No. 6-21/2024-IR
Government of India
Ministry of Communications
Department of Telecommunications
(IR Division)
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Sanchar Bhawan, New Delhi.

Dated: 12 December , 2024

OFFICE MEMORANDUM

Subject:- <u>Guidance on nomination of officials for foreign visits, documentation of visit outcomes, and follow-up – reg.</u>

This OM provides guidance for the nomination of officials on various categories of foreign visit delegations, documentation of visit outcomes, and follow-up on them.

2. The broad categories of the engagements with international organizations which require foreign visits are as below:

a) High-level visits (by Hon'ble Ministers and Secretary);

b) Bilateral meetings with other governments;

c) Multilateral Forums Meetings like BRICS, APT, G-20, ASEAN, CTO, ESCAP, UNDP, UNIDO, etc.;

d) Free Trade Agreement / WTO matters related meetings;

e) ITU-related meetings;

f) Technical conferences/meetings/workshops on specific technologies and standards;

g) General conferences/exhibitions/seminars/workshops etc.

3. The process for engagement and participation of delegation in these visits outlined in this OM covers three parts – prior preparation, meeting participation, and follow-up action.

4. Prior preparation for participation in the meetings:

4.1   The IR Division will maintain continuously updated database of various meetings under categories of 2(e), 2(f) and 2(g), proposed during the year, which will be updated regularly to reflect newly announced convenings of various ITU Study Groups and other meetings. Such data base may be made available to all Nodal points and higher authorities.

4.2   All Nodal Points concerned, covering all the different services working in DoT, will provide recommendations for the quarterly rolling plan (QRP) for the deputation of officers to the upcoming international events/ meetings in the enclosed format (**Annexure-I**) to the IR Division. The Nodal Points for various subjects are as follows:

     a. ITU-T and other standardization-related activity: TEC (Member (S))
     b. ITU-R: WPC (Member (T))
     c. ITU-D: IR Division, DoT (DDG(IR)/ AS (T))
     d. For other meetings: Wing heads concerned
     [M(S)/M(T)/M(F)/AS(T)/DG(T)/WPC/CGCA/USOF Administrator].

4.3   The Nodal Points should include in the QRPs the names of all delegates proposed for physical participation in meetings, not just the officers from their office. For example, for an ITU-T Study Group meeting, TEC may list delegates proposed for physical and virtual attendance, based on criteria such as contributions discussed in the relevant NWG, leadership roles held within the Study Group, subject matter expert , as observer to gain experties and other guidelines outlined in subsequent paragraphs.

As an exception, Individual officers or unit of DoT will also be allowed to propose nomination for a particular international engagement given in para 2 with justification in the cases wherein the same was missed during QRP preparation.

4.4   IR Division will process the cases for foreign visits based on the meetings calendar, QRPs received from various wings/nodal points, information/invitations received from other sources, proposal received from individual / unit of DoT etc. To finalize the delegation for a particular meeting, IR Division will collect details of the proposed officers in the prescribed format (**as enclosed in Annexure-II**), which will reflect their previous international engagements, contributions made, roles involved, and status of their previous engagements, if any. This will also contain justification of participation in the current meeting in physical format (as against attending online) and desired outcomes (in brief, clear, and tangible terms).

5. General norms for selecting delegates for physical participation:

5.1 The meetings listed at para 2(a), (b), (c) &(d) above are generally of strategic importance. The composition of the delegation for these meetings will be proposed by the IR Division based on the specific requirements of that particular meeting.

5.2. The meetings related to ITU [para 2(e)] can broadly be divided into two categories: (i) meetings related to policy matters of ITU such as ITU-Council Meeting & Plenipotentiary Conference, and (ii) Sector Specific (i.e. ITU- T, R & D) meetings.

i) ITU-Council Meeting & Plenipotentiary (PP) Conference:

The Council and PP are ITU's governance mechanisms and determine its policies, direction and activities as well as elect the members of other ITU organs, and positions at the Secretariat. India has always been a Council member. The DDG (IR) is the nodal officer representing India at the ITU. The ITU-PP and Council meetings are of strategic importance and mostly represented by the DDG IR along with other members of delegation as per the requirement of the meeting.

ii) Sector-specific (i.e. ITU-T, R & D) meetings:

India's engagements with various sectors of ITU can broadly be categorized into three levels – (i) contributing to the development of ITU Recommendations, Technical Reports, and related outputs, (ii) holding leadership roles such as Chair, Vice-Chair, Rapporteur, and similar positions, and (iii) observers or subject experts attending the meetings to gain insights or for strategic purposes. Further, there are three different sectors of ITU meetings where Indian delegation could participate.

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a. **ITU-T** : ITU-T deals with standardization aspects and it has 10 Study Groups under which standardization activities take place.
b. **ITU-R** : ITU-R deals with the radio regulations, spectrum and standards related to radio communications and it has 6 Study Groups.
c. **ITU-D** : ITU-D deals with the policy and sustainable development aspects. It has two Study Groups.

5.3. The engagement with the ITU should be with focused approach to gain the desired outcomes from the meetings. The broad criteria for consideration of officers as member of Indian delegation to such ITU meetings is given in **Annexure III**. A detailed circular for composition of delegation for ITU sector specific meetings will be issued separately.

5.4. The wing heads of the Nodal Points concerned of the respective ITU sectors, keeping Secretary(T) apprised, should prioritize the work items of different study groups based on their importance for the country.

5.5. For the meetings related with other standardization bodies like IEEE, APT, 3GPP, OneM2M, CTO, etc., and various other technical conferences/meetings/ workshops, which require Indian participation at the appropriate level [para 2(f)], the officers participating in such meetings will be proposed by IR Division

on case-to-case basis considering QRP/ justification provided by officer concerned, duly approved by wing head, continuity of the activity, and importance of the event.

