



## The Secretary-General

Geneva, 12 March 2020

**Ref. CL-20/17**

- Administrations of ITU Member States
- Permanent Missions in Geneva
- National Regulatory Authorities
- ITU Sector Members & Associates
- Academia

Dear Sir/Madam,

In response to the general requirement for organizations to scale down activities and meetings and in order to mitigate the effects of the rapidly evolving Covid-19 situation, I would like to inform you that ITU Management has decided that international meetings scheduled at ITU Headquarters in Geneva as from Monday 16 March 2020 will be conducted with remote participation only until further notice, and at least until Wednesday 15 April 2020.

The ITU premises in Geneva will not be accessible to delegates during this period.

Further information and guidelines on how to participate remotely can be found on the ITU website.

Thank you for your understanding and I look forward to your cooperation.

Yours faithfully,

*(signed)*

Houlin Zhao