



General Secretariat (SG)

Geneva, 4 November 2019

Ref.: **CL-19/49**

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E-mail: sg-registration@itu.int

To:

- ITU Member States

- ITU Sector Members

Subject: **Invitation to Council Working Group and Expert Group meetings from 3 to 14 February 2020**

Dear Sir/Madam,

I am pleased to invite you to attend the following Council Working Groups (CWGs), Open Consultation, and Expert Group meetings to be held from **3 to 14 February 2020**:

| Monday 3 February | Tuesday 4 February | Wednesday 5 February | Thursday 6 February | Friday 7 February |
|---|---|--|--|---|
| <p><u>OPC Internet</u> English only Room H</p> <p><i>(all day)</i> All stakeholders</p> <p>Deadline to submit contributions: 22 January 2020</p> <p>////////////////////</p> <p><u>CWG-FHR</u> English only Room C1</p> <p><i>(all day)</i> MS+SM</p> <p>Deadline to submit contributions 22 January 2020</p> | <p><u>CWG-FHR</u> English only Room C1</p> <p><i>(all day)</i></p> <p>////////////////////</p> <p><u>CWG-COP</u> English only Room H</p> <p><i>(all day)</i> MS+SM+COP expert</p> <p>Deadline to submit contributions: 23 January 2020</p> | <p><u>CWG-Internet</u> English only Room C1</p> <p><i>(all day)</i> MS only</p> <p>Deadline to submit contributions: 24 January 2020</p> | <p><u>CWG-Internet</u> English only Room C1</p> <p><i>(morning only)</i></p> <p>-----</p> <p><u>CWG-WSIS & SDGs</u> English only Room H</p> <p><i>(Afternoon only)</i> MS+SM</p> <p>Deadline to submit contributions: 25 January 2020</p> | <p><u>CWG-WSIS & SDGs</u> English only Room H</p> <p><i>(all day)</i></p> |
| Monday 10 February | Tuesday 11 February | Wednesday 12 February | Thursday 13 February | Friday 14 February |
| <p><u>IEG-WTPF-21</u> English only Room C1</p> <p><i>(all day)</i> Nominated experts</p> <p>Deadline to submit contributions: in accordance with schedule included in decision 611*</p> | <p><u>IEG-WTPF-21</u> English only Room C1</p> <p><i>(all day)</i></p> | <p><u>EG-ITRs</u> with interpretation** Room C1</p> <p><i>(all day)</i> MS+SM</p> <p>Deadline to submit contributions: 29 January 2020</p> | <p><u>EG-ITRs</u> with interpretation** Room C1</p> <p><i>(all day)</i></p> | <p><u>CWG-LANG</u> English only Room C1</p> <p><i>(morning only)</i> MS only</p> <p>Deadline to submit contributions: 2 February 2020</p> |

* For Decision 611 please refer to <https://www.itu.int/md/S19-CL-C-0128/en>

** 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 EXPERT GROUPS

1. Registration

Registration will be carried out exclusively online at <https://www.itu.int/en/council/Pages/registration.aspx> and will open on 6 November 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 an official identification card or passport.

Badges can be collected at the desk located at ITU Headquarters in Geneva (Montbrillant building) from Monday, 3 February to Friday, 14 February 2020.

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. Please be aware that the ITU is closed during the period between 24 December 2019 and 2 January 2020, and visa support requests cannot be treated during this period.

Remote participation

Remote participation is available for the Council Working Groups (CWGs), the Open Consultation and the Expert Groups 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 Expert Group on ITRs meeting, for which interpretation upon request will be offered. Requests for interpretation should be made upon registration at least four weeks prior to the opening of the meeting.

Accessibility

Requests for accessibility should be made upon registration at least four weeks prior to the opening of 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 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/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.

Contributions to the IEG-WTPF-21 should be submitted in accordance with **Decision 611** (see <https://www.itu.int/md/S19-CL-C-0128/en>).

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/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>.

5. Dates for the next cluster of CWGs and Expert Groups

The proposed dates for the autumn cluster of Council Working Groups and Expert Groups are from 14 to 25 September 2020.
