



General Secretariat (SG)

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Ref: **CL-18/60**

Contact: Mr Nelson MALAGUTI

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To:

- Member States of ITU
- Sector Members of ITU

Subject: **Invitation to the second meeting of the Council Expert Group on Council Decision 482 related to implementation of cost recovery for satellite network filings 28 February (afternoon) – 1 March 2019**

Dear Sir/Madam,

As agreed at the first meeting of the Council Expert Group on Decision 482 which took place on 27-28 September 2018 (see [Document EG-D482-1/9](#)), I am pleased to invite you to attend the second meeting of this Council Expert Group on **28 February (afternoon) and 1 March 2019**. The meeting will start immediately after CPM19-2 and will be held at ITU Headquarters in Room C. I would like to remind you that the Council Expert Group on Decision 482 is open to all Member States and Sector Members of ITU. It will work in English language.

Documentation

Contributions to the Expert Group should be submitted to contributions@itu.int.

In accordance with Council Decision 556, all contributions should be submitted no later than 12 calendar days, i.e. **16 February 2019**, before the opening of a Council Working Group meeting conducted in one language without translation.

All documents including the agenda will be published on the Expert Group website available at <https://www.itu.int/en/council/Pages/eg-d482.aspx>.

Practical information

Detailed information on how to register along with other practical information, is attached in the Annex. Remote participation is available for this 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.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

ANNEX

PRACTICAL INFORMATION FOR THE COUNCIL EXPERT GROUP ON DECISION 482

1. Registration

Registration is carried out exclusively online at <https://www.itu.int/en/council/Pages/groups-registration.aspx>. 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 28 February to Friday 1 March 2019, 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 the Expert Group on Decision 482 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 language

The Council Expert Group on Decision 482 will work in the English language.

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

Agenda and Documentation

Draft agenda and documentation to be reviewed at the Expert Group on Decision 482 meeting will be made available in due course on the group website at <https://www.itu.int/en/council/Pages/eg-d482.aspx>. Meeting 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, and confirmed by PP-18, the ITU Information/document access policy entered into force on 1 January 2017. Documents submitted to the Expert Group on Decision 482 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>.
