



General Secretariat (SG)

Geneva, 3 December 2020

Ref.: **CL-20/48**
 Contact: Ms Béatrice Pluchon
 E-mail: sg-registration@itu.int

To:
 - ITU Member States
 - ITU Sector Members

Subject: **Invitation to Council Working Group and Expert Group meetings from 25 January to 5 February 2021**

Dear Sir/Madam,

In light of the ongoing Covid-19 situation, and after consultation with the Chairs of the Council Working Groups and Expert Groups, I would like to inform you that it was agreed that the cluster of meetings will be held virtually from **25 January to 5 February 2021**.

I am therefore pleased to invite you to participate in the following Council Working Groups (CWGs), Open Consultation, and Expert Group meetings:

Monday 25 January	Tuesday 26 January	Wednesday 27 January	Thursday 28 January	Friday 29 January
<u>OPC Internet</u> English only <i>(1200-1500 hours)</i> All stakeholders Deadline to submit contributions: 15 December 2020 /////////////////////////////////// <u>CWG-FHR</u> English only <i>(1200-1500 hours)</i> MS+SM Deadline to submit contributions 13 January 2021	<u>CWG-FHR</u> English only <i>(1200-1500 hours)</i> /////////////////////////////////// <u>CWG-COP</u> English only <i>(1200-1500 hours)</i> MS+SM+COP expert Deadline to submit contributions 14 January 2021	<u>CWG-Internet</u> English only <i>(1200-1500 hours)</i> <u>MS only</u> Deadline to submit contributions: 15 January 2021	<u>CWG-Internet</u> English only <i>(1200-1330 hours)</i> ----- <u>CWG-WSIS & SDGs</u> English only <i>(1330-1500 hours)</i> MS+SM Deadline to submit contributions: 16 January 2021	<u>CWG-WSIS & SDGs</u> English only <i>(1200-1500 hours)</i>

Monday 1 February	Tuesday 2 February	Wednesday 3 February	Thursday 4 February	Friday 5 February
<u>IEG-WTPF-21</u> English only (1200-1500 hours) Nominated experts Deadline to submit contributions: in accordance with schedule included in Decision 611*: 23 December 2020	<u>IEG-WTPF-21</u> English only (1200-1500 hours)	<u>EG-ITRs</u> with interpretation** (1200-1500 hours) MS+SM Deadline to submit contributions: 20 January 2021	<u>EG-ITRs</u> with interpretation** (1200-1500 hours)	<u>CWG-LANG</u> English only (1200-1500 hours) MS only Deadline to submit contributions: 24 January 2021

* For Decision 611 (Modified 2020) please refer to <https://www.itu.int/md/S20-CLVC2-201116-TD-0003/en> (pending consultation by correspondence of Member States of the Council)

** Requests for interpretation should be made upon registration at least 4 weeks before the meeting.

Detailed information on how to register and how to submit contributions, along with other practical information, is attached in the [Annex](#).

I count on your active participation and goodwill to ensure that these virtual meetings be as constructive as possible.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

ANNEX

PRACTICAL INFORMATION FOR THE COUNCIL WORKING GROUPS AND EXPERT GROUPS MEETINGS

1. Registration

Registration will be carried out exclusively online at <https://www.itu.int/en/council/Pages/registration.aspx> and will open on 14 December 2020. Detailed information on how to register will be published on the website.

2. Other pre-requested practical arrangements

Participants are reminded that all meetings will be **webcast** and can be followed via internet.

Working languages

Meetings will be held in English only, except for the Expert Group on ITRs meeting, for which interpretation upon request will be offered. Requests for interpretation should be made upon registration at least four weeks prior to the opening of the meeting.

3. Documentation

Agendas and Documentation

Draft agendas and documentation to be reviewed at CWGs and Expert Groups will be made available in due course on the respective websites.

Contributions

Contributions to CWGs/EG-ITRs 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 the Expert Group meeting conducted in one language without translation, and no later than 14 calendar days before the opening of a meeting conducted in all six languages.

Contributions to the IEG-WTPF-21 should be submitted in accordance with **Decision 611 (modified in 2020)** (see <https://www.itu.int/md/S20-CLVC2-201116-TD-0003/en> (*pending consultation by correspondence of Member States of the Council*)).

Implementation of the 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/Expert Groups will be made available as per [ITU information/document access policy](#).

4. Dates for the next cluster of CWGs and Expert Groups

The proposed dates for the autumn cluster of Council Working Groups and Expert Groups are from 20 September to 1 October 2021.
