



## General Secretariat (SG)

Geneva, 20 June 2017

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To:

- ITU Member States

- ITU Sector Members

Subject: **Invitation to Council Working Group/Expert group on ITRs meetings from 11 to 22 September 2017**

Dear Sir/Madam,

I am pleased to invite you to attend the following Council Working Groups (CWGs), Open Consultation, and Expert Group on ITRs to be held from **11 to 22 September 2017**:

	Monday 11 September	Tuesday 12 September	Wednesday 13 September	Thursday 14 September	Friday 15 September	Sat	Sun
Morning	<b><a href="#">CWG-SFP</a></b> <b>with interpretation*</b> (all day)	<b><a href="#">CWG-SFP</a></b> <b>with interpretation*</b> (all day)	<b><a href="#">EG-ITRs</a></b> <b>with interpretation*</b> (all day)	<b><a href="#">EG-ITRs</a></b> <b>with interpretation*</b> (all day)	<b><a href="#">EG-ITRs</a></b> <b>with interpretation*</b> (all day)		
Afternoon	<i>Member States (MS)+ when addressing draft Strategic Plan, also open to Sector Members (SM)</i>  <b>Deadline to submit contributions: 28 August 2017</b>	<i>MS + when addressing draft Strategic Plan, also open to SM</i>	<i>MS+SM</i>  <b>Deadline to submit contributions: 30 August 2017</b>	<i>MS+SM</i>	<i>MS+SM</i>		
	Monday 18 September	Tuesday 19 September	Wednesday 20 September	Thursday 21 September	Friday 22 September		
Morning	<b><a href="#">Op. Consult. Internet</a></b> (all day) <i>all stakeholders</i>	<b><a href="#">CWG-WSIS</a></b> (all day) <i>MS+SM</i>	<b><a href="#">CWG-WSIS</a></b> (1/4 day) <i>MS+SM</i>	<b><a href="#">CWG-Internet</a></b> (all day) <i>MS</i>	<b><a href="#">CWG-Internet</a></b> (1/2 day if needed) <i>MS</i>		
Afternoon		<b>Deadline to submit contributions: 7 September 2017</b>	<b><a href="#">CWG-Internet</a></b> (afternoon) <i>MS</i> <b>Deadline to submit contributions: 8 September 2017</b>				

\* *Requests for interpretation should be made upon registration at least 4 weeks before the meeting.*

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These meetings will take place at ITU Headquarters in Geneva. Detailed information on how to register and how to submit contributions, along with other practical information, is attached in the Annex.

I look forward to welcoming you in Geneva.

Yours faithfully,

*(signed)*

Houlin ZHAO  
Secretary-General

## ANNEX

### PRACTICAL INFORMATION FOR THE COUNCIL WORKING GROUPS AND EG-ITRS MEETINGS

#### 1. Registration

Registration will be carried out exclusively online at <https://www.itu.int/en/council/Pages/registration.aspx> and will open on **11 July 2017**. Detailed information on how to register will be published on the website.

##### *How to collect your badge*

In order to receive badges, participants will be requested to provide the registration ID number included in their e-confirmation to the badging desk, together with official identification card or passport.

Badges can be collected at the desk located at ITU Headquarters in Geneva (Montbrillant building) from Monday, 11 September to Friday, 22 September 2017 (except Saturday/Sunday), 0830-1200 and 1330-1700 hours.

#### 2. Other pre-requested practical arrangements

##### *Visa Assistance*

Administrative assistance for **visa requests should be made online** at the time of registration. Visa requests must be submitted at least four weeks prior to the opening of the meeting.

##### *Remote participation*

**Remote participation** is available for CWGs, the Open Consultations and EG-ITRs meeting. Requests for remote participation must be submitted at the time of registration at least four weeks prior to the opening of the meeting.

Participants are reminded that all meetings will be **webcast** and can be followed via internet.

##### *Working languages*

Meetings will be held in English only, except for the CWG-SFP and EG-ITRs meeting on the first week, for which interpretation will be offered. Requests for interpretation should be made upon registration at least 4 weeks before the meeting.

##### *Accessibility*

Requests for accessibility should be made upon registration at least 4 weeks before the meeting. The ITU secretariat will meet the expressed requirements to the best of its ability, subject to availability of resources.

#### 3. Documentation

##### *Agendas and Documentation*

Draft agendas and documentation to be reviewed at CWGs/EG-ITRs will be made available in due course on the respective websites. Meetings will be conducted in a paperless manner. Wireless LAN facilities will be available for use by participants in the meeting rooms.

### ***Contributions***

Contributions to CWGs/EG-ITRs should be submitted as soon as possible to [contributions@itu.int](mailto:contributions@itu.int).

In accordance with Council Decision 556, all contributions should be submitted no later than **12 calendar days** before the opening of a Council Working Group meeting conducted in one language without translation, and no later than **14 calendar** days before the opening of a meeting conducted in all six languages.

### ***Implementation of the new information/document access policy***

As per Council 2016 decision, the ITU Information/document access policy entered into force on 1 January 2017. Documents submitted to CWGs/EG-ITRs will be made available as per [ITU information/document access policy](#).

## **4. Practical information**

A list of hotels and other practical information on Geneva can be found at <http://www.itu.int/en/delegates-corner/Pages/default.aspx>.

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