



General Secretariat (SG)

Geneva, 13 July 2020

Ref.: **CL-20/30**
Contact: Ms Béatrice Pluchon
E-mail: sg-registration@itu.int

To:
- ITU Member States
- ITU Sector Members

Subject: **Invitation to the virtual Council Expert Group on ITRs and Informal Expert Group on WTPF from 14 to 18 September 2020**

Dear Sir/Madam,

In light of the Covid-19 situation, which includes restrictions applicable in Switzerland related to the limitation of the number of participants, as well as the restrictions to international travel, and after consultation with the Chairs of the Council Working Groups and Expert Groups, I would like to inform you that it was agreed that the autumn cluster of meetings will be held virtually and that only the Expert Group on ITRs and the Informal Expert group on WTPF will meet to advance their work.

I am therefore pleased to invite you to participate in their meetings to be held virtually from **14 to 18 September 2020**.

The meeting shall strictly adhere to the timing of 12.00-15.00 (Geneva time: CEST) each day, with no extension. Online registration is mandatory and will open on 15 July 2020 (see Annex).

Please find below the proposed schedule of the meetings:

Monday 14 September	Tuesday 15 September	Wednesday 16 September	Thursday 17 September	Friday 18 September
IEG-WTPF-21 English only <i>1200-1500 hours</i> Nominated experts Deadline to submit contributions: in accordance with schedule included in decision 611*	IEG-WTPF-21 English only <i>1200-1500 hours</i>	IEG-WTPF-21 English only <i>1200-1500 hours</i>	EG-ITRs with interpretation** <i>1200-1500 hours</i> <i>MS+SM</i> Deadline to submit contributions: 3 September 2020	EG-ITRs with interpretation** <i>1200-1500 hours</i>

* 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.

Detailed information on how to register and how to submit contributions, along with other practical information, is attached in the [Annex](#).

I count on your active participation and goodwill to ensure that these virtual meetings be as constructive as possible.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

ANNEX

PRACTICAL INFORMATION

1. Registration

Registration will be carried out exclusively online at <https://www.itu.int/en/council/Pages/registration.aspx> and will open on 15 July 2020. Detailed information on how to register will be published on the website.

2. Other pre-requested practical arrangements

Participants are reminded that all meetings will be **webcast** and can be followed via internet.

Working languages

Meeting of the IEG-WTPF-21 will be held in English only.

Interpretation upon request will be offered for the meeting of the Expert Group on ITRs. Requests for interpretation should be made upon registration at least four weeks prior to the opening of the meeting.

3. Documentation

Agendas and Documentation

Draft agendas and documentation to be reviewed at the Expert Groups will be made available in due course on the respective websites. Meetings will be conducted in a paperless manner.

Contributions

Contributions to the Expert Group on 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 the Expert 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 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. Dates for the next cluster of CWGs and Expert Groups

The proposed dates for the next cluster of Council Working Groups and Expert Groups are from Monday, 25 January to Friday, 5 February 2021.
