



General Secretariat (SG)

Geneva, 15 November 2017

Ref: **CL-17/48**
 Contact: Ms Béatrice Pluchon
 E-mail: sg-registration@itu.int

To:
 - ITU Member States
 - ITU Sector Members

Subject: **Invitation to Council Working Group/Expert group on ITRs meetings from 15-26 January 2018**

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 **15-26 January 2018**:

	Monday 15 January	Tuesday 16 January	Wednesday 17 January	Thursday 18 January	Friday 19 January	Sat	Sun
Morning	CWG-SFP with interpretation* (all day)	CWG-SFP with interpretation* (all day)	EG-ITRs with interpretation* (all day)	EG-ITRs with interpretation* (all day)	EG-ITRs with interpretation* (all day)		
Afternoon	<i>Member States (MS)+ when addressing draft Strategic Plan, also open to Sector Members (SM)</i> Deadline to submit contributions: 1 January 2018	<i>MS + when addressing draft Strategic Plan, also open to SM</i> CWG-LANG (morning only) MS Deadline to submit contributions: 4 January 2018	<i>MS+SM</i> Deadline to submit contributions: 3 January 2018	<i>MS+SM</i>	<i>MS+SM</i>		
	Monday 22 January	Tuesday 23 January	Wednesday 24 January	Thursday 25 January	Friday 26 January		
Morning	Op. Consult. Internet (all day) <i>all stakeholders</i> -----	CWG-COP (all day) <i>MS+SM</i>	CWG-WSIS (all day) <i>MS+SM</i>	CWG-WSIS (morning) <i>MS+SM</i>	CWG-Internet (all day) <i>MS</i>		
Afternoon	CWG-FHR (all day) <i>MS+SM</i> Deadline to submit contributions: 10 January 2018	Deadline to submit contributions: 11 January 2018 ----- CWG-FHR (all day) <i>MS+SM</i>	Deadline to submit contributions: 12 January 2018	----- CWG-Internet (afternoon) <i>MS</i> Deadline to submit contributions: 13 January 2018			

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

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 **15 November 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, 15 January to Friday, 26 January 2018 (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.

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>.
