Dear Sir / Madam,

1. Pursuant to Resolution 146 (Antalya, 2006) Council-09 adopted Resolution 1312, thus creating a Group to Prepare for the 2012 World Conference on International Telecommunications (CWG-WCIT12). Dates and Agenda of the 2012 World Conference on International Telecommunications (WCIT-12) were fixed by Council Resolution 1317 and updated by Resolution 1335. WCIT-12 will be held in Dubai, United Arab Emirates, from 3 to 14 December 2012, immediately after the World Telecommunications Standardization Assembly (WTSA-12). The 2010 Plenipotentiary Conference, having considered the report of the CWG-WCIT12 and contributions from Member States, adopted Resolution 171 on Preparations for the WCIT-12. The Group works in the six official languages of the Union and is open to all ITU Member States and Sector Members and its web site is at: http://itu.int/council/groups/cwg-wcit12/index.html.

2. The first seven meetings took place, respectively, on 25 January 2010, 12 and 23 April 2010; 4-6 April 2011, 27-30 September 2011, 27-29 February 2012 and 23-25 April 2012. The documents for those meetings, including the reports, can be found at the web site mentioned above.

3. The eighth and final meeting of the Group will take place from 20 to 22 June 2012, in Geneva. The meeting will be webcast.

4. The schedule and work plan for the final meeting, as agreed by the Group, is:
   - 20-22 June 2012 (just after other Council Working Groups); final draft of the future ITRs (which may contain options for consideration by WCIT-12) and finalize report to WCIT-12.

5. Registration for the meeting will be done exclusively online, at the web site mentioned above.

6. The meeting will open at 0930 hours on 20 June 2012. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU Headquarters. The draft agenda for the meeting is found in Annex 1.
7. Council, at its 2011 session, revised Decision 556, which now provides that, taking into account the nominal deadlines for the preparation of documents specified in Rule 20 of the Rules of Procedure of the Council, all contributions should be submitted no later than 14 calendar days before the start of the Group’s meeting, to ensure timely translation and their thorough consideration during that Council session.

8. Therefore, contributions to the Group should be submitted no later than 6 June 2012 at the following e-mail address: see-cwg-wcit@itu.int. They will be published at the web site referenced above. Contributions received after that date might not be translated.

The membership is invited to coordinate as appropriate (and in particular amongst authors of proposals) with a view to consolidating proposals on related issues, so as to reconcile differences in approaches of distinct proposals, and to submit such consolidated proposals as contributions to the meeting. (The draft compilation of proposals can be found in the most recent revision of CWG-WCIT12/TD-52 at: http://www.itu.int/md/T09-CWG.WCIT12-120423-TD-PLEN-0052/en).

A draft structure of the revised ITRs can be found in the most recent revision of CWG-WCIT12/TD-53 and a first draft of the future ITRs can be found in the most recent revision of CWG-WCIT12/TD-54.

The membership is also invited to submit contributions (1) regarding whether Recommendations should be referred to and/or referenced in the revised ITRs, and if so, how; and (2) regarding how to deal with provisions (in particular definitions) that are found in both the current ITRs and the Constitution or Convention.

9. In accordance with decisions made by the Group, proposals contained in contributions received prior to 13 June 2012 and available in English will be included in the compilation of proposals prepared by the Chairman prior to the meeting and will be discussed at the meeting. Proposals received after that date will not be included in the compilation of proposals produced prior to the meeting. Proposals that are not in English and that are received after 6 June and before 13 June 2012 might not be included in the compilation of proposals produced prior to the meeting, because it may not be possible to translate them prior to 13 June 2012.

10. The meeting will be run paperless. Printers are available in the cyber café on the 2nd basement level of the Tower building and on the ground floor of the Montbrillant building, for delegates who wish to print documents. In addition, the Service Desk (servicedesk@itu.int) has prepared a limited number of laptops for those who do not have one.

In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to attach the documents to be printed to an email, that is sent to the desired printer email address (in the form printername@eprint.itu.int). No driver installation is required. For more details, please see http://itu.int/ITU-T/go/e-print.

