General Secretariat (SG)

Geneva, 9 July 2024

Ref.: **CL-24/43**

Contact: Ms Béatrice Pluchon

E-mail: sg-registration@itu.int

To:
- ITU Member States
- ITU Sector Members

Subject: **Invitation to the next cluster of Council Working Group and Expert Group meetings from 30 September to 11 October 2024**

Dear Sir/Madam,

I am pleased to invite you to participate in the next cluster of Council Working Group and Expert Group meetings (CWGs & EGs) to be held from **Monday, 30 September to Friday, 11 October 2024**.

Two new groups, the Council Working Group on Strategic and Financial Plans (CWG-SFP) (see Resolution 1428) and the Informal Expert Group on the World Telecommunication/ICT Policy Forum (IEG-WTPF) (see Decision 641), were created at the 2024 session of the Council and now figure in the schedule presented in Annex A.

The next meeting of the Expert Group on Decision 482 will be held on **4-5 November 2024**, following the meeting of Study Group 4 on Satellite services. A separate registration for this group will be necessary; details are provided in Annex B.

These meetings will take place physically at ITU Headquarters in Geneva with a possibility of remote participation for those who are not able to attend the meetings physically.

Detailed information on how to register and how to submit contributions to the Council Working Groups, Expert Groups, and Informal Expert Group along with other practical and safety information, is attached in Annex B.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General

Annexes: 2

ANNEX A

Monday 30 September	Tuesday 1 October	Wednesday 2 October	Thursday 3 October	Friday 4 October
CWG-LANG **English only** **Room A** *(morning)* <u>MS only</u> Deadline to submit contributions: **18 September 2024** _____ **CWG-COP** **English only** **Room A** *(afternoon)* MS+SM+COP experts Deadline to submit contributions: **18 September 2024** ///////////////// **EG-ITRs** **interpretation on-demand*** **Room Popov** *(all day)* MS+SM Deadline to submit contributions: **16 September 2024**	**CWG-COP** *(all day, continued)* ///////////////// **EG-ITRs** *(all day, continued)*	**CWG-WSIS & SDGs** **English only** **Room Popov** *(all-day)* MS+SM Deadline to submit contributions: **20 September 2024**	**CWG-WSIS & SDGs** *(morning, continued)* _____ **OPC Internet** **English only** **Room A** *(afternoon)* All stakeholders Deadline to submit contributions: **3 September 2024**	**CWG-Internet** **English only** **Room Popov** *(all day)* <u>MS only</u> Deadline to submit contributions: **22 September 2024**
Monday 7 October	Tuesday 8 October	Wednesday 9 October	Thursday 10 October	Friday 11 October
CWG-FHR **interpretation on-demand*** **Room Popov** *(all day)* MS+SM Deadline to submit contributions: **23 September 2024** ///////////////// **IEG-WTPF** **English only** **Room A** *(all day)* Nominated Experts Deadline to submit contributions: **25 September 2024**	**CWG-FHR** *(all day, continued)* ///////////////// **IEG-WTPF** *(all day, continued)*	**CWG-FHR** *(all day, continued)*	**CWG-SFP** **interpretation on-demand*** **Room Popov** *(all day)* MS+SM Deadline to submit contributions: **26 September 2024**	**CWG-SFP** *(all day, continued)*

*   *Requests for interpretation into one of the six languages for CWG-FHR, EG-ITRs, or CWG-SFP must be made upon registration or sent to sg-registration@itu.int by **19 August 2024** the latest.*

MS = Member States; SM = Sector Members

——————— *= meetings held one after the other; ///////////////// = meetings held in parallel*

ANNEX B

PRACTICAL INFORMATION FOR THE
COUNCIL WORKING GROUP, EXPERT GROUP, AND INFORMAL EXPERT GROUP
MEETINGS

1. Registrations for the CWG-EG-IEG cluster in September and October, and for the EG-Dec482 in November

Registrations for the above-mentioned meetings will be carried out **exclusively online** at the following webpage: https://council.itu.int/2024/en/about/working-groups/.

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), at the following dates:

- For the CWG-EG-IEG cluster in Sept-Oct: **from Friday, 27 September (pm) to Friday, 11 October 2024**.
- For the EG-Dec482 in November: **from Monday, 4 November to Tuesday, 5 November 2024**.

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_.

Remote participation

Remote participation is available for the CWGs, EGs, and the IEG.

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 CWG-FHR, EG-ITRs, and CWG-SFP meetings for which interpretation upon request will be offered. Requests for interpretation for these groups must be made upon registration or sent to sg-registration@itu.int by **19 August 2024** the latest.

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, EGs, and the IEG 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, EGs, and the IEG should be submitted as soon as possible to contributions@itu.int.

In accordance with Council Decision 556, all contributions should be submitted <u>no later than **12 calendar days**</u> before the opening of a Council Working Group meeting conducted in one language without translation, and <u>no later than **14 calendar**</u> days before the opening of a meeting conducted in all six languages.

As per the ITU information/document access policy, documents submitted to CWGs/EGs will be publicly accessible, unless otherwise requested by the submitter(s) of the document.

4.   Hotel accommodation

Reductions on hotel prices in Geneva have been obtained for delegates participating in ITU meetings. The list of the hotels concerned along with a reservation form **to be sent directly to the hotel**, as well as other practical information, can be found at https://www.itu.int/en/delegates-corner/Pages/visitor-information.aspx.

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