



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

**Edition 0**

**Copenhagen, 9 July 2009**

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## **PREFACE**

In carrying out its activities the Com-ITU will 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.

## **ARTICLE 1 – MEMBERSHIP AND PARTICIPATION IN MEETINGS**

- 1.1 Members of CEPT are Members of the Com-ITU as of right.
- 1.2 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.
- 1.3 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 Committee may be invited by the relevant Chairmen to participate as Observers in their meetings on an ad hoc basis (see also Article 3.8).
- 1.4 The Com-ITU is assisted by the Office. 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 the following structural entities:

- Plenary,
- Steering Group,

and may have:

- Project Teams
- Correspondence groups

## **ARTICLE 3 - PLENARY**

The functions of the Plenary shall be in particular to:

- 3.1 periodically review the Com-ITU mission and strategy.
- 3.2 determine the general policy and make decisions on the management of the work of the Com-ITU, including its working methods.

- 3.3 elect its Chairman (Com-ITU Chairman) and Vice Chairmen and inform the CEPT Presidency.
- 3.4 propose amendments to the Com-ITU Terms of Reference as appropriate for consideration by the CEPT Assembly.
- 3.5 approve the Rules of Procedure of the Com-ITU and any subsequent modifications to them and to decide upon disputes arising from their application.
- 3.6 approve Deliverables as required.
- 3.7 approve and maintain its Working Methods document.
- 3.8 in accordance with Article 1.3, decide on the participation of Observers in meetings of the Com-ITU.
- 3.9 decide upon the creation or cessation of Project Teams and Correspondence Groups of the Plenary and approve their Terms of Reference.
- 3.10 appoint Chairmen of the Project Teams of the Plenary.
- 3.11 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 long term work programme for approval by the Plenary every year;
  - preparation of an annual work programme based on the long term work programme for approval by the Plenary at its final meeting of each year;
  - preparation and maintenance of a long term schedule for meetings to be approved by the Plenary;
  - reporting to each Plenary meeting.
- 4.2 The meetings of the Steering Group are chaired by the Chairman of the Plenary. When the Chairman is unavailable, Steering Group meetings are chaired by one of the Vice Chairmen of the Plenary.
- 4.3 The Steering Group shall comprise:
  - the Chairman and the Vice Chairmen of the Plenary;

- the Chairmen and Vice Chairmen of the Project Teams of the Plenary;
- the Director of the Office;
- the Chairman of the Council;
- the Counsellors.

4.4 Where the Chairman and Vice Chairmen of the Plenary agree, the Steering Group may also invite others to attend its meetings.

#### **ARTICLE 5 - NOT USED**

#### **ARTICLE 6 - NOT USED**

#### **ARTICLE 7 - PROJECT TEAMS**

- 7.1 Project Teams may be established by the Plenary to work on well-defined tasks for limited time periods.
- 7.2 Project Teams shall submit regular progress reports on their work to their parent body.
- 7.3 Subject to any directions from their parent body, Project Teams are free to organize themselves.

#### **ARTICLE 8 – PRINCIPLES FOR APPOINTING CHAIRMEN AND VICE CHAIRMEN**

- 8.1 Only Members' representatives are entitled to be Chairmen or Vice Chairmen. Representatives of the Office may serve as Chairmen of Project Teams.
- 8.2 The primary considerations for choosing Chairmen and Vice Chairmen are the experience and qualifications of the persons concerned.
- 8.3 As far as possible there should be an equitable geographical distribution of appointments.

- 8.4 The Chairman and Vice Chairmen of any group shall not represent the same Member.
- 8.5 Appointments shall normally be for a maximum of three years with the possibility of reappointment for one further consecutive term only. For Project Teams preparing for ITU Conferences the term of the Chairman shall normally be limited to one Conference cycle.
- 8.6 The number of Vice Chairmen for any Com-ITU entity shall be limited to two.
- 8.7 A Vice Chairman shall assume the responsibilities and role of the Chairman, when the Chairman is unavailable.

