



General Secretariat (SG)

Geneva, 6 May 2021

Ref.: **CL-21/17**
Contact: Ms Béatrice Pluchon
E-mail: gbs@itu.int

To:
- ITU Member States
- ITU Sector Members

Subject: **Postponement of the meeting of the CWG-FHR to 3 June 2021 and update on arrangements for the meeting**

Dear Sir/Madam,

I would like to inform you that the meeting of the CWG-FHR, initially planned on 11 May 2021 from 1200-1500 hours, has been postponed to 3 June 2021, at the request of the CWG-FHR Chair. The deadline to submit contributions is now 20 May 2021.

In addition I am pleased to inform you that the meeting platform has been changed to Zoom.

To participate in the meeting, you must be registered and enter the platform through the ITU Restricted Virtual Events page (<https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>). For security reasons, it will not be possible to enter the platform by directly using the Zoom URL.

On the platform you will automatically be identified by your Country Name or Name of entity as well as your first and last name as recorded in your ITU User Account.

For a smooth session, it is advisable to have minimum 4 megabit/second in both directions. Further technical information is available here: <https://www.itu.int/en/general-secretariat/ICT-Services/remoteparticipation/Pages/onlinemeetingroom.aspx>.

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 this virtual meeting be as constructive as possible.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

ANNEX

PRACTICAL INFORMATION FOR THE MEETING OF THE CWG-FHR (3 JUNE 2021)

1. Registration

Registration is carried out exclusively online at <https://www.itu.int/en/council/Pages/registration.aspx>. Detailed information on how to register is published on the website.

2. Other practical arrangements

Participants are reminded that all meetings will be **webcast** (TIES protected) and can be followed via the internet.

Working languages

The meeting will be held in English only.

3. Documentation

Agendas and Documentation

Draft agenda and documentation will be made available in due course respectively on:

- **CWG-FHR** website at <https://www.itu.int/en/council/cwg-fhr/Pages/default.aspx>.

Contributions

Contributions should be submitted as soon as possible to contributions@itu.int.

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](#).