5.6. For other general events like general conferences, exhibitions, seminars, etc. [para 2(g)], the officers participating in such meetings will be proposed by IR Division on case-to-case basis considering QRP/ justification provided by officer concerned, duly approved by wing head with a focus on providing widest participation of officers and to provide them with international exposure and to initiate their curiosity in contributing in the technical matters.

5.7. The higher authorities, having greater insights and overview of the strategic requirements, may add/delete/modify the nominations proposed by IR Wing, based on the requirements of each case.

6. Follow-up action after the visit:

6.1 After completion of the visit, the leader of the delegation should submit a comprehensive tour report within one week to the concerned Wing Head (with copy to IR Wing for repository), outlining the following:-
   a) Details of Indian engagement during the meeting.
   b) Status of the contribution(s) from India submitted during the meeting.
   c) Important proposals discussed during the meeting.
   d) Important takeaways of the meeting.
   e) Way forward or follow-up actions required
   f) Points of concern for India, if any.
   g) For ITU meetings, the tour report should also contain the reference to the ITU web links providing details of the contribution(s) submitted by the officer(s) concerned.

6.2 In addition, a brief single page summary report flagging the key takeaways and areas of concern, if any, must be annexed with the tour report.

6.3   The teams that have undertaken visits involving categories 2(e), 2(f), and 2(g) shall make succinct debriefing presentations on the visit outcomes. The last Friday of every month may be designated to consolidate all such presentations to an audience consisting of officials of DoT and field units who can join on VC. The IR wing shall standardise a format for the presentation, and inform the timing and venue.

6.4   The three ITU Wing Heads will review the outcomes of the visits with the respective teams and brief the Secretary (T) quarterly on the progress and other developments associated with important questions and work items.

6.5   The IR Division shall make effort to automate the process outlined in this document which may also serve as an online repository of all foreign visits and associated records, availability of mapping ITU study groups and officers associated with each activityetc. Such system, should enable   high-level reviews and decision-making

(Sandeep Kumar Gupta)
Director (IR-2)
Email - dirir3-dot@gov.in

To,

1. Heads of All Units/ Divisions of DOT

Copy for Kind Information to: -

1. PSO to Secretary (Telecom), Sanchar Bhawan, New Delhi.

2. Sr. PPS to Additional Secretary (Telecom), Sanchar Bhawan, New Delhi.

3. Member   (S)/Member   (T)/Member   (F),   Digital   Communications Commission, Sanchar Bhawan, New Delhi .

Annexure I - QUARTERLY ROLLING PLAN

S.N.	Division / Unit	Meeting/Programme Name	Country	Mention the mode (Online/ Offline)	Invitation Letter/circular/Announcement Letter of meeting (Mention letter no. here and enclose a copy alongwith draft agenda/program)	Whether similar meeting/Programme occurred in past (Yes/No). If Yes, please enclose tour report	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	Officers proposed (Name, Designation email and mobile no.)	Justification/Role of EACH Officer/Contribution (One or two paragraphs for each officer)	Expected outcome of the meeting

Annexure II

Part A

1. Name (official/passport)
2. Designation and place of posting
3. Equivalent rank in Govt. Of India
4. Date of birth
5. Staff No
6. Last three and Current years' foreign visits Details (2021, 2022, 2023 and 2024)

S.No.	Period	Country	Purpose

7. Date of Submission of Annual Immovable property return statement for 31.12.2023
8. Scan copy of Passport (Diplomatic/ Official)- if any
9. Pay Level (as per 7th pay matrix, Level 1 to 18)
10. Grade pay:
11. Contact Mob. No.
12 E-mail ID:
13. Aadhar Card No.
14. PAN card No.
15. Ex India Leave status (If Applying)
16. Previous Tour Report-if any
17. Date of superannuation
18. Brief about the event
19. Justification:
20: Expected outcomes

PART B (Applicable if Participating in ITU Meeting)

Current ITU Roles						Work items created from your contributions (since 2022)					No. of ITU meetings attended (since 2022)	
Chair	Vice-Chair	No. of questions for which Rapporteur/ Drafting Group Chair	No. of Questions for which Associate Rapporteur	No. of Work items for which Editor	Previous ITU Roles	No. of Contributions to ITU (since 2022)	Nos proposed by the Officer	Of which nos. consented and created by ITU	Of which nos. in progress	No. of Recommendations published	No. of Technical Reports published	Online	Physical

(signature)

Annexure III

The following principles and guidance shall govern DoT's engagement with ITU:

a. At higher levels, India should strive to get its candidates elected to senior full-time executive positions in the ITU.

b. Engagement with ITU should be prioritized and continuously followed up on their progress. Strategically important issues, especially concerning national interests and national security, and those involving the finalization of standards and spectrum related decisions should have the highest priority.

c. The National Working Groups (NWGs) and the National Study Groups (NSGs) mirroring the various Study Groups in the three sectors of ITU should at the start of each Study Period identify and prepare a list of the Questions and Work Items in each ITU Study Group critical for India and should keep the list updated as the Study Period progresses.

d. The officers engaged in the critical questions/ work items should preferably be nominated based on their demonstrated interest in related activities. The demonstration of interest can be in terms of having previous publications or active involvement in related activities (going beyond the routine involvement arising from their posting).

e. Once nominated for the critical questions/ work items, the officer may attend the initial few meetings online and do the groundwork to acquire expertise in the question/ work item. This should be documented in terms of position papers and other such briefs on India's interests in the question/ work item.

f. Further, once nominated for the critical questions/ work items, the officer should continue to represent India in ITU on that work item till its closure or objectives are fulfilled, to the extent possible. Even when the officer is transferred, he may continue to represent India at the ITU on the question/ work item, to the extent possible.