



Geneva, 21 January 2021

SERVICE ORDER No. 21/02

Policy for awarding fellowships for events and activities funded through the ITU regular budget

(This Service Order abrogates and supersedes Service Order N° 07/05 of 30 March 2007)

A fellowship in the United Nations system is a specially tailored or selected training activity that provides a monetary grant to a qualified individual for the purpose of fulfilling special learning objectives.

In the ITU context, fellowships are further intended to promote inclusiveness and participation by Member States* in ITU events and activities, which include training, study tours and in-service training, the primary objective being to enhance expertise in telecommunications and information and communication technologies, particularly in developing countries. ITU events and activities, organized by the General Secretariat or by any of the three Bureaux, that offer fellowship opportunities will be published on a dedicated website for fellowships.

The following policy applies to fellowships funded through the ITU regular budget and awarded to eligible Member States requesting financial support from the Union for their representatives to attend ITU events and activities.

Within the approved budget for the event or activity in question, and subject to compliance with the stipulated deadline for the receipt of requests, the following criteria shall apply:

- 1 Member States eligible to receive ITU fellowships are those classified by the United Nations as developing countries, which include least developed countries, small island developing States, landlocked developing countries and countries with economies in transition.
- 2 Consideration to grant fellowships to high-income developing countries on the list shall only be made subject to available resources and after first fulfilling requests from other eligible Member States listed as low-income, lower-middle-income, and upper-middle-income developing countries.
- 3 Member States wishing to apply for an ITU fellowship must not have any type of debt related to the contributions derived from their contributory unit, except those who have agreed to a repayment plan and are in compliance with their obligations.
- 4 A fellowship application shall be made online and duly approved by a national designated focal point and/or a senior official from an administration of a Member State, and shall be in relation to a nominated candidate.
- 5 In awarding a fellowship, account shall be taken of:

* This policy shall apply, mutatis mutandis, to fellowships awarded to the State of Palestine, Resolution 99 (Rev. Dubai, 2018).

- The candidate’s professional background, current position and the practical use the beneficiary intends to make of the knowledge and experience to be gained.
- The long-term commitment of a candidate to the country’s national capacity development needs.
- The candidate’s academic meritocracy.
- The candidate’s linguistic proficiency.
- The candidate’s leadership potential.
- The candidate’s conduct, in terms of presence and commitment, during any previous event or activity for which a fellowship was granted.
- Candidates that make a significant contribution to the work of the event or activity, including written contributions.

6 One full fellowship, or one or two partial fellowships can be granted per eligible Member State for an event or an activity.

A full fellowship includes one return economy class air ticket by the most direct and economical route from the duty station to the venue of the event or activity as well as an appropriate daily subsistence allowance to cover accommodation, meals and incidental expenses based on the rates established by the International Civil Service Commission (ICSC).

A partial fellowship covers either a return economy class air ticket or a daily subsistence allowance. In the case of partial fellowships, ITU will bear the cost of air tickets or daily subsistence allowance; the Member State concerned shall cover the remainder of the fellowship. Partial fellowships are to be encouraged to the extent possible to ensure efficient use of the available funds.

7 Training, study tours and in-service training may incur training charges which shall be included in the cost of the fellowship.

8 To ensure good governance in the use of fellowships, any one individual may not be awarded more than one full fellowship, or two partial fellowships in a financial year. In this respect, the amount granted to any one individual shall not exceed ten thousand (10 000) Swiss Francs in a financial year.

9 Fellowships shall be awarded in a fair and transparent manner with a view to maintaining equitable geographical distribution, gender balance and the inclusion of persons with disabilities and persons with specific needs¹. In particular, the fellowship programme should be expanded in order to enable persons with disabilities and persons with specific needs to participate in the events and activities of ITU.

10 The highest-ranking officials (Head of State, Head of Government, Minister, Vice-Minister, Secretary of State or equivalent, high-ranking diplomats) shall not be considered for fellowships.

11 Fellowships shall not be granted for treaty-making conferences (Plenipotentiary Conferences, World and Regional Radiocommunication Conferences and World Conferences on International Telecommunications) and for the ITU Council. Additionally, fellowships shall not be granted to the Radiocommunication Assembly.

¹ Within the context of this policy, the expression “persons with specific needs” shall be understood to include indigenous people.

12 When granting a fellowship, ITU could exceptionally take into consideration the particular needs of developing countries that have been affected by severe natural disasters during the previous year.

The above criteria shall be indicated clearly in the invitation letters for events and activities offering fellowship opportunities.

In line with the relevant provisions of Resolution 213 (Dubai, 2018) of the Plenipotentiary Conference on measures to improve, promote and strengthen ITU fellowships:

a) an annual report shall be prepared to the ITU Council covering, *inter alia*, information and analysis on ITU Sectors and the General Secretariat; number of fellowships awarded per region and per country; gender; persons with disabilities and persons with specific needs; and on expenses.

b) Member States shall be encouraged, through invitation letters for events and activities offering fellowships, to consider gender balance and the inclusion of persons with disabilities and persons with specific needs when proposing candidates for fellowships.

A dedicated website for fellowships shall serve as a one-stop shop for all information on ITU fellowships, including an annual list of events and activities offering fellowship opportunities, statistical reports as well as guidelines for fellowship beneficiaries.

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