



**Rules of Procedure
for the Committee for ITU Policy
(and its subordinate entities)**

Edition 1

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PREFACE

The role of Com-ITU is to organize and coordinate CEPT's engagement with the ITU and to provide a forum for the harmonization of the positions of Members regarding questions addressed at ITU conferences, assemblies, bodies and groups (excluding the Radiocommunication Sector ITU-R).

In carrying out its activities the Com-ITU shall establish close cooperation and consultation with relevant European bodies, in particular the European Commission and the European Free Trade Association. The Com-ITU should also establish contact with equivalent organizations outside Europe.

These Com-ITU Rules of Procedure are established within the framework of the Arrangement establishing the European Conference of Postal and Telecommunications Administrations (CEPT), hereafter "the CEPT Arrangement", and the CEPT Rules of Procedure. In case of conflict, the rules in the CEPT Arrangement and the CEPT Rules of Procedure shall prevail over these Rules of Procedure.

ARTICLE 1 - MEMBERSHIP AND PARTICIPATION IN MEETINGS

- 1.1 Members of CEPT, as defined in Article 3 of the CEPT Arrangement, are Members of the Com-ITU as of right.
- 1.2 Participation of Observers to Com-ITU meetings should be on the basis of rules established by Com-ITU in accordance with Article 3.10 and any relevant MoUs/LoUs.
- 1.3 Representatives of the European Commission and of the European Free Trade Association Secretariat are Counsellors of the Com-ITU. Counsellors are entitled to participate in meetings of the Com-ITU with the right to speak but not to vote.
- 1.4 Representatives of relevant inter-governmental organisations as well as other organisations or non-CEPT Administrations concerned with issues within the terms of reference for the Com-ITU may be invited by the relevant Chair to participate as Observers in their meetings subject to the decision of the Plenary in accordance with Article 3.10.
- 1.5 The Com-ITU is assisted by the Office, as referred to in the Preamble to the CEPT Arrangement. The Office is entitled to participate in the meetings of the Com-ITU with the rights to provide documents and to speak but not to vote.

ARTICLE 2 - STRUCTURE

The Com-ITU shall have a Plenary and may have the following additional structural entities:

- Steering Group.
- Project Teams.
- Correspondence Groups.

ARTICLE 3 - PLENARY

The functions of the Plenary shall be in particular to:

- 3.1 determine the general policy and make decisions on the management of the work of the Com-ITU, including its working methods.
- 3.2 elect Com-ITU Chair and Vice-chairs and inform the CEPT Presidency of the outcome.

- 3.3 periodically review the Com-ITU mission.
- 3.4 adopt the Com-ITU work programme, prepared by the Steering Group.
- 3.5 propose amendments to the Com-ITU Terms of Reference as appropriate for consideration by the CEPT Assembly, as defined in Article 6 of the CEPT Arrangement.
- 3.6 approve the Rules of Procedure of the Com-ITU and any subsequent modifications to them.
- 3.7 decide upon disputes arising from the application of the Rules of Procedure and the Working Methods.
- 3.8 approve Deliverables as required.
- 3.9 approve and maintain its Working Methods document.
- 3.10 in accordance with Articles 1.2 and 1.4, decide on the participation of Observers in meetings of the Com-ITU, including rules for the participation of Observers.
- 3.11 decide upon the creation or cessation of Project Teams and Correspondence Groups of the Plenary, approve their Terms of Reference and monitor their activities.
- 3.12 appoint the Chairs of the Com-ITU Project teams, as well as the Chairs of Correspondence Groups of the Plenary.
- 3.13 appoint CEPT Topic Coordinators and assistant Topic Coordinators for ITU Conferences and Assemblies, or delegate such appointments to the appropriate subordinate entity.
- 3.14 identify candidates from CEPT in accordance with Article 10.
- 3.15 act on all other matters related to the activities of its structural entities referred to in Article 2.

ARTICLE 4 - STEERING GROUP

- 4.1 The Steering Group's functions shall include:
 - co-ordination of the work of the Com-ITU;
 - preparation of a draft Work programme for approval by the Plenary every year;
 - monitoring the timely preparation of Com-ITU meetings;
- 4.2 The meetings of the Steering Group are chaired by the Com-ITU Chair. When the Com-ITU Chair is unavailable, Steering Group meetings are chaired by one of the Com-ITU Vice-chairs.
- 4.3 The Steering Group shall comprise:
 - the Com-ITU Chair and the Vice-chairs;
 - the Chairs and Vice-chairs of the Project Teams;
 - a Representative of the Office;
 and shall liaise as appropriate with:
 - the Chair of the ECO Council;
 - the Counsellors.

