



General Secretariat (SG)

Geneva, 12 February 2018

Ref: **CL-18/9**
Contact: Ms Béatrice Pluchon
E-mail: contributions@itu.int

To:
- ITU Member States
- ITU Sector Members

Subject: **Invitation to Council Working Group/Expert group on ITRs meetings from 12 to 16 April 2018**

Dear Sir/Madam,

I am pleased to invite you to attend the final meetings of the Council Working Group for Strategic and Financial Plans 2020-2023 (CWG-SFP) and Expert Group on ITRs (EG-ITRs) to be held from **12 to 16 April 2018 as follows:**

Thursday 12 April	Friday 13 April	Sat/Sun	Monday 16 April	Tuesday 17 to Friday 27 April
EG-ITRs with interpretation (all day) <i>Member States (MS) + Sector Members (SM)</i>	EG-ITRs with interpretation (all day) <i>MS+SM</i>		CWG-SFP with interpretation (all day) <i>MS+ when addressing draft Strategic Plan, also open to SM</i>	2018 Session of Council

The aim of these meetings is to **finalize reports** from the groups to be submitted to the 2018 Session of the Council for transmittal to the 2018 Plenipotentiary Conference.

Deadline for contributions to CWG/EG-ITRs:

- **EG-ITRs:** as agreed at its [second meeting](#), draft version 2.0 of the final report will be published on the website by 15 February in English (other languages will be available by 28 February 2018).
Members of the Group are invited to submit contributions to the 4th meeting specifically on the draft version 2.0 (or more general contributions, if any) **by 22 March 2018**. In accordance with Council Decision 556, firm deadline to submit contributions is 29 March 2018.
- **CWG-SFP:** as agreed at its [third meeting](#), the fourth meeting will finalize the draft ITU Strategic Plan for 2020-2023. A report on the Public Consultation will be presented and draft proposals for the Resolutions related to the Strategic Plan will be discussed. In accordance with Council Decision 556, firm deadline to submit contributions is 2 April 2018.

All documents including agendas will be published on the respective CWG/EG website. Detailed information on how to register along with other practical information, is attached in the Annex.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

ANNEX

PRACTICAL INFORMATION FOR THE CWG-SFP AND EG-ITRs MEETINGS

1. Registration

Registration is carried out exclusively online at <https://www.itu.int/en/council/Pages/registration.aspx>, together with registration for the 2018 Session of Council. Detailed information is published on the website.

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 official identification card or passport.

Badges can be collected at the desk located at ITU Headquarters in Geneva (Montbrillant building) from Thursday, 12 April to Friday, 27 April 2018 (except Saturday/Sunday), 0830-1200 and 1330-1700 hours.

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 CWG-SFP and EG-ITRs meeting. Requests for remote participation must be submitted at the time of registration 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

Interpretation for CWG-SFP and EG-ITRs will be offered. Requests for interpretation should be made upon registration at least 4 weeks before the meeting.

Accessibility

Requests for accessibility should be made upon registration at least 4 weeks before 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 CWG/EG-ITRs 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.

Implementation of the new information/document access policy

As per Council 2016 decision, the ITU Information/document access policy entered into force on 1 January 2017. Documents submitted to CWG/EG-ITRs will be made available as per [ITU information/document access policy](#).

4. 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>.
