



## General Secretariat (SG)

Geneva, 4 August 2021

Ref.: **CL-21/30**  
Contact: Ms Béatrice Pluchon  
E-mail: [sg-registration@itu.int](mailto:sg-registration@itu.int)

To:  
- ITU Member States  
- ITU Sector Members

Subject: **Invitation to Council Working Group and Expert Group meetings from 20 September to 1 October 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 **20 September to 1 October 2021**.

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

Monday 20 September	Tuesday 21 September	Wednesday 22 September	Thursday 23 September	Friday 24 September
<p><b><a href="#">OPC Internet</a></b> English only</p> <p>(1200-1500 hours) All stakeholders</p> <p>Deadline to submit contributions: (see Council <a href="#">R1336</a>) <b>20 August 2021</b></p> <p>////////////////////</p> <p><b><a href="#">CWG-FHR</a></b> English only</p> <p>(1200-1500 hours) MS+SM</p> <p>Deadline to submit contributions <b>8 September 2021</b></p>	<p><b><a href="#">CWG-FHR</a></b> English only [continued]</p> <p>(1200-1500 hours) MS+SM</p>	<p><b><a href="#">CWG-WSIS &amp; SDGs</a></b> English only</p> <p>(1200-1500 hours) MS+SM</p> <p>Deadline to submit contributions: <b>10 September 2021</b></p>	<p><b><a href="#">CWG-WSIS &amp; SDGs</a></b> English only [continued]</p> <p>(1200-1300 hours) MS+SM</p> <p>////////////////////</p> <p><b><a href="#">CWG-Internet</a></b> English only</p> <p>(1200-1500 hours) MS only</p> <p>Deadline to submit contributions: <b>11 September 2021</b></p>	<p><b><a href="#">IEG-WTPF-21</a></b> English only</p> <p>(1200-1500 hours) Nominated experts</p> <p>Deadline to submit contributions: <b>in accordance with schedule included in <a href="#">Decision 611</a>*: 15 August 2021</b></p>

Monday 27 September	Tuesday 28 September	Wednesday 29 September	Thursday 30 September	Friday 1 October
<p><b><u>IEG-WTPF-21</u></b>  <b>English only</b>  <i>[continued]</i>                      (1200-1500 hours)                      Nominated experts</p>	<p><b><u>IEG-WTPF-21</u></b>  <b>English only</b>  <i>[continued]</i>                      (1200-1500 hours)                      Nominated experts</p>	<p><b><u>CWG-SFP</u></b>  <b>with interpretation**</b>                      (1200-1500 hours)                      MS (and, when addressing                      the draft strategic plan,                      also open to Sector                      Members)                      Deadline                      to submit contributions:  <b>15 September 2021</b></p>	<p><b><u>CWG-SFP</u></b>  <b>with interpretation**</b>  <i>[continued]</i>                      (1200-1500 hours)                      MS (and, when addressing                      the draft strategic plan,                      also open to Sector                      Members)                      //  <b><u>EG-ITRs</u></b>  <b>with interpretation**</b>                      (1200-1500 hours)                      MS+SM                      Deadline                      to submit contributions:  <b>16 September 2021</b></p>	<p><b><u>EG-ITRs</u></b>  <b>with interpretation**</b>  <i>[continued]</i>                      (1200-1500 hours)                      MS+SM</p>

\* For Decision 611 (Modified 2020) please refer to <https://www.itu.int/md/S20-CL-C-0081/en>

\*\* 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 **5 August 2021**. Detailed information on how to register will be published on the website. The cluster of CWGs will be held fully virtually on Zoom.

#### 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 and the CWG-SFP meetings, 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](mailto: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-CL-C-0081/en>).

Contributions to the Open consultation of the CWG-Internet should be submitted in accordance with Resolution 1336 (see <https://www.itu.int/md/S19-CL-C-0140/en>).

##### *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 2022 cluster of Council Working Groups and Expert Groups are from 11 to 20 January 2022.

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