- 4.4 Where the Com-ITU Chair and Vice-chairs agree, the Steering Group may also invite others to attend its meetings as observers.
- 4.5 The Steering Group shall report on its activities as relevant or upon request by one or more Members.

ARTICLE 5 - PROJECT TEAMS

- 5.1 Project Teams may be established by the Plenary to work on well-defined tasks, including drafting Deliverables. Project Teams should, in particular, be established to ensure that topics related to the Standardization and Development Sectors of the ITU (respectively ITU-T and ITU-D) are adequately addressed.
- 5.2 Project Teams shall submit regular progress reports on their work to the Plenary. They shall forward any final drafts of Deliverables to Plenary for approval.
- 5.3 Subject to any directions from the Plenary, Project Teams are free to organize themselves.

ARTICLE 6 - CORRESPONDENCE GROUPS

- 6.1 Correspondence Groups may be established by the Plenary, or a Project Team to work on well-defined tasks for limited time periods, to develop a draft input document to be presented for consideration to the parent group of the Correspondence Group.
- 6.2 Correspondence Groups shall submit regular progress reports on their work to their parent group.
- 6.3 Subject to any directions from their parent group, Correspondence Groups are free to organize themselves.

ARTICLE 7 - PRINCIPLES FOR APPOINTING CHAIR AND VICE-CHAIRS

- 7.1 Only Members' representatives are entitled to be Chairs or Vice Chairs of Com-ITU.
- 7.2 The primary considerations for choosing Chairs and Vice-chairs are the experience and qualifications in the relevant field of the persons concerned. Candidates should be formally nominated by a Member.
- 7.3 As far as possible there should be an equitable geographical distribution and gender balance of appointments.
- 7.4 The Chairs and Vice Chairs of any group shall not represent the same Member.
- 7.5 Appointments for Chair and Vice-Chairs shall normally be for a maximum of three years with the possibility of reappointment for one further consecutive term only.
- 7.6 The number of Vice-Chairs for any group shall be limited to two.
- 7.7 A Vice-Chair shall assume the responsibilities and role of the Chair, when the Chair is unavailable.

ARTICLE 8 - PROCEDURE FOR APPOINTMENT OF THE CHAIR AND VICE-CHAIRS OF COM-ITU AND ITS SUBORDINATE ENTITIES

- 8.1 A list of all posts should be maintained on the Office website giving names of individuals, the Members they represent, period in office, date of appointment, date of end of current terms, eligibility to re-election of current post.
- 8.2 An announcement of the vacancy shall be made at the Plenary meeting preceding the Plenary meeting which shall make the appointment.
- 8.3 Following this meeting, the Com-ITU Chair shall invite all Members to consider submitting a candidate for the vacant post. The information shall also be sent to the individuals on the Plenary distribution list.

- 8.4 Candidates must be formally nominated by a Member.
- 8.5 Candidates must be proposed by the Members at least 4 weeks prior to the Plenary meeting which shall make the appointment. The Member must make a commitment that the necessary resources (including secretarial services) to support the chairmanship shall be provided should their candidate be successful. Brief curriculum vitae for the candidate should be included, indicating relevant qualification and experience. This information shall be placed immediately on the Office website accessible to Members only.
- 8.6 The names, including CV, shall be circulated to all Members. The information shall also be sent to the individuals on the Plenary distribution list.
- 8.7 Members unable to attend the Plenary meeting making the appointment, are invited to advise the Com-ITU Chair, in writing, of their preference, and give their proxy vote in accordance with Article 15.3.
- 8.8 Candidates may be requested to make a presentation of their candidature during the first day of the Plenary meeting where the appointment has to be made.
- 8.9.1 During the Plenary meeting where the appointment is to be made, the Com-ITU Chair, if there is more than one candidate, shall seek a decision by means of a secret ballot, in accordance with Article 14 and Article 15. If there are only two candidates and they receive the same number of votes, there shall be a second round of voting, after sufficient time for consultation between the two rounds. If in this case too, the two candidates receive the same number of votes, and if no candidate volunteers to withdraw, the elected candidate is randomly selected by means of a lottery draw.
- 8.9.2 If there are more than two candidates and no candidate is elected in the first round, there shall be multiple rounds. In every subsequent round except from the last round, if no candidate is elected, the candidate who receives the lowest number of votes shall not participate in the next round.
- 8.9.3 If in any subsequent round referred to in paragraph 8.9.2 two or more candidates receive equal lowest number of votes, the candidate who is randomly selected by means of a lottery draw shall not participate in the next round.
- 8.9.4 If at the end of a round, one or more candidate(s) withdraw(s), the voting procedure continues with all other candidates, including the one(s) who received the lowest number of votes in the round.
- 8.9.5 If in the final round between two (2) candidates, both of them get the same number of votes, there shall be sufficient time available to allow for consultations. If no candidate volunteers to withdraw, the elected candidate is randomly selected by means of a lottery draw.
- 8.9.6 Time for consultations shall be made available between two consecutive rounds.
- 8.10 The procedure for appointment of Chairs and Vice-Chairs of Project Teams shall be the same as above described. Chairs and Vice-Chairs of the Correspondence Groups shall be appointed by the parent group.

