



General Secretariat (SG)

Geneva, 10 July 2019

Ref: **CL-19/31**
 Contact: Ms Béatrice Pluchon
 E-mail: sg-registration@itu.int
 To:
 - ITU Member States
 - ITU Sector Members

Subject: **Invitation to Council Working Group and Expert Group meetings from 16 to 26 September 2019**

Dear Sir/Madam,

I am pleased to invite you to attend the following Council Working Group and Expert Group meetings to be held from **16 to 26 September 2019**:

Monday 16 September	Tuesday 17 September	Wednesday 18 September	Thursday 19 September	Friday 20 September	Sat/Sun
<p>EG-ITRs <i>open to Member States and Sector Members</i></p> <p><i>Interpretation provided</i></p> <p>Deadline to submit contributions: <i>Mon 2 Sept.</i></p>	<p>EG-ITRs <i>open to Member States and Sector Members</i></p> <p><i>Interpretation provided</i></p> <p>Deadline to submit contributions: <i>Mon 2 Sept.</i></p>	<p>CWG-FHR <i>open to Member States and Sector Members</i></p> <p><i>Works in English only</i></p> <p>Deadline to submit contributions: <i>Fri 6 Sept</i></p>	<p>CWG-Internet <i>open to Member States <u>only</u></i></p> <p><i>Works in English only</i></p> <p>Deadline to submit contributions: <i>Sat 7 Sept</i></p>	<p>CWG-Internet <i>open to Member States <u>only</u></i></p> <p><i>Works in English only</i></p> <p>Deadline to submit contributions: <i>Sat 7 Sept</i></p>	

Monday 23 September	Tuesday 24 September	Wednesday 25 September	Thursday 26 September	Friday 27 September	Sat/Sun
<p>IEG-WTPF-21 <i>open to nominated experts</i> <i>Deadline to nominate experts: Wed 21 Aug</i></p> <p><i>Works in English only</i></p> <p>Deadline for receipt of comments on first draft of report by the SG: <i>Wed 21 August</i></p>	<p>IEG-WTPF-21 <i>open to nominated experts</i> <i>Deadline to nominate experts: Wed 21 Aug</i></p> <p><i>Works in English only</i></p> <p>Deadline for receipt of comments on first draft of report by the SG: <i>Wed 21 August</i></p>	<p>CWG-WSIS & SDGs <i>open to Member States and Sector Members</i></p> <p><i>Works in English only</i></p> <p>Deadline to submit contributions: <i>Fri 13 Sept</i></p>	<p>CWG-COP <i>open to Member States and Sector Members</i></p> <p><i>Works in English only</i></p> <p>Deadline to submit contributions: <i>Sat 14 Sept</i></p>	<p>Additional Session of the Council <i>open to Member States of Council + Observers Member States + 6 RTOs + 9 nominated Sector Members</i></p> <p><i>Interpretation provided</i></p> <p>Deadline to submit contributions: <i>Sat 14 Sept</i></p>	

I would like to take this opportunity to remind you that as decided during the 2019 Session of Council held from 10 to 20 June 2019, an **additional session of the Council** will be held on **Friday 27 September 2019**, immediately after the cluster of Working Group and Expert Group meetings. A separate invitation will be sent for this event.

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, EXPERT GROUPS AND THE ADDITIONAL SESSION OF COUNCIL

1. Registration

Registration will be carried out exclusively online at <https://www.itu.int/en/council/Pages/registration.aspx> and will open on 10 July 2019. 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, 16 September to Friday, 27 September 2019.

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 the Council Working Group (CWG) and Expert Group meetings. 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 the Expert Group on ITRs meeting, for which interpretation upon request and captioning will be provided. Requests for interpretation must be submitted at the time of registration at least four weeks prior to the opening of 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 Documents

Draft agendas and documents to be reviewed at CWGs and Expert groups 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 and Expert Groups 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 CWG or Expert Group meeting conducted in one language without translation. Contributions to EG-ITRs should be submitted no later than **14 calendar days** before the opening of the meeting since its work will be conducted in all six official languages of the Union. For each group, deadline for submission is indicated in the table on page 1.

Implementation of the new information/document access policy

As per Council 2016 decision, and confirmed by PP-18, the ITU Information/document access policy entered into force on 1 January 2017. Documents submitted to CWGs and Expert Groups 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>.
