



General Secretariat (SG)

Geneva, 27 September 2021

Ref: **CL-21/41**
Contact: Ms Béatrice Pluchon
E-mail: gbs@itu.int

To Member States of ITU

Subject: **Plenipotentiary Conference (PP-22)**

Dear Madam/Sir,

I have the honour to inform you that the Council of the International Telecommunication Union (ITU), in consultation and in concurrence with the majority of the Member States, decided that the forthcoming Plenipotentiary Conference of ITU would take place in Bucharest, Romania, for a period of three weeks from Monday, 26 September, to Friday, 14 October 2022 at the Palace of Parliament of Romania.

Following the invitation from the Government of Romania to send a delegation to the Conference, I am pleased to share with you important information for the preparation of the Conference.

Composition of delegations

To facilitate the preparation of the Conference, you are kindly requested to respond to this invitation at sg-registration@itu.int preferably **by 31 March 2022**, indicating the **estimated number of participants** in your delegation.

In line with the Host Country's intention and Council 2021 approval, the aim is to organize an inclusive and gender-responsive PP. With that objective in mind, I would like to invite you to support and encourage the participation of women and young people in your delegation. I hope that together we can improve the number of women participating in the Conference compared to the PP-18 and ensure that we reach the target of at least 35 per cent of women participants.

Proposals for the work of the Conference

Member States are strongly encouraged to use the [Conference Proposals Interface \(CPI\)](#) to prepare and submit proposals to PP-22. It will facilitate and optimize treatment of the contributions by the secretariat and accelerate their publication into the six languages of the Union.

CPI, as well as guidelines on how to use the system and to prepare proposals, is available on the [PP-22 website](#) with a TIES access. In case of difficulties or questions, the documents control service can be contacted via ppcontributions@itu.int.

In order to ensure timely publication of and consideration by all Member States, please note the following deadlines while preparing the proposals:

- Proposals from Member States to amend the Constitution and Convention of ITU shall reach the Secretary-General no later than eight months prior to the opening date fixed for the Conference, i.e. **by 26 January 2022**. The Secretary-General shall, as soon as possible, but not later than six months prior to the opening date, publish any such proposals for the information of all Member States (see Nos 224 and 225 of the Constitution and Nos 519 and 520 of the Convention).

- In accordance with No. 40 of the General Rules of conferences, assemblies and meetings of the Union (hereinafter referred to as “General Rules”), other proposals for the work of the Conference should be submitted to the secretariat as soon as possible, and **not later than 26 May 2022**.
- In line with Resolution 165 (Rev. Dubai, 2018), the firm deadline for all contributions, with the exception of the deadlines outlined in Sections 8 and 17 of the General Rules, is no later than 21 calendar days before the opening of the Conference, i.e. **5 September 2022**.

Member States are also urged to give careful attention to the initial preparation of proposