ITUPP
DUBAI 2018
29 October - 16 November
Dubai, United Arab Emirates

WHAT IT IS ⌄   PARTICIPATION ⌄   STRUCTURE ⌄   PREPARATION ⌄   TRAVEL ⌄

ITU

Drafting of ITU Resolutions

General Overview

1. Introduction

2. Why consistency matters?

3. Form of ITU resolutions

4. Linguistic of ITU resolutions

Intro

- Why outcomes of conference are important and why consistency is essential?

- FORM: – numbering of resolutions – format & structure of resolution – numbering of paragraphs

- LINGUISTIC: References to ITU texts, to conferences, countries, abbreviations..

Why consistency in the outcomes of conferences is important?

- "unilateral instruments of international organizations"
- very useful legal means of fulfilling the organization's purposes and missions
- often address/refer to/relevant to <u>external</u> stakeholders
- saving time & money in document process
- Standardization. Consistency across the Union.

Numbering of the resolutions

- New system adopted at PP-98
    - No longer review all resolutions
    - Remain in force until revised/abrogated

- Place name and date thus an <u>integral part of the number</u> and <u>not to be omitted</u>

- Not preceded by «No.»

Examples

Resolution 7 (Kyoto, 1994)

Decision 3 (Minneapolis, 1998)

Resolution 51 (Rev. Minneapolis, 1998)

Resolution 118 (Marrakesh, 2002)

Resolution 86 (Rev. Marrakesh, 2002)

Resolution 134 (Antalya, 2006)

Resolution 111 (Rev. Antalya, 2006)

Resolution 165 (Guadalajara, 2010)

Resolution 71 (Rev. Guadalajara, 2010)

Resolution PLEN/1, 2, etc. (Busan, 2014)

Resolution COM5/1, 2, etc. (Busan, 2014)

Recommendation PLEN/A, B, etc. (Busan, 2014)

Recommendation COM5/A, B, etc. (Busan, 2014)

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Basic format

- One (long!) sentence!
  - The conference is the subject
  - In principle - no full stops!

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

- Stand-alone instruments

Structure of resolutions

- Preambular paragraphs
- Operative paragraphs

Training Course on Preparing for International Conferences

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 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 provison

Subdivisions:

-no rule, but avoid mixing systems

-Use: bullets, dashes, I.c. Roman (i), (ii), (iii), ...

References to parts of resolutions and CS/CV

✓ in *considering c)* of Resolution ...

✓ pursuant to *instructs the Secretary-General* 2 above ...

To CS/CV:

✓ 1st reference: «the ITU Constitution», «the ITU Convention»

✓ 2nd reference: «the Constitution», «the Convention»

✓ Joint reference: «the ITU Constitution and Convention», «the Constitution and Convention»

✓ No. 123 of the Constitution

✓ Nos. 45 and 67 of the Convention

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References to other resolutions

✓ **Specify name of the adopting conference in the first occurrence**:

- … in accordance with Resolution 154 (Rev. Guadalajara, 2010) of the Plenipotentiary Conference

- …Resolution 17 (Rev. Dubai, 2014) of the World Telecommunication Development Conference (WTDC)

✓ **Thereafter, no need to specify the conference**:

- … Resolution 154 (Rev. Guadalajara, 2010)

- … Resolution 17 (Rev. Dubai, 2014) of WTDC

✓ **For another resolution of the same PP: use "of this conference"**:

- … taking account of Recommendation 123 (Rev. Busan, 2014) of this conference.

Quoting 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.

References 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 (Dubai, 2014)»

✓ **Reference to a specific event in the future**:

"the forthcoming/a future/the next/a subsequent world conference on international telecommunications…"

"the 2015 world radiocommunication conference…"

• The use of conference abbreviations (e.g. WTDC-14) follows the general rules for abbreviations set out above.

• In line with the rule on two-letter abbreviations, PP (or PP-10, PP-14, etc.) should not be used.

References to countries

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/online/mm/scripts/gensel28

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

Digression - membership

Lot of misconceptions/vagueness about ITU «membership», leading to editorial problems

So – be precise in resolutions!!!!

   Member State - Sector Member - Associate - Academia

Never: <u>M</u>ember

Avoid: member (except in member of RRB, member of a committee, etc.), membership

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

Abbreviations/acronyms

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)

Digression - upper/lower case

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

Order in lists

- If in doubt, where there is no substantive reason for a particular order, lists of countries, etc., follow the <u>French</u> 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

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Repetitive/recurrent 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."
- review/revision, should/subjunctive, etc.

Thank You

For further info,
contact gbs @itu.int

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