ARTICLE 9 - TOPICS AND PROCEDURE FOR APPOINTMENT OF TOPIC COORDINATORS

- 9.1 A Topic is a set of issues to be discussed at a Conference or Assembly that is identified by the relevant group of Com-ITU, and on which CEPT has a position defined in one or more Deliverables as defined in Article 11.
- 9.2 Topic Coordinators shall be appointed to facilitate the preparatory work within CEPT/Com-ITU and its subsidiary bodies on a Topic.

- 9.3 Topic Coordinators shall be selected from Members that have approved relevant Deliverables, where applicable.
- 9.4 The Topic Coordinator shall be responsible for tracking the Topic until the Conference or Assembly has made a final decision on the issues within the Topic.
- 9.5 The Topic Coordinator may only negotiate on CEPT's behalf within agreed CEPT positions that are reflected in adopted Deliverables or adopted at CEPT coordination during a Conference.
- 9.6 In case of the absence of volunteers, the role of Coordinator shall be temporarily taken by the Chair of the group responsible for the preparation of the Conference or Assembly. All Members attending a Conference or Assembly are encouraged to take a specific Topic Coordination role, if possible.
- 9.7 It is desirable to identify a secondary coordinator for every Topic, since the scheduling of discussions at ITU conference may result in conflicts. For some Topics, the coordination function may be shared between coordinators.
- 9.8 Coordinators shall also be designated for Topics where no ECP has been submitted, but proposals from other Regional Telecommunication Organizations (RTOs) are submitted, as well as for horizontal Topics where there is no specific proposal.

ARTICLE 10 - PROCEDURE FOR IDENTIFYING CANDIDATES FROM CEPT TO SERVE AS CHAIRS OR VICE-CHAIRS OF ITU BODIES OR MEMBERS OF ADVISORY BODIES

- 10.1 Com-ITU may be asked to identify a candidate from CEPT to act as chair or vice-chair of an ITU Group or a member of an advisory body, where appropriate. This is without prejudice to the ITU Constitution and Convention and the rights of ITU members to nominate a candidate.
- 10.2 The Com-ITU Chair shall inform all Members of such requests, the deadline for proposals to Com-ITU and all relevant information.
- 10.3 All Members have the right to propose candidates for consideration by Com-ITU.
- 10.4 Candidates should have experience in the relevant field and the specific area of activities of the body concerned.
- 10.5 Members shall present their candidates, including the CVs, within the deadline set by Com-ITU Chair. Candidacies shall be published on the Com-ITU website.
- 10.6 If there is only one candidate for the position, that candidate shall be submitted as the candidate from CEPT.
- 10.7 In case of more than one candidate for any position where a candidate from CEPT is to be identified, the Chair of Com-ITU shall first and foremost undertake consultations in order to solve the situation in a consensual fashion. If these consultations are not successful, the matter shall be decided by secret ballot. If a ballot is not possible, the decision is made by correspondence in accordance with Article 14.2 and Article 15.2.
- 10.8 In cases where a candidate from CEPT is to be identified, a Member whose representative has been a candidate from CEPT for two consecutive terms in the relevant post may only be nominated as candidate from CEPT again if no other Member nominates a candidate for the same position.
- 10.9 Candidates from CEPT shall be identified in reasonable time prior to the ITU deadline for submission of nominations.

ARTICLE 11 - DOCUMENTATION

- 11.1 Deliverables developed by Com-ITU shall include:
- European Common Proposals,
 - CEPT Briefs,
 - Com-ITU Work programme,
 - Com-ITU Reports,
 - Contributions.
- 11.2 European Common Proposals are submissions to ITU Conferences and Assemblies developed by a mechanism specified in the Working Methods document, approved and signed by Members.
- 11.3 CEPT Briefs are internal guidance documents that reflect European positions and the positions and significant proposals of other RTOs at ITU meetings. CEPT Briefs define CEPT's position on each of a number of Topics as defined in Article 9, including through references to relevant ECPs.
- 11.4 The Work programme includes the foreseen activities of the Com-ITU and its entities for the respective period.
- 11.5 Com-ITU Reports summarise the main outcomes of events where CEPT has taken part.
- 11.6 Contributions are documents/written inputs to ITU Council, Advisory Groups, Study Groups, Working Groups and Parties, or Task Groups (except of the ITU-R sector) as defined in the Com-ITU Working Methods.

