



## General Secretariat (SG)

Geneva, 26 June 2015

Ref: **CL-15/27** To ITU Member States  
 Contact: Ms Doreen Bogdan-Martin ITU Sector Members  
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 E-mail: [sg-registration@itu.int](mailto:sg-registration@itu.int)  
 Subject: **Invitation to Council Working Group Meetings  
 28 September – 9 October 2015**

Dear Sir/Madam,

I am pleased to invite you to attend the following Council Working Groups (CWGs) meetings to be held from 28 September to 9 October 2015:

Monday 28 Sept.	Tuesday 29 Sept.	Wednesday 30 Sept.	Thursday 1 Oct.	Friday 2 Oct.
<a href="#">Open Consultation CWG on Internet</a> <sup>1</sup> <i>Room H</i> & <a href="#">CWG on options for the Union's HQ premises over the long term</a> (CWG-HQ) <sup>2</sup> <i>Room Popov 2</i>	<a href="#">CWG on WSIS: implementation of outcomes</a> (CWG-WSIS) <sup>3</sup> <i>Room H</i>	morning <a href="#">CWG on WSIS: implementation of outcomes</a> (CWG-WSIS) <sup>3</sup> <i>Room H</i> ----- <a href="#">CWG on Child online protection</a> (CWG-COP) <sup>4</sup> <i>Room A</i>	<a href="#">CWG on International Internet-related public policy issues</a> (CWG-Internet) <sup>2</sup> <i>Room H</i>	<a href="#">CWG on International Internet-related public policy issues</a> (CWG-Internet) <sup>2</sup> <i>Room H</i>
Monday 5 Oct.	Tuesday 6 Oct.	Wednesday 7 Oct.	Thursday 8 Oct.	Friday 9 Oct.
<a href="#">CWG on the use of the six official languages</a> (CWG-LANG) <sup>2</sup> <i>Room A</i> --- CWG on WSIS (afternoon) <sup>5</sup>	<a href="#">CWG-FHR/Dedicated group on information/document access policy</a> (DG-Access) <sup>3</sup> <i>Room H</i>	<a href="#">CWG on Financial and Human Resources</a> (CWG-FHR) <sup>3</sup> <i>Room H</i>	<a href="#">CWG on Financial and Human Resources</a> (CWG-FHR) <sup>3</sup> <i>Room H</i>	<a href="#">CWG on Financial and Human Resources</a> (CWG-FHR) <sup>3</sup> <i>Room H</i>

<sup>1</sup> Open to all stakeholders.

<sup>2</sup> Open to all ITU Member States.

<sup>3</sup> Open to all ITU Member States and Sector Members.

<sup>4</sup> Open to all ITU Member States, Sector Members and relevant stakeholders.

<sup>5</sup> Will take place only if draft-outcome document of UNGA Overall Review of WSIS is available

## Registration and practical arrangements

**Registration** for CWG meetings will be carried out exclusively online by focal points and will open two months prior to the meeting at the following website: <http://www.itu.int/council/>.

Administrative assistance for **visa requests should be made online** at the time of registration. Please note that visa requests must be submitted at least four weeks prior to the opening of the meeting.

**Remote participation** will be made available for CWG meetings. You are invited to inform the Secretariat, upon registration or by e-mail to [sg-registration@itu.int](mailto:sg-registration@itu.int), if you wish to participate remotely. Please note that requests for remote participation must be submitted at least four weeks prior to the opening of the meeting.

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

## Working languages

The meetings will be held in English only, except for the CWG-HQ. With regard to interpretation and translation for this CWG meeting, you are invited to inform the Secretariat, upon registration or by e-mail to [sg-registration@itu.int](mailto:sg-registration@itu.int), if you require interpretation. Please note that requests for interpretation must be submitted at least four weeks prior to the opening of the meeting.

## Documentation

Draft agendas and documentation to be reviewed at CWG meetings, as well as information on working hours and meeting rooms, will be made available in due course on respective CWG 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 should be submitted as soon as possible to [contributions@itu.int](mailto:contributions@itu.int). In accordance with Council Decision 556, all contributions should be submitted no later than 12 calendar days before the opening of a Council Working meeting conducted in one language without translation. Contributions should be submitted no later than 14 calendar days before the opening of a Council Working Group meeting in which work is to be conducted in all six official languages of the Union (CWG on options for the Union's headquarters over the long term).

## Practical information

A list of hotels and other practical information on Geneva can be found at <http://www.itu.int/en/delegates-corner/Pages/default.aspx>.

I look forward to seeing you in Geneva.

Yours faithfully,

*(signed)*

Houlin ZHAO  
Secretary-General