



General Secretariat (SG)

Geneva, 1 July 2022

Ref: **CL-22/27**
Contact: Ms Béatrice Pluchon
E-mail: gbs@itu.int

To Member States of ITU
Attn: Focal point for participation in PP-22

Subject: **Organizational arrangements for Ministers and high-level delegates for the ITU Plenipotentiary Conference (Bucharest, 2022)**

Dear Madam/Sir,

Further to ITU [Circular letter No. 41](#) sent on 27 September 2021, I am pleased to inform you that the preparations for the forthcoming ITU Plenipotentiary Conference in Bucharest, Romania are well underway. In this regard, I would like to invite you to note the arrangements regarding courtesies and services for the Ministers and high-level delegates participating in PP-22¹.

Definition of VIPs

The following VIP categories have been established for PP-22 and will constitute VIP accreditation:

- **(VVIP)** Heads of State, Heads of Government, Vice-Presidents, Crown Princes/Princesses and spouses thereof;
- **(MIN)** Cabinet Ministers/Secretaries, Heads of Telecommunication-ICT Administration with Minister rank, Heads of Regulatory Agencies with Minister rank, Executive Heads of UN specialized agencies;
- **(DMIN)** Deputy Ministers;
- **(AMB)** Permanent Representatives/Observers, Ambassadors, Special Envoys.

Registration, badges/pins/lanyards

Special procedures for high-level delegates' registration

All high-level delegates (VIPs) must register online using the [online registration system](#).

Alternatively the Registration Focal Point (RFP) can register high-level delegates (Ministers and close protection, other ministerial-level delegates and Ambassadors) on their behalf [through the RFP registration approval platform](#) selecting the 2022 Plenipotentiary Conference and then "Register High-level Delegates".

Please note that all registered **participants, including VIPs must provide their passport details** when filling out the online registration form to comply with security requirements.

¹ VIP courtesies and services may be subject to changes as a result of new information, changes in process requirements and the availability of resources.

It is to be noted that this service is provided to facilitate VIP registration for their **physical participation**. It does not automatically provide them with an **ITU User Account** which is required to connect remotely to virtual sessions, nor TIES access to documentation. For all delegates, including VIPs, wishing to participate remotely, an individual ITU user account and online registration is compulsory.

Badge collection by a third party

In principle, all badges must be collected personally as a photograph will be taken at the Conference Centre and printed on the badge for access control security. **Exceptionally for VVIP/MIN/DMIN/AMB** VIPs, badges, together with a distinctive VIP pin and lanyard, may be collected on their behalf by an authorized third party (an official representative of your delegation) at the PP-22 Registration Desk at the Palace of Parliament from Friday, 23 September 2022. An ID photograph of the registered VIP must be received in advance and sent to the registration service (sg-registration@itu.int) no later than 1 September 2022. The photograph should be similar to an identity photo (i.e. light background, no stamps or administrative markings, portrait mode), in JPEG format. It should be named as follows: IDnumber_Name_Firstname_org.jpg and must not exceed 32 characters (example: 1023456_Dupont_Jacques_SUI.jpg). Badges for all other delegates will be issued upon arrival.

Visas

Please note that visas cannot be obtained through the ITU secretariat. Visas are issued by Romanian diplomatic missions or consular offices abroad and **there is no possibility to obtain visas on arrival**. For complete details of visa requirements, participants are advised to consult the website of the Host Country at <https://bucharestpp22.gov.ro/visas/>. Further inquiries may be addressed by e-mail to visaPP22@ancom.ro.

Arrivals and departure at Henri Coandă International Airport

Welcome and information desks will be made available at Henri Coandă International Airport during arrivals within the luggage belt area, indicated by special signs. Dedicated passport control check points for PP-22 participants may be set, if needed, during peak periods of arrivals and departures.

For delegates with Diplomatic Passports, a diplomatic check point will be made available for arrivals and departures.

The Host Country will put in place a special protocol for welcoming VVIPs.

VIP Airport Lounge

The VIP Airport Lounge which is in a separate terminal will only be made available for **one VIP per delegation (MIN or DMIN category)** for their arrival and departure. The VIP delegate welcomed through the VIP Airport Lounge will be met at the door of the airplane and transported to the lounge by vehicle (a maximum of a VIP +1 will be able to be transported to the lounge). A Host Country Protocol Representative/Liaison, as well as Embassy representatives, if available, will greet the VIP in the lounge. Passport control and luggage retrieval will be handled by the Airport VIP Lounge services. VIP delegates requesting the VIP Airport Lounge service are encouraged to use a distinctive luggage tag/sticker or e-photo image to facilitate identification by airport staff. A model of the tag/sticker will be made available upon confirmation of the service by the Host Country Protocol.

The itinerary and other pertinent information of the **one VIP per delegation** requesting the VIP Airport Lounge service needs to be provided as soon as possible, and no later than 10 September 2022, to the designated Host Country Focal Point, Mr Alexandru Ionaşcu (protocolPP22@ancom.ro), to ensure this service is afforded. To do so please [complete the online form](#) accessible with an ITU user account with TIES access rights, with the necessary required information.

Embassies in Bucharest meeting and greeting their Minister are advised to request clearance to access the VIP Airport Lounge, 48 hours in advance, by contacting protocolPP22@ancom.ro with the names of staff, driver, and license plates of the official vehicle/s for access to the Lounge.

For VIPs arriving by private flights, overflight and landing permissions should be obtained and informed through appropriate diplomatic channels. Delegations will have to make the necessary arrangements for ground services.