#### **ARTICLE 9 - PROCEDURE FOR APPOINTMENT OF THE CHAIRMAN AND VICE CHAIRMEN OF PLENARY**

- 9.1 A list of all posts should be maintained on the Office website giving names of individuals, Members, period in office, date of appointment, date of end of current terms, eligibility to re-election of current post.
- 9.2 An announcement shall be made at the Plenary meeting prior to the Plenary meeting which will need to make an appointment, of the vacancy and the need to make the appointment at the subsequent meeting.
- 9.3 Following this meeting the Com-ITU Chairman shall invite all CEPT Members to consider submitting a candidate for the vacant post. The information shall also be sent to the individuals on the Plenary distribution list.
- 9.4 Candidates must be proposed by the Member at least one month 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 CEPT Members only.
- 9.5 The names, including CV, shall be circulated to all CEPT Members. The information shall also be sent to the individuals on the Plenary distribution list.
- 9.6 Members unable to attend the Plenary meeting making the appointment, are invited to advise the Com-ITU Chairman, in writing, of their preference, and give their proxy vote in accordance with Article 15.3.

- 9.7 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.
- 9.8.1 During the Plenary meeting, where the appointment is to be made, the Com-ITU Chairman, if there is more than one candidate, shall seek a decision by means of a secret ballot, in accordance with Articles 14.3 to 14.6 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.
- 9.8.2 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.
- 9.8.3 If in any subsequent round referred to in paragraph (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.
- 9.8.4 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.
- 9.8.5 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.
- 9.8.6 There shall be sufficient time available between two consecutive rounds in order to allow for consultations.

## **ARTICLE 10 - DOCUMENTATION**

- 10.1 Deliverables developed by Com-ITU shall include:
- European Common Proposals,
  - Briefs,
  - Com-ITU Reports,
  - Policy Goals.
- 10.2 NOT USED

- 10.3 European Common Proposals are submissions to ITU Conferences, Assemblies, and meetings, signed by CEPT Members and developed by a mechanism specified in the Working Methods document.
- 10.4 NOT USED
- 10.5 Com-ITU Reports are the result of studies by the Com-ITU normally in support of a harmonisation measure or a policy goal. They are developed by a mechanism specified in the Working Methods document.
- 10.6 NOT USED
- 10.7 Policy Goals are kept under continuous review by the Com-ITU Plenary and shall be maintained on the Office website.
- 10.8 Briefs are intended for the members of CEPT national delegations in order to present the European positions at ITU meetings

#### **ARTICLE 11 - MEETINGS OF THE PLENARY AND PROJECT TEAMS**

- 11.1 Two kinds of meetings are possible: ordinary and extraordinary.
- 11.2 Ordinary meetings are convened at the established dates and in order to fulfil the normal working programme. Ordinary meetings will not exceed duration of five days.
- 11.3 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.
- 11.4 Meetings shall be convened by the Chairmen. Extraordinary meetings shall be convened at the request of at least five Members.
- 11.5 The Plenary shall meet at least twice a year.
- 11.6 Meetings of the Com-ITU shall be hosted on a voluntary basis by Members or organisations.
- 11.7 At least one month 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.
- 11.8 Documents to be considered at a meeting should be available in electronic form to Members and participants at least two weeks prior to the meeting. No formal decision can be taken on issues raised in documents placed on the Office website less than two weeks before the meeting, except by the unanimous agreement of all Members participating in the meeting.
- 11.9 Meeting hosts are not required to provide paper copies of documents.

- 11.10 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.
- 11.11 Closed sessions shall be held without Observers present at the request of one Member supported by at least three Members, or the Chairman.
- 11.12 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 12 – NOT USED**

## **ARTICLE 13 - LANGUAGES**

- 13.1 As a general rule, provision shall be made for simultaneous interpretation in the three CEPT languages at meetings of the Plenary. However, subject to prior Arrangement of all Members concerned with a particular meeting or a series of meetings, an exception to this rule may be made. Such prior Arrangement shall be obtained on the initiative of the Member organising the meeting, or the first meeting in the case of a series of meetings, sufficiently in advance to enable this Member to take the appropriate practical measures.

## **ARTICLE 14 - CONDUCT OF MEETING AND VOTING**

- 14.1 As a general rule the Com-ITU will act by consensus, otherwise by a simple majority of votes cast, except where specific alternative provisions have been agreed. Project Teams shall not vote.

For the adoption of ECP the procedures of the Working Methods (Part 3) apply.

- 14.2 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.
- 14.3 Only Members have the right to vote.
- 14.4 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.

- 14.5 Abstentions are not taken into account in calculating the majority.
- 14.6 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 will not apply.
- 14.7 A secret ballot shall be used if decided by the Chairman or requested by at least two Members.

#### **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 of CEPT.
- 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 Chairman 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 two months 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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