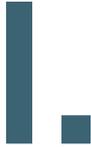




# ITU INFORMATION/DOCUMENT ACCESS POLICY

AS APPROVED BY COUNCIL 2016





# INTRODUCTION



1.1

The International Telecommunication Union (“ITU”) believes that public access to information/ documents (hereinafter called “information”) contributes to a better awareness and understanding of ITU’s unique mission. Better public access to information held, managed or generated by ITU facilitates transparency and accountability of ITU’s activities.

1.2

Compliance with this policy is the responsibility of the ITU Secretary-General.



## PUBLIC ACCESS



### 2.1

ITU's information/document access policy determines the extent to which documentation should be made publicly accessible and ensures access by the public to information held, managed or generated by ITU. The following general categories of information are covered by this policy:

- General information about the mandate, activities and history of ITU
- Information of ITU treaty-making conferences
- Information related to the governance and management of ITU
- Information on ITU's operational activities

### 2.2

Subject to Section III below, the types of information made available to the public are enumerated in Annex 1.



## 3.1

While ITU is committed to improve public access to information, there are compelling reasons to protect certain types of information. ITU does not provide public access to information where disclosure might cause potential harm to a legitimate private or public interest. For instance, ITU does not provide public access to the information listed below.

# NON-DISCLOSURE



### 3.1.1 PERSONAL INFORMATION SUCH AS:

- a. Information whose disclosure is likely to endanger the safety or security of any individual, violate his or her rights, or invade his or her privacy
- b. Personal, medical, safety, security or employment-related information concerning staff. This includes, among others, performance evaluations, personal medical information, information relating to staff appointment and selection processes, and personal communications



## NON-DISCLOSURE



### 3.1.2. INFORMATION RELATED TO LEGAL, DISCIPLINARY OR INVESTIGATIVE MATTERS SUCH AS:

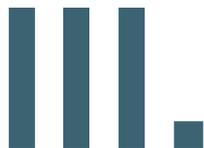
- a. Information related to investigation reports or to disciplinary proceedings
- b. Information covered by legal privilege including, among other things, communications provided and/or received by ITU's Legal Affairs Unit

### 3.1.3. INFORMATION THAT WOULD COMPROMISE SAFETY AND SECURITY SUCH AS:

- a. Information whose disclosure is likely to endanger the security of members of ITU or prejudice the security or proper conduct of any operation or activity of ITU

### 3.1.4. COMMERCIAL AND FINANCIAL INFORMATION SUCH AS:

- a. Commercial, financial, scientific or technical information where disclosure would harm either the financial interests of ITU or members of ITU



## NON-DISCLOSURE



3.2

Submitters of information to ITU conferences, assemblies and meetings are solely responsible for identifying if the information, or portion thereof, contains information falling into any of the categories listed above or is otherwise sensitive and therefore marking the document for restricted access. In those cases, submitters are encouraged to provide a redacted version for public access whenever possible.

3.3

Restricted information shall remain restricted until it no longer meets the criteria listed in one of the exceptions outlined above or until the submitter notifies the ITU that it may be made publicly available.

# IV.

## IMPLEMENTATION



### 4.1

ITU disseminates information to the public through various means, including the ITU public-access website ([www.itu.int](http://www.itu.int)), the ITU Publications Sales Service, United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)), news releases and spokespersons.

### 4.2

Any person or organization may request information mentioned in Annex 1 that is not already available through ITU's public-access website, the ITU Publications Sales Service or other means. Such requests should be submitted in writing to [access@itu.int](mailto:access@itu.int) and must include the requester's full name and address. ITU may charge a fee for material and labour costs.

# IV.

## IMPLEMENTATION



4.3

ITU reserves the right to refuse any request that would require ITU to create, develop, or collate information or data that does not already exist or is not available in ITU's information systems.

4.4

ITU will post the information/document access policy on its website

# ANNEX 1 TO THE POLICY

## Information subject to public access



Subject to Section III of the Information/document access policy, the following types of information are made available to the public.

