



## General Secretariat (SG)

Geneva, 23 October 2017

Ref: **CL-17/42**  
Contact: Béatrice Pluchon  
E-mail: [gbs@itu.int](mailto:gbs@itu.int)

To Member States of ITU

Subject: **Plenipotentiary Conference (PP-18)**

Dear Sir/Madam,

### **Invitation, date, and venue**

I have the honour to inform you that the Council of the International Telecommunication Union (ITU), in consultation and in concurrence with the majority of the Member States, decided that the forthcoming Plenipotentiary Conference of ITU would take place in Dubai, United Arab Emirates, for a period of three weeks from Monday, 29 October, to Friday, 16 November 2018 at the Dubai World Trade Center.

Your Administration has recently been invited by the Government of the United Arab Emirates to send a delegation to the Conference. I would kindly ask you to respond to this invitation at [sg-registration@itu.int](mailto:sg-registration@itu.int) by **31 December 2017**, indicating the **estimated number of participants** in your delegation.

### **Proposals for the work of the Conference**

Member States are strongly encouraged to use the [Conference Proposals Interface \(CPI\)](#) to prepare and submit proposals to PP-18, as for PP-14. It will facilitate and optimize treatment of the contributions by the secretariat and accelerate their publication into the six languages of the Union.

CPI, as well as guidelines on how to use the system and to prepare proposals, can be accessed with a TIES account at the [PP-18 website](#).

In case a Member State does not use CPI, proposals can be sent directly to [ppcontributions@itu.int](mailto:ppcontributions@itu.int).

In order to ensure timely publication of and consideration by all Member States, proposals from Member States to amend the Constitution and Convention of ITU shall reach the Secretary-General no later than eight months prior to the opening date fixed for the Conference, i.e. **by 28 February 2018**. The Secretary-General shall, as soon as possible, but not later than six months prior to the opening date, publish any such proposals for the information of all Member States (see Nos 224 and 225 of the Constitution and Nos 519 and 520 of the Convention).

In accordance with No. 40 of the General Rules of conferences, assemblies and meetings of the Union (hereinafter referred to as "General Rules"), I hereby request that Member States submit other proposals for the work of the Conference to the secretariat as soon as possible, and **not later than 29 June 2018**.

Furthermore, in line with Resolution 165 (Guadalajara, 2010), I would like to remind Member States that the firm deadline for all contributions, with the exception of the deadlines outlined in Sections 8 and 17 of the General Rules, is no later than fourteen calendar days before the opening of the Conference, i.e. **15 October 2018**. Member States are also urged to give careful attention to the initial preparation of proposals so as to avoid revisions to documents.

### **Documentation**

PP-18 documents will be made available on the PP-18 website as per [ITU information/document access policy](#).

In line with Decision 5 (Rev. Busan, 2014) and as per the decision taken at Council 2017, the Plenipotentiary Conference will be conducted in a paperless manner. **No paper copies of documents** will be provided.

### **Elections**

The Plenipotentiary Conference will elect the Secretary-General, the Deputy Secretary-General, the Directors of the Bureaux of the three Sectors (Radiocommunication Bureau (BR), Telecommunication Standardization Bureau (TSB), and Telecommunication Development Bureau (BDT)), as well as the members of the Radio Regulations Board (RRB). I should be grateful if you would inform me in writing whether your country wishes to nominate one (or more) candidates for these posts, in which case I would request that you send me in writing the name and curriculum vitae of such candidate or candidates (see Nos 62 and 63 of the Constitution). In line with Council Resolution 1187, Member States are encouraged to put forward for elected positions appropriately qualified woman candidates.

In addition, I also request that you send an electronic copy of the curriculum vitae along with a vision statement and a photo to [ppelections@itu.int](mailto:ppelections@itu.int). It is recommended that the CV and the vision statement together not exceed five pages. These will be issued as documents of the Plenipotentiary Conference.

The Plenipotentiary Conference will also elect the Member States that will constitute the next ITU Council. You are hereby invited to inform me in writing whether your country wishes to present its candidature for a seat on the Council (see No. 61 of the Constitution).

In accordance with No. 170 of the General Rules, **all such candidatures must reach the Secretary-General not later than 23.59 hours (Geneva time) on Monday, 1 October 2018**.

For detailed information on elections and election procedures, please refer to Article 2 of the Convention and Chapter III of the General Rules.

Paperless practices will be strongly encouraged during the Conference. As per the decision taken at Council 2017, an online space for campaign material will be created on the PP-18 website. Therefore, candidates are invited to send their campaign brochure in PDF format to [ppelections@itu.int](mailto:ppelections@itu.int).

### **Exercise of rights and credentials for the conference**

Finally, you may wish to note that, in order to be able to exercise their sovereign rights in full at the Plenipotentiary Conference, Member States must ensure that they have maintained the right to vote in accordance with Nos 169 and 210 of the Constitution and that the delegations representing them at the Conference are duly accredited in accordance with Article 31 of the Convention. Further information on the submission of credentials for PP-18 will be sent to Member States early 2018.

**Registration**

Registration for the Plenipotentiary Conference will begin on 28 May 2018 and will be carried out exclusively online at the [PP-18 website](#). Provision of information through the online registration system does not exempt Member States from the need to submit an original credentials document (see [Exercise of rights section above](#)).

**Practical Information**

Additional practical information on policy statements, side events, accommodation, etc. will be made available regularly on the [PP-18 website](#).

Looking forward to welcoming you in Dubai.

Yours faithfully,

*(signed)*

Houlin ZHAO  
Secretary-General