11. E-lockers are available on the ground floor of the Montbrillant building. Your ITU RFID badge opens and closes the e-locker. Your e-locker is available only for the period of the meeting you are attending, so please ensure that you empty the locker before 23:59 on the last day of the meeting.

12. Wireless LAN facilities are available for use by delegates in all the ITU conference room areas and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (http://itu.int/ITU-T/edh/faqs-support.html). (Wired network access continues to be available in the ITU Montbrillant building).

13. For your convenience, a hotel confirmation form is enclosed as Annex 2 (see http://itu.int/travel/ for the list of hotels).

14. ITU will provide a limited number of partial fellowships to facilitate participation from Least Developed or Low Income Developing Countries and will be limited to only one person per country.
The application must be authorized by the relevant Administration of the ITU Member State. The fellowship request form, enclosed as Annex 3, should be returned to ITU not later than 20 May 2012.

15. We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested at least four (4) weeks before the date of beginning of the meeting and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of four weeks. Any such request must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) bearing the words “visa request”.

I look forward to working with you in Geneva.

Yours sincerely,

(signed)

Dr Alexander KUSHTUEV
Chairman, CWG-WCIT12

Annexes: 3
Draft agenda for the eighth and final meeting
of the Council Working Group for the Preparation
of the 2012 World Conference on International Telecommunications
Geneva, 20-22 June 2012

1. Opening of the meeting
2. Adoption of the Agenda
3. Review of report of the previous meeting
4. Review of proposals contained in the compilation of proposals and report regarding Resolutions
5. Consideration of other contributions
6. Agree a final draft of the future ITRs
7. Finalize the report to WCIT-12
8. Finalize the report to Council 2012
9. Review of report of the present meeting
10. Any other business
10.1 Draft structure of the WCIT-12
11. Closing of the meeting
ANNEX 2
(to DM-12/1018)

This confirmation form should be sent direct to the hotel of your choice

INTERNATIONAL TELECOMMUNICATION UNION

Meeting -------------------------------------- from ------------------------- to ----------------------- in Geneva

Confirmation of the reservation made on (date) -------------------------- with (hotel) -------------------------------

at the ITU preferential tariff

------------ single/double room(s)

arriving on (date)----------------------------- at (time) ------------- departing on (date)-----------------------------

GENEVA TRANSPORT CARD: Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.

Family name  -----------------------------------------------------------------------------------------------

First name  -----------------------------------------------------------------------------------------------

Address  -------------------------------------------------------- Tel: ------------------------------

 -------------------------------------------------------- Fax: ------------------------------

 -------------------------------------------------------- E-mail: ------------------------------

credit card to guarantee this reservation: AX/VISA/DINERS/EC (or other) -------------------------------

No. ------------------------------- valid until -------------------------------

Date ------------------------------- Signature -------------------------------
Fellowship request form

CWG-WCIT12
Geneva, Switzerland, 20-22 June 2012

<table>
<thead>
<tr>
<th>Request for a partial fellowship to be submitted before 20 May 2012</th>
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<tbody>
<tr>
<td>Participation of women is encouraged</td>
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Registration Confirmation I.D. No: ................................................................. (Note: It is imperative for fellowship candidates to pre-register via the on-line registration form at: http://itu.int/council/groups/cwg-wcit12/index.html)

Country: __________________________________________________________

Name of the Administration or Organization: ________________________________

Mr / Ms. _________________ (family name) _________________ (given name)

Title: ______________________________________________________________________

Address: ______________________________________________________________________

Tel.: _________________________ Fax: _________________________ E-Mail: ________________

PASSPORT INFORMATION:

Date of birth: _____________________________________________________________________

Nationality: ___________________________ Passport number: ___________________________

Date of issue: ___________________ In (place): ___________________________ Valid until (date): _______________________

CONDITIONS (please select your preference in “ condition” 2 below):

1. One full or partial fellowship per eligible country.

2. For partial fellowships, ITU is requested to cover either one of the following:
   - Economy class air ticket (duty station / Geneva / duty station), or
   - Daily subsistence allowance intended to cover accommodation, meals & miscellaneous expenses.

3. It is imperative that fellows be present from the first day to the end of the meeting.

Signature of fellowship candidate: _________________________ Date: ______________________

TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.

Signature _________________________ Date ________________________