# A.

Information  
subject to public access

General information about the mandate,  
activities and history of ITU disseminated  
through a variety of media



# B.

Information  
subject to public access

## INFORMATION OF TREATY-MAKING CONFERENCES



### Plenipotentiary Conferences (PP)

- Basic Texts including the Constitution and Convention of ITU, the General Rules of conferences, assemblies and meetings, the Optional Protocol, decisions, resolutions and recommendations in force
- Final acts
- Output documents
- Input documents subject to the decision of the submitter as per Article 3.2 of the policy

# B.

Information  
subject to public access

## INFORMATION OF TREATY-MAKING CONFERENCES



### World and Regional Radiocommunication Conferences (WRC and RRC)

- Editions of the Radio Regulations and of regional Agreements
- Final acts
- Output documents
- Input documents subject to the decision of the submitter as per Article 3.2 of the policy

### World Conferences on International Telecommunications (WCIT)

- Editions of the International Telecommunication Regulations
  - Final acts
  - Output documents
  - Input documents subject to the decision of the submitter as per Article 3.2 of the policy
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# C.

Information  
subject to public access

## INFORMATION RELATED TO THE GOVERNANCE AND MANAGEMENT OF ITU



### Official communication with membership

- Circular letters
- Administrative circulars

### Council sessions

- Rules of Procedure of the Council
- Resolutions and Decisions of the Council
- Output documents
- Input documents subject to the decision of the submitter as per Article 3.2 of the policy



Information  
subject to public access

## INFORMATION RELATED TO THE GOVERNANCE AND MANAGEMENT OF ITU



### Council Working Group meetings

- Output documents
- Input documents subject to the decision of the submitter as per Article 3.2 of the policy

### Radiocommunication Assemblies (RA), World Telecommunication Standardization Assemblies (WTSA), World Telecommunication Development Conferences (WTDC)

- WTSA Proceedings; Book of ITU-R Resolutions; Final Report of WTDC
- Output documents
- Input documents subject to the decision of the submitter as per Article 3.2 of the policy
- Output documents of regional preparatory meetings for WTDC
- Input documents of regional preparatory meetings for WTDC subject to the decision of the submitter as per Article 3.2 of the policy

# C.

Information  
subject to public access

## INFORMATION RELATED TO THE GOVERNANCE AND MANAGEMENT OF ITU



### Sector Advisory Groups' meetings

- Output documents
- Input documents subject to the decision of the submitter as per Article 3.2 of the policy

### Strategy and planning

- Strategic plans
- Operational plans



Information  
subject to public access

## INFORMATION RELATED TO THE GOVERNANCE AND MANAGEMENT OF ITU



### Financial and human resources management

- Financial Regulations and Financial Rules
- Staff Regulations and Staff Rules
- Organizational chart
- Financial plans
- Approved budgets
- Financial operating reports
- Vacancy notices



Information  
subject to public access

## INFORMATION RELATED TO THE GOVERNANCE AND MANAGEMENT OF ITU



### Oversight

- Reports of the Independent Management Advisory Committee (IMAC)
- Reports of the External Auditor
- Annual reports of the Internal Auditor

### Procurement

- Public tenders as well as contract awards for any purchase with estimated expenses above CHF 20 000

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# D.

Information  
subject to public access

## INFORMATION ON ITU'S OPERATIONAL ACTIVITIES



### Developing standards, manuals and guidelines

- Procedures and working methods of study groups
- Documents of ITU-T focus groups
- Recommendations, Reports, Questions, Opinions, and handbooks

### Managing allocation and use of the radio frequency spectrum and satellite orbits

- Service publications and information related to frequency assignments, notifications and coordination requests for space/terrestrial systems/stations (BR IFIC, MARS, GLAD, SNS, SNL)
- Outputs of the Radio Regulations Board (RRB) (summary of decisions, approved minutes and Rules of Procedure)

# D.

Information  
subject to public access

## INFORMATION ON ITU'S OPERATIONAL ACTIVITIES



### Providing registrar functions

- Lists of numbering resources
- Operational Bulletin
- List of Recognized Operating Agencies (ROAs)

### Coordinating and implementing telecommunication development activities and projects

- List of assistance projects
- Toolkits, guidelines, handbooks, case studies and strategy reports

# D.

Information  
subject to public access

## INFORMATION ON ITU'S OPERATIONAL ACTIVITIES



### Organizing forums, symposia, workshops and exhibitions

- World Telecommunication Policy Forum (WTPF) documents
- World Summit on the Information Society (WSIS) Forum documents
- TELECOM highlights and outcome reports
- Other ITU forums, symposia and workshops: documents as prepared by the event

### Monitoring and analysing the telecommunication/ICT markets and trends

- Statistics and indicators
- Surveys
- Reports on ICT trends

