



General Secretariat (SG)

Geneva, 28 November 2018

Ref: **CL-18/55**
Contact: Ms Béatrice Pluchon
E-mail: sg-registration@itu.int

To:
- ITU Member States
- ITU Sector Members

Subject: **Invitation to Council Working Group meetings from 28 January to 1 February 2019**

Dear Sir/Madam,

I am pleased to invite you to attend the following Council Working Groups (CWGs) to be held from **28 January to 1 February 2019**:

Monday 28 January	Tuesday 29 January	Wednesday 30 January	Thursday 31 January	Friday 1 February	Sat	Sun
<u>CWG-LANG</u> (afternoon only) MS Deadline to submit contributions: Wednesday 16 January	<u>CWG-FHR</u> (all day) MS+SM Deadline to submit contributions: Thursday 17 January	<u>CWG-FHR</u> (morning) MS+SM <u>CWG-WSIS & SDGs</u> (afternoon) MS+SM Deadline to submit contributions: Friday 18 January	<u>CWG-WSIS & SDGs</u> (all day) MS+SM Deadline to submit contributions: Friday 18 January	<u>CWG-Internet</u> (all day) MS Deadline to submit contributions: Saturday 19 January		

These meetings will take place at ITU Headquarters in Geneva. Detailed information on how to register and how to submit contributions, 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 COUNCIL WORKING GROUPS

1. Registration

Registration will be carried out exclusively online at <https://www.itu.int/en/council/Pages/registration.aspx> and will open on **28 November 2018**. Detailed information on how to register will be 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 Monday, 28 January to Friday, 1 February 2019.

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. Please be aware that the ITU is closed during the period between 22 December 2018 and 2 January 2019, and visa support requests cannot be treated during this period.

Remote participation

Remote participation is available for the Council Working Groups. 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

Meetings will be held in English only.

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 CWGs 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.

Contributions

Contributions to CWGs should be submitted as soon as possible to contributions@itu.int.

In accordance with Council Decision 556, all contributions should be submitted no later than **12 calendar days** before the opening of a Council Working Group meeting conducted in one language without translation.

Implementation of the new information/document access policy

As per Council 2016 decision, and confirmed by PP-18, the ITU Information/document access policy entered into force on 1 January 2017. Documents submitted to CWGs 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>.