For departures, all VIPs should be present at the airport two hours before scheduled take-off to complete all formalities.

Transportation for VIP delegates

Transfer service for all accredited delegation members from the Airport to the recommended hotels, and from the recommended hotels to the Conference venue will be provided. The list of recommended hotels can be found at <https://bucharestpp22.gov.ro/accommodation>.

Special transport will be put in place for Heads of State or Government, as per national protocol and applicable security risk measures.

Embassies and Consulates in Bucharest are welcome to provide transportation for their participating Ministers. Upon request, and for the **one VIP per delegation (MIN or DMIN category)** a designated car and driver will be provided for the duration of their stay during PP-22. This service begins on arrival and ends on departure from the Airport VIP Lounge (see above). The request should be done through [the online form](#) accessible with an ITU user account with TIES access rights or addressed to the Host Country Focal Point: protocolPP22@ancom.ro

Travel and accommodation arrangements

As a general principle, all VIP delegations are requested to make their own travel and accommodation arrangements. Please note that the hotel reservation and payment are the responsibility of each delegate. Delegates are advised to book their accommodation in Bucharest as soon as possible to avoid vacancy issues during the high demand season.

Close protection

Delegations planning to attend the conference accompanied by their own Security Close Protection (CPT) are requested to contact the ITU Head of Safety and Security Division, Mr Drew Donovan (security@itu.int) for any special security-related needs as early as possible to enable timely preparations.

An ITU Member State delegation wishing to send an armed national security officer/s, who would eventually need to import a weapon/s into the country, will be required to send a Note Verbal (NV) to the Ministry of Foreign Affairs of Romania through their respective ITU Member State embassy, which is located in Bucharest. For those ITU Member States who do not have an embassy located in Romania, their request can be addressed by another embassy which is located elsewhere but covers Romania.

Member State delegations are advised that a national security officer will not be allowed to carry a weapon inside the International Conference Center of the Parliament of Romania.

Any VIP that will be provided close protection by the Host Country security will be requested to fill in a form with personal medical details, blood type, dietary conditions if any, etc...

Access to the conference center for VIPs

A designated VIP drop-off/pick-up point and limited vehicle waiting area will be made available at the conference venue main entrances.

As a security measure, all VIP participants, with the exception of VVIPs, are required to wear a photo badge and to use the security badge scanning equipment when accessing the conference venue.

All participants need to also carry a National ID or official travel document with photo, in case the venue security requests to see a secondary piece of ID.

A fast-track access via the security screening area will be available for VIPs with the distinctive pin and lanyard.

VVIP & VIP lounges and meeting rooms

For attending Heads of State/Government, a VVIP Lounge will be made available with special and restricted measures.

A VIP Lounge with two private meeting rooms will be made available with restricted access for VIPs delegates.

A limited number of bilateral meeting rooms will be made available for VIPs. Requests for private bilateral meeting rooms will be on first-come, first-served basis and subject to time restrictions and prior confirmation by ITU Protocol. Delegations are requested to send their reservation requests in advance by completing a reservation form that will be made available upon request or directly at the Protocol Office at the conference venue. For any further information, please contact the ITU Protocol Service, Mr Mario Castro Grande (protocol.service@itu.int).

Dedicated events for VVIP & VIP organized by the Host Country

The Host Country will host a series of events of VVIPs & VIPS including:

- On Sunday 25 of September, a Ministerial Round table as well as a dedicated classical music concert and cocktail at the Romanian Atheneum (<https://www.fge.org.ro/eng/>).
- On the morning of Friday, 30 September, a “Strengthening Women’s Empowerment and Leadership in the ITU” High-level Panel and Networking Breakfast together with ITU and Australia in the Palace of Parliament.
- In the evening of Tuesday, 4 October, a dedicated musical show and cocktail at the National Bucharest Opera (<https://operanb.ro/?lang=en>).

Further details will be provided on the PP-22 website in due course

General policy statements from high-ranking delegates

During the first week of the Plenipotentiary Conference, time will be allocated to high-ranking delegates from ITU Member States who have expressed their wish to deliver statements in Plenary on general policy issues related to the missions and/or objectives of the Union. High-ranking delegates are invited to focus their statements on accomplishments highlighting good practices and experiences since PP-18, plans to support the achievements of the new ITU Strategic Goals and Targets proposed in the draft ITU Strategic Plan 2024-2027 and contribute to the Connect 2030 Agenda, announcements of national initiatives, commitments, new partnerships, as well as expectations on how ITU can better support Member States in achieving the strategic goals.

Speaking slots can be requested [online](#) (TIES username and password required) on the PP website where Member States can indicate three preferred dates/times. Policy statements will be delivered from the 1st Plenary on the afternoon of Monday, 26 September to the afternoon of Friday, 30 September. On Thursday and Friday, they will take place around the elections. Slots are distributed as first-come, first-served, but priority is given to higher government officials, such as Ministers, as well as to physical participants. Policy statements will be limited to one speaker per delegation. The delegate will speak from the podium and statements will be limited to three minutes.

Delegations are invited to submit their written statements to ppstatements@itu.int and are encouraged to include a short quote from the statement that could be highlighted and promoted through the ITU media and communication channels. Following the delivery of the statement, the speeches will be made available on the website.

Guidelines for policy statements as well as additional information can be found on the PP-22 website at: <https://www.itu.int/pp22/en/policy-statements/policy-statements-guidelines/>.

I hope the information provided will facilitate VIP participation in the Conference.

I look forward to seeing you in Bucharest.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General