



General Secretariat (SG)

Geneva, 10 October 2018

Ref: **CL-18/44**
Contact: Ms Béatrice Pluchon
Head of Governing Bodies Secretariat
E-mail: ppcontributions@itu.int

- To Member States of ITU
Attn: Heads of Delegations to PP-18

Subject: **Informal meeting of Heads of Delegations and time of formal meeting of Heads of Delegations, ITU Plenipotentiary Conference (Dubai, 2018)**

Dear Sir/Madam,

Further to ITU [Circular Letter CL-18/33](#) of 18 July 2018, I am pleased to inform you that preparations are now being finalized for the forthcoming ITU Plenipotentiary Conference to be held in Dubai, United Arab Emirates, from 29 October to 16 November 2018.

In this regard, I am pleased to inform you that Heads of Delegations to the ITU Plenipotentiary Conference (Dubai, 2018) are hereby invited to attend an Informal meeting on Sunday, 28 October 2018, at 17.00 hours (local time) in Room B, at the Dubai World Trade Centre (DWTC) in Dubai.

The purpose of the meeting is to exchange views and to assist the Secretary-General to formulate recommendations to the official meeting of Heads of Delegations, in accordance with provision No. 49 of the General Rules of Conferences, Assemblies and Meetings of the Union and, in particular, to give advance consideration to the proposals for the structure, chairmanships and vice-chairmanships of the conference and its committees.

I would also like to draw your attention to the time of the formal meeting of Heads of Delegations, which will be held on Monday, 29 October 2018, 09.00 hours in Room B.

In addition, I would like to remind you that for the Opening Ceremony, to be held in Room A, all delegates are kindly requested to allow ample time to clear extra security protocols that will be in place. Delegates should be seated by 10.45. Doors to Room A will close at 11.00 and the Ceremony will begin promptly at 11.00.

I look forward to welcoming you in Dubai.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General