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| **Abstract:** | The TD provides background information on the ITU-T CTO and CxO meetings and clarifications on the processes related to the invitations and communiqué. |

The ITU-T CTO and CxO meetings are gatherings of high-level executives in the ICT and telecommunications industry.

The last CxO meeting was held in Dubai, UAE, in December 2022, and was hosted by Telecom Review Group, an ITU-T associate member. The outcomes of the meeting are summarized in a consensus-based [communiqué](https://www.itu.int/en/ITU-T/tsbdir/cto/Documents/Communique_ITU_CxO_2022_06.12_Final.pdf) that was published after the meeting. A total of 26 companies were present at the meeting in Dubai last year, with 17 C-level executives in attendance.

The CTO/CxO meetings serve the objectives outlined in WTSA Resolution 68 (Rev. Hammamet 2016) which calls for TSB Director to organize meetings of high-level, private sector executives to discuss the standardization landscape, identifying and coordinating standards priorities and ways to best meet the needs of the private sector. They provide a unique platform for C-level executives to discuss standardization issues from both regional and international perspectives.

The next CxO meeting is scheduled on 5 December 2023 in Dubai, UAE, preceding the Telecom Review Leaders’ Summit on 6-7 December 2023. This colocation allows for the participation of industry leaders at the highest level. Detailed information about this meeting, as well as past meetings, can be found on the respective [CxO](https://www.itu.int/en/ITU-T/tsbdir/CxO/Pages/default.aspx) and [CTO meeting](https://www.itu.int/en/ITU-T/tsbdir/cto/Pages/default.aspx) homepage, and is accessible from the [all groups](https://www.itu.int/en/ITU-T/groups/Pages/default.aspx) tab.

Invitations are extended to ITU-T Sector members and associates, including new members. While the CxO meetings are for members only, external companies may request attendance, subject to approval from the TSB Director. This approach supports the onboarding of new members and the retention of existing ones.

The TSB Director invites the C-level representatives of companies to attend the meeting and requests the appointment of one advisor from each company to join the CTO/CxO Advisors Group to participate in the preparatory calls that are organized in the run up to the meeting. The meeting agenda is developed during the preparatory calls based on topics proposed by the advisors in advance of the meeting.

During the meeting, the C-level executive of the company that has proposed a topic is invited to present on their subject of interest, and a discussion with peers ensues.

A draft communiqué is created by TSB Secretariat based on the materials received for the meeting. The final version of the communiqué is edited live to reflect the outcomes of the discussions. The meeting concludes with the adoption of the communiqué by all companies represented at the meeting.

After each CxO/CTO meeting, the communiqué is shared with TSAG for information.

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