



General Secretariat (SG)

Geneva, 28 May 2018

- To Member States of ITU
Attn: Focal points for participation in PP-18

Ref: **CL-18/29**
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Subject: **Organizational arrangements for Ministers and high-level delegates for the ITU Plenipotentiary Conference (Dubai, 2018)**

Dear Sir/Madam,

Further to ITU [Circular-letter No. 42](#) sent on 23 October 2017, I am pleased to inform you that the preparations for the forthcoming ITU Plenipotentiary Conference in Dubai, United Arab Emirates are well underway. In this regard, I would like to invite you to note the arrangements for the Ministers and high-level delegates participating in PP-18.

Special procedures for high-level delegates' registration

All high-level delegates must register online using the [online system](#). However, as of mid-June, an option will be available to the Focal Point (DFP) for participation to register high-level delegates (Ministers and close protection, Ministerial-level delegates, Ambassadors) on their behalf, using the online system.

Focal Point are therefore entitled to register high-level delegates by logging to the [page for approval by DFPs](#) selecting "registration of High-level delegates". It is to be noted that this service is provided to facilitate registration on behalf of high-level delegates and it does not automatically provide them TIES access to documentation.

In addition, Focal Points are encouraged to send a certified electronic photograph of such delegates (**and only of these delegates**) to the ITU PP-18 Registration Service by e-mail to sg-registration@itu.int by 24 September 2018 at the latest (see specifications in annex). Badges may be collected by an official representative of your delegation at the PP-18 Registration Desk at the Dubai World Trade Center from Friday, 26 October 2018. Please note that this special procedure is **reserved strictly for pre-registered Ministers, their close protection, Ministerial-level delegates, and Ambassadors** and for whom a photograph has been provided in advance. Badges for all other delegates will be issued upon arrival.

Visas

Please note that visas cannot be obtained through the ITU secretariat. However, if you wish the ITU secretariat to facilitate the transmittal of information to the Host Country, you are invited to complete the visa information part of the online registration form. This information will then be communicated to the Authorities from the United Arab Emirates.

For complete details of visa requirements, participants are advised to consult the website of the Host Country at <http://www.pp18dubai.ae/visa.php>.

In addition, participants who require a UAE visa must upload their documents on to the website (visa link will be provided by 28 May 2018).

Transportation of Ministerial-level delegates

For ministerial-level delegates at ITU Plenipotentiary Conference 2018, the Host Country will provide a VIP welcome through the Al Majlis VIP Service at the airport upon arrival. VIP delegates will be met at the aircraft and conducted to a Majlis lounge while waiting for the arrival formalities to be concluded. For ministerial-level delegates whose country does not have an Embassy in UAE, private transport will be provided to the hotel of choice and made available for the duration of the stay. Please note that the hotel reservation and payment are the responsibility of each delegate. For countries having an Embassy in UAE, ministerial-level delegates must liaise with their Embassy for their transport requirements.

In order to ensure that these services run smoothly, Focal Points are kindly requested to send the complete arrival/departure details of flights, and name of hotel chosen, to the Host Country services (pp18.vip@tra.gov.ae) before **10 October 2018**. After this time, the Host Country will not be able to guarantee the availability of private transport for the duration of the stay in country. Private transport will only be available to the ministerial-level delegate for use during the duration of their stay in country and cannot be transferred after departure to another member of the delegation.

Should you have any further questions you may contact ITU Protocol Service (protocol@itu.int) or directly with the Host Country (pp18.vip@tra.gov.ae).

General policy statements from high-ranking delegates

During the first week of the Plenipotentiary Conference, time will be allocated to high-level delegates from ITU Member States, for the most part Ministers responsible for telecommunications, who have expressed their wish to deliver statements in Plenary on general policy issues related to the basic functions/missions/objectives of the Union.

High-ranking delegates are invited to focus their policy statements on sharing experiences on how they are contributing to the Connect 2020 Agenda and how they plan to support the new proposed ITU Strategic Goals and Targets. Statements may include national accomplishments, commitments, announcement of new partnerships and initiatives, as well as required support by the ITU as an organization, as endorsed by the 2018 Session of Council (see Annex 2). It may include national commitments, announcement of partnerships or the launch of new initiatives.

In light of the heavy workload of PP-18 and the three-week time-frame within which it must complete its work, such policy statements will be limited to one speaker per delegation and it is proposed that the amount of time allocated to such statements be sharply limited to three minutes. Unlike previous PP, the delegate will speak from the podium. Delegates will be invited to sit in a VIP area in advance of his/her speaking time.

Speaking slots will be allocated on a first-come, first-served basis. If a Minister of your Government wishes to deliver such a statement, you are invited to complete and submit the online form at www.itu.int/pp/policy-statements (TIES username and password required).

Policy statements made at the Plenipotentiary Conference and provided electronically to the Policy Statements Coordinator at ppstatements@itu.int will be posted after delivery on the website of the Conference in the language(s) in which they were submitted. Additional information may be found at the PP-18 website at: www.itu.int/pp/policy-statements.

VIP rooms booking

Bi-lateral meeting rooms for Ministerial-level participants may be reserved by email: conf-logistics@itu.int

Close protection

Delegations planning to attend the conference accompanied by their own National Security Close Protection (CPT) are requested to contact the ITU Head of Safety and Security Division, Mr Drew Donovan (security@itu.int), for any special security-related needs as early as possible to enable timely preparations.

I hope the information provided will facilitate participation and avoid delays upon arrival.

I look forward to seeing you in Dubai.

Yours faithfully,

(signed)

Houlin Zhao
Secretary-General

Annexes: 2

ANNEX 1

ID badges – Photo specifications
(Special procedures for high-level delegates)

“Electronic” images:

- 1) The name of the file must be in the form: IDnumber_Name_Firstname_org.jpg and must not exceed 32 characters.
Example: *1023456_Dupont_Jacques_SUI.jpg*
- 2) The image must be in portrait mode and in the .jpg format (at least 300dpi).
- 3) The basic minimum dimensions must be 40 mm (height) by 30 mm (width).
- 4) The image must not bear any stamps or other administrative markings.
- 5) The background against which the photo was taken must be a light one.

ANNEX 2**Guidelines to support delegations in the preparation of policy statements for PP-18****Background on the ITU strategic framework 2020-2023: beyond the Connect 2020 Agenda**

In the forthcoming 2018 Plenipotentiary Conference, ITU membership is gearing up to confirm its support to the Connect 2020 Agenda and renew its vision for the telecommunication/ICT sector beyond 2020. The measurable targets representing the five key goals that are part of the proposed 2020-2023 ITU strategic plan, as endorsed by the 2018 Session of Council, set the high-level impact the Union wants to see in the world.

The common vision of *“an information society, empowered by the interconnected world, where telecommunication/ICTs enable and accelerate social, economic and environmentally sustainable growth and development for everyone”*, is complemented by the five proposed goals and related targets:

1. **Growth** – Enable and foster access to and increased use of telecommunication/ICT in support of the digital economy and society;
2. **Inclusiveness** – Bridge the digital divide and provide broadband access for all;
3. **Sustainability** – Manage emerging risks, challenges and opportunities resulting from the rapid growth of telecommunication/ICT;
4. **Innovation** – Enable innovation in telecommunication/ICT in support of the digital transformation of society;
5. **Partnerships** – Strengthen cooperation among ITU membership and all other stakeholders in support of all ITU strategic goals.

Policy Statement: How your country can contribute

Member States are invited to focus their policy statements on sharing experiences on how they are contributing to the Connect 2020 Agenda and how they plan to support the new proposed ITU Strategic Goals and Targets. Statements may include national accomplishments, commitments, announcement of new partnerships and initiatives, as well as required support by the ITU as an organization.

Policy statements, to be limited to 3 minutes each, may be structured around the following elements:

Delegations are invited to focus on the proposed framework of the 5 Strategic Goals



Areas that could be covered by the Policy Statements are presented below:

Accomplishments	National vision and plans	Commitments and Initiatives	Support by ITU
<ul style="list-style-type: none">Highlight good practices and experiences contributing to the Connect 2020 Agenda	<ul style="list-style-type: none">Share the vision and plans for the period beyond 2020Focus in one of the 5 Goals	<ul style="list-style-type: none">Announce national initiatives and commitments	<ul style="list-style-type: none">How can ITU better support Member States in achieving the new strategic goals?

Submission of the statement including a quote to be promoted by media

Delegations are invited to submit their statements in written to ppstatements@itu.int and are encouraged to include a short quote from the statement that could be highlighted and promoted through the ITU communication channels.

Delegations are reminded that the official hashtag is **#Plenipot** and are invited to also promote their national statements.

For more information please refer to the webpage on Policy Statements: www.itu.int/pp/policy-statements.

Appendix: Description of the ITU Strategic Goals and Targets

(As reviewed by Council 2018 (Draft Annex 1 to Res.71 – ITU Strategic Plan 2020-2023) and submitted to the Plenipotentiary Conference)

Strategic Goals

Goal 1 – Growth: Enable and foster access to and increased use of telecommunication/ICT in support of the digital economy and society

Recognizing the role of telecommunications/ICTs as a key enabler for social, economic and environmentally sustainable development, ITU will work to enable and foster access to, and increase the use of, telecommunications/ICTs, foster the development of telecommunication/ICTs in the support of digital economy and help developing countries make their transition to the digital economy. Growth in the use of telecommunications/ICTs has a positive impact on short- and long-term socio-economic development as well as on the growth of the digital economy towards building an inclusive digital society. The Union is committed to work together and collaborate with all stakeholders in the telecommunication/ICT environment in order to achieve this goal.

Goal 2 – Inclusiveness: Bridge the digital divide and provide broadband access for all

Being committed to ensuring that everyone without exception benefits from telecommunications/ICTs, ITU will work to bridge the digital divide for an inclusive digital society and enable the provision of broadband access for all, leaving no one offline. Bridging the digital divide focuses on global telecommunication/ICT inclusiveness, fostering telecommunication/ICT access, accessibility, affordability and use in all countries and regions and for all peoples, including women and girls, youth and marginal and vulnerable populations, people from lower socio-economic groups, indigenous peoples, older persons and persons with disabilities.

Goal 3 – Sustainability: Manage emerging risks, challenges and opportunities resulting from the rapid growth of telecommunication/ICT

To promote the beneficial use of telecommunications/ICTs, ITU recognizes the need to manage emerging risks, challenges and opportunities from the rapid growth of telecommunications/ICTs. The Union focuses on enhancing the quality, reliability, sustainability, resilience of networks and systems as well as building confidence and security in the use of telecommunications/ICTs. Accordingly, the Union will work to enable the seizing of opportunities presented by telecommunications/ICTs while working towards minimizing the negative impact of undesired collaterals.

Goal 4 – Innovation: Enable innovation in telecommunication/ICT in support of the digital transformation of society

The Union recognizes the crucial role of telecommunications/ICT in the digital transformation of society. The Union seeks to contribute to the development of an environment that is conducive to innovation, where advances in new technologies become a key driver for the implementation of the WSIS Action Lines and the 2030 Agenda for Sustainable Development.

Goal 5 – Partnership: Strengthen cooperation among ITU membership and all other stakeholders in support of all ITU strategic goals

In order to facilitate the achievement of the above strategic goals, the Union recognizes the need to foster engagement and cooperation among governments, private sector, civil society, intergovernmental and international organizations, and the academic and technical communities. The Union also recognizes the need to contribute to the global partnership to strengthen the role of telecommunication/ICTs as means of implementation of the WSIS Action Lines and the 2030 Agenda for Sustainable Development.

Targets

Target

Goal 1: Growth

Target 1.1: by 2023, 65% of households worldwide with access to the Internet

Target 1.2: by 2023, 70% of individuals worldwide will be using the Internet

Target 1.3: by 2023, Internet access should be 25% more affordable (baseline year 2017)

Target 1.4: by 2023, all countries adopt a digital agenda/strategy

Target 1.5: by 2023, increase the number of broadband subscriptions by 50%

Target 1.6: by 2023, 40% of countries to have more than half of the broadband subscriptions more than 10 Mbit/s

Target 1.7: by 2023, 40% of population should be interacting with government services online

Goal 2: Inclusiveness

Target 2.1: by 2023, in the developing world, 60% of households should have access to the Internet

Target 2.2: by 2023, in the least developed countries, 30% of households should have access to the Internet

Target 2.3: by 2023, in the developing world, 60% of individuals will be using the Internet

Target 2.4: by 2023, in the least developed countries, 30% of individuals will be using the Internet

Target 2.5: by 2023, the affordability gap between developed and developing countries should be reduced by 25% (baseline year 2017)

Target 2.6: by 2023, broadband services should cost no more than 3% of average monthly income in developing countries

Target 2.7: by 2023, 96% of world population covered by broadband services

Target 2.8: by 2023, gender equality in Internet usage and mobile phone ownership should be achieved

Target 2.9: by 2023, enabling environments ensuring accessible telecommunications/ICTs for persons with disabilities should be established in all countries

Target 2.10: by 2023, improve by 40% the proportion of youth/adults with telecommunication/ICT skills

Goal 3: Sustainability

Target 3.1: by 2023, improve cybersecurity preparedness of countries, with key capabilities: presence of strategy, national computer incident/emergency response teams and legislation

Target 3.2: by 2023, increase the global e-waste recycling rate to 30%

Target 3.3: by 2023, raise the percentage of countries with an e-waste legislation to 50%

Target 3.4: by 2023, net telecommunication/ICT-enabled Greenhouse Gas abatement should have increased by 30% compared to the 2015 baseline

Target 3.5: by 2023, all countries should have a National Emergency Telecommunication Plan as part of their national and local disaster risk reduction strategies

Goal 4: Innovation

Target 4.1: by 2023, all countries should have policies/strategies fostering telecommunication/ICT-centric innovation

Goal 5: Partnership

Target 5.1: by 2023, increased effective partnerships with stakeholders and cooperation with other organization and entities in the telecommunication/ICT environment
