



## General Secretariat (SG)

Geneva, 18 July 2018

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

Ref: **CL-18/33**  
Contact: Béatrice Pluchon  
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Subject: **Organizational arrangements 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 following arrangements made for PP-18 in Dubai from 29 October to 16 November 2018.

### Registration

Registration for the Plenipotentiary Conference opened on 28 May 2018 and is carried out exclusively online at the conference website at: [www.itu.int/pp/registration](http://www.itu.int/pp/registration). Please note that in order to register for PP-18, each participant must have an ITU user account. Special registration procedures for Ministers and other high-level delegates have been communicated in [Circular letter No. 18/29](#).

### Visas

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.

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.

### Elections: ITU News interviews of candidates

As per past practice, ITU News will conduct interviews of candidates for the five elected official positions. Candidates wishing to participate in these email interviews must submit their answers at the latest by 23:59 CET on 5 October 2018. Full information on the procedure, including the questions themselves, is available [here](#) on the PP-18 website.

## **Policy statements**

Requests for policy statements slots may be made online here. Policy statements will be delivered from the podium. After delivery, the text will be posted on the website of the Conference in the language(s) in which it was submitted, and the video of the delivery will be downloadable from YouTube. Additional information may be found at the PP-18 website at: [www.itu.int/pp/policy-statements](http://www.itu.int/pp/policy-statements).

## **Calendar of work**

To assist you with preparations for the work of the conference, a preliminary draft time management plan for PP-18 was presented to Council 2018. It was published as an information document on the C18 website [here](#).

The following meetings are scheduled for the weekend prior to PP-18 as well as the first day:

### Saturday, 27 October 2018:

9.30 Last meeting of the 2018 Session of the Council

### Sunday, 28 October 2018:

16.00 Briefing for new delegates

17.00 Informal meeting of Heads of Delegation

### Monday, 29 October 2018:

09.30 Formal meeting of Heads of Delegation

11.00 Opening Ceremony

14.30 First Plenary Meeting

## **Documentation**

In accordance with the General Rules of conferences, assemblies and meetings of the Union (Nos GR 39-47 refer), proposals for the work of the Conference are made available at the PP-18 website at: [www.itu.int/pp/documents](http://www.itu.int/pp/documents).

In line with Decision 5 (Rev. Busan, 2014), and as per Council 2017 decision, PP-18 will be conducted in a paperless manner. No paper copies of documents will be provided. PP-18 documents are published on the Conference website in accordance with the [ITU Information/document access policy](#) as adopted by the 2016 Session of Council.

## **Media**

Online Media accreditation and registration for PP-18 will open in July. ITU media accreditation is mandatory for a member of the media to participate. Guidelines and full information are available via the [PP-18 Newsroom](#). Media are recommended to register as “Media” Participants, in order to receive a “media” badge, which will grant access to all media events and all media-specific news and information.

## **Practical information**

I am pleased to inform you that general information regarding the conference venue, credentials, conference agenda and proceedings, room booking, media and communication facilities, passport and visa requirements, IT facilities, hotel accommodation, and other practical information, can be found at the ITU PP-18 website at [www.itu.int/pp/practical-info](http://www.itu.int/pp/practical-info), as well as at the Host Country website at <http://www.pp18dubai.ae/>.

**Greening the PP**

In line with its commitment to reducing its carbon footprint, ITU is undertaking efforts to make PP-18 as “green” as possible. In this regard, and in cooperation with the Host Country, participants are invited to make green choices concerning accommodation, energy usage, recycling habits, gift suppliers, and carbon offsets for travel. Full information is available at [www.itu.int/greenpp](http://www.itu.int/greenpp).

I look forward to seeing you in Dubai.

Yours faithfully,

*(signed)*

Houlin Zhao  
Secretary-General