ARTICLE 12 - MEETINGS OF THE PLENARY AND PROJECT TEAMS

- 12.1 Two kinds of meetings are possible: ordinary and extraordinary.
- 12.2 Meetings may be held in different formats: fully virtual, hybrid or in person.
- 12.3 Ordinary meetings are convened at the established dates and in order to fulfil the working programme. Ordinary meetings shall not exceed duration of five days.
- 12.4 Extraordinary meetings are special ones convened for the resolution of unforeseen problems or issues where an Com-ITU position is very important or urgent. The agenda for an extraordinary meeting is fixed before the meeting and cannot be amended during the meeting.
- 12.5 Extraordinary meetings shall be convened at the request of at least five Members.
- 12.6 Plenary meetings shall be convened and chaired by the Com-ITU Chair. Meetings of Project Teams shall be convened by the relevant Chairs.
- 12.7 The Plenary shall meet at least twice a year.
- 12.8 In-person or hybrid meetings of the Com-ITU shall be hosted by Members on a voluntary basis or by the ECO.
- 12.9 At least 4 weeks before the date of the meeting an official invitation and the draft agenda shall be sent to the lists of official e-mail addresses of Members and the relevant distribution list. Invitation and Agenda for the meetings shall be published on the "Com-ITU Meeting documents" on the CEPT website.
- 12.10 Members can propose agenda items requiring a decision no later than 2 weeks prior to the meeting date, except by the unanimous agreement of all Members participating in the meeting.

- 12.11 Documents to be considered at a meeting should be available in electronic form to Members and participants at least 2 weeks prior to the meeting. No formal decision can be taken on issues raised in documents placed on the Com-ITU website less than 2 weeks before the meeting, except by the unanimous agreement of all Members participating in the meeting.
- 12.12 Meeting hosts are not required to provide paper copies of documents.
- 12.13 It is for each Member, Counsellor and Observer to decide upon the composition of its delegation. Organisations who participate as Observers may be requested to limit their delegations to one or two persons.
- 12.14 Closed sessions shall be held without Observers present at the request of one Member supported by at least three Members, or the Chair.
- 12.15 Minutes shall record all the essential decisions taken during the meeting and if required the different positions expressed and shall be approved by the participants of the meeting.

ARTICLE 13 - LANGUAGES

As a general rule, CEPT meetings shall be held in English. However, subject to prior Arrangement with all Members concerned with a particular meeting or a series of meetings, an exception to this rule may be made and the meeting could be held in all three official languages – English, French and German.

ARTICLE 14 - CONDUCT OF MEETING AND VOTING

- 14.1 As a general rule the Com-ITU shall act by consensus, otherwise by a simple majority of votes cast, except where specific alternative provisions have been agreed. Project Teams shall not vote.
- 14.2 Voting is done at Plenary meetings. Com-ITU may, in exceptional cases, agree that any specific voting procedure shall be conducted by correspondence.
- 14.3 For the adoption of ECP the procedures of the Working Methods (Part 3) apply.
- 14.4 Consensus is defined as the general agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus does not imply unanimity.
- 14.5 Only Members have the right to vote.
- 14.6 The vote of each Member shall be cast in alphabetical order according to the French names of countries whose Members are present or represented by proxy.
- 14.7 Abstentions shall not be taken into account in calculating the majority.
- 14.8 If the number of abstentions is equal to, or more than, half the number of votes cast, the question discussed must be taken up again at a later meeting, at which this rule shall not apply.
- 14.9 A secret ballot shall be used if requested by at least two Members.
- 14.10 Any dispute that may arise from the application of the Rules of Procedure shall be settled amicably through mutual consultation, in good faith, managed by the Plenary.

ARTICLE 15 - QUORUM AND PROXY VOTING

- 15.1 The quorum, present or represented by proxy, required for voting under the procedure described in Article 14 shall consist of at least 50% of the total number of Members.
- 15.2 The quorum for a vote taken by correspondence must be reached by the date specified in the voting papers issued to each National Delegation.
- 15.3 A Member unable to attend a meeting where a vote is due to be taken may cast a vote by proxy. To be valid a proxy vote must be notified in writing to the Chair in advance of the meeting, indicating which other Member has been given the proxy. No Member may cast more than one proxy on a particular vote.

ARTICLE 16 - AMENDMENTS TO THE RULES OF PROCEDURE

- 16.1 Proposed amendments to the Rules of Procedure shall be put to the Plenary giving not less than 8 weeks notice.
- 16.2 Approval of amendments to the Rules of Procedure shall require not less than 75% of the total votes cast to be in favour.
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