



General Secretariat (SG)

Geneva, 10 July 2019

Ref: **DM-19/1005**
Contact: Ms Béatrice Pluchon
Telephone: +41 22 730 6266
Telefax: +41 22 730 6627
E-mail: gbs@itu.int

To Observer Member States of ITU

Subject: **2019 Additional session of the Council**

Dear Sir/Madam,

Pursuant to [Decision 617](#) adopted at the ninth Plenary Meeting of the 2019 ordinary session of the Council, I would like to hereby remind you that the 2019 Additional session of the Council will be held at ITU headquarters on **Friday, 27 September** (0900 hours).

As decided during this ninth Plenary Meeting, this Additional session of the Council will discuss the report of the Secretary-General on progress on the Union's headquarters premises project which will be made available on the Council website by 14 September 2019.

An information session on the subject will be held on 16 September 2019 during the cluster of Working Group and Expert Group meetings. This information session will be held in Room A from 13.00 to 14.30 hours, in French and English.

Practical information on registration, documentation, travel, and hotel accommodation can be found in Annex 1.

A preliminary draft agenda of the 2019 Additional session is attached in Annex 2.

I look forward to seeing you in Geneva.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

ANNEX 1

Practical information

Registration

Registration for the 2019 Additional session of the Council will begin on **10 July 2019**. It will be carried out **exclusively online** at the Council website (www.itu.int/en/council/2019).

In line with ITU gender equality and mainstreaming policy, I would also like to take this opportunity to encourage you to include women in your delegation. As part of my commitments to the [International Gender Champions](#), ITU [reports on the representation of women in all ITU meetings](#).

Council identity badges can be collected at ITU Headquarters in Geneva (Montbrillant Building, main entrance), on **Monday, 16 September 2019**, from 0830 hours onwards.

Documentation

In accordance with Annex 2 to Decision 5 (Rev. Dubai, 2018), paragraph 8, and in order to reduce cost of documentation, Council documents will be made available **exclusively online** at www.itu.int/en/council/2019. **No** paper copies of documents will be distributed before or during the 2019 Session of Council.

Similar to the previous Sessions of Council, an ITU C19-Add Sync Application will facilitate the download of C19-Add documents from the ITU server to your local drive. This application will be available on the Council website and is configured to synchronize the latest published documents. If you wish to be notified by e-mail when new or updated Council documents are posted, kindly update your TIES access at <http://www.itu.int/TIES/>.

As per the decision of Council 2019 ordinary session, the ITU secretariat documents to be discussed at the meeting will be published at the latest on 14 September.

As per [ITU information/document access policy](#), Council input documents will be publicly accessible, unless otherwise requested by the submitter(s) of the document.

Hotel accommodation

Reductions on hotel prices in Geneva have been obtained for delegates participating in ITU meetings. The list of the hotels concerned along with a reservation form **to be sent directly to the hotel** can be found at <http://www.itu.int/travel/index.html>.

ANNEX 2

**PRELIMINARY DRAFT AGENDA OF THE
2019 ADDITIONAL SESSION OF THE COUNCIL**

PLENARY MEETING

- 1 Report of the Secretary-General on progress on the Union's headquarters premises project -
 - 2 Other business -
-