



## General Secretariat (SG)

Geneva, 23 January 2020

Ref.: **CL-20/7**  
E-mail: [gsb@itu.int](mailto:gsb@itu.int)

To:  
- ITU Member States  
- ITU Sector Members

Subject: **Invitation to attend an information session on the progress of the New Headquarters Premises Project**

Dear Sir/Dear Madam,

To complement the document [CWG-FHR-11/4](#) submitted to the February meeting of the Council Working Group on Financial and Human Resources (CWG-FHR), and in line with the commitment to transparency and dialogue, an information session on the New Headquarters Premises Project will be held on Monday, 3 February 2020, at 17.30. This information session will immediately follow the CWG-FHR meeting.

The meeting will be accessible via webcast with TIES protection, and remote participation will also be available. If you wish to participate remotely, please contact [sg-registration@itu.int](mailto:sg-registration@itu.int) before Friday, 31 January 2020.

Yours faithfully,

*(signed)*

Houlin ZHAO  
Secretary-General