOD	ARB/78A5/1 AFCP/83A38/1 COM6/14R10/1 COM6/192/1
		MOD	B26/196/1

Examples of documents to support conference discussions

Plenipotentiary Conference (PP-22)
Bucharest, 26 September – 14 October 2022



PLENARY MEETING

Document DT/1-E
24 September 2022
Original: English

Note by the Secretary-General

PROPOSALS RECEIVED FROM ITU MEMBER STATES
FOR THE WORK OF THE CONFERENCE

Resolutions			
Description	Provision	Proposal	Source
RESOLUTIONS			
RESOLUTION 2 (Rev. DUBAI, 2018) World telecommunication/information and communication technology policy forum	RESOLUTION 2	MOD	ARB/78A2/1
RESOLUTION 11 (Rev. Dubai, 2018) ITU Telecom events	RESOLUTION 11	MOD	ACP/80A1/1 IAP/76A19/1 ARB/78A25/1 AFCP/83A10/1
RESOLUTION 21 (Rev. dubai, 2018) Measures concerning alternative calling procedures on international telecommunication networks	RESOLUTION 21	MOD	ARB/78A36/1 AFCP/83A13/1
RESOLUTION 25 (Rev. Dubai, 2018) Strengthening the regional presence	RESOLUTION 25	MOD	RCC/68A3/1 IAP/76A18/1 ARB/78A1/1 ACP/80A2/1 AFCP/83A11/1

SUP //1

RESOLUTION 137 (REV. BUSAN, 2014)

Next-generation network deployment in developing countries¹

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

MOD //2

RESOLUTION 137 (REV. ~~BUSAN, 2014~~DUBAI, 2018)

Next-generation network deployment in developing countries¹

~~EUR/48A2/18 - European Common Proposals~~

~~Next-generation network deployment and connectivity to broadband networks in developing countries¹~~

~~RCC/62A1/8 : RCC Common Proposals~~

~~Next-generation network deployment Deployment of IMT-2020 future networks and beyond in developing countries¹ AGREED~~

The Plenipotentiary Conference of the International Telecommunication Union (~~Busan, 2014~~Dubai, 2018),

recalling

~~EUR/48A2/18 - European Common Proposals~~

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

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

2
PP18/DL/22

PROPOSAL 1	PROPOSAL 2	PROPOSAL 3
MOD IAP/63A1/5	MOD RCC/62A1/28	MOD EUR/48A2/27
DECISION 11 (REV. BUSAN, 2014 DUBAI, 2018)	DECISION 11 (REV. BUSAN, 2014 DUBAI, 2018)	DECISION 11 (REV. BUSAN, 2014 DUBAI, 2018)
Creation and management of Council working groups	Creation and management of Council working groups	Creation and management of Council working groups
The Plenipotentiary Conference of the International Telecommunication Union (Busan, 2014 Dubai, 2018), <i>considering</i>	The Plenipotentiary Conference of the International Telecommunication Union (Busan, 2014 Dubai, 2018), <i>considering</i>	The Plenipotentiary Conference of the International Telecommunication Union (Busan, 2014 Dubai, 2018), <i>considering</i>
a) that the purposes of the Union are set out in Article 1 of the ITU Constitution;	a) that the purposes of the Union are set out in Article 1 of the ITU Constitution;	a) that the purposes of the Union are set out in Article 1 of the ITU Constitution;
b) that Article 7 of the Constitution states that the ITU Council acts on behalf of the Plenipotentiary Conference;	b) that Article 7 of the Constitution states that the ITU Council acts on behalf of the Plenipotentiary Conference;	b) that Article 7 of the Constitution states that the ITU Council acts on behalf of the Plenipotentiary Conference;
c) that Article 10 of the Constitution states that, in the interval between plenipotentiary conferences, the Council shall act, as governing body of the Union, on behalf of the Plenipotentiary Conference within the limits of the powers delegated to it by the latter;	c) that Article 10 of the Constitution states that, in the interval between plenipotentiary conferences, the Council shall act, as governing body of the Union, on behalf of the Plenipotentiary Conference within the limits of the powers delegated to it by the latter;	c) that Article 10 of the Constitution states that, in the interval between plenipotentiary conferences, the Council shall act, as governing body of the Union, on behalf of the Plenipotentiary Conference within the limits of the powers delegated to it by the latter;

C:\PP2018\PP18 - DL 22 - DEC 11.DOCX

03.02.22 00.00.00

Provisional Final Acts: [\[202\] Provisional Final Acts of the 2022 Plenipotentiary Conference \(PP-22\)](#)





Thank you!

For further info
gbs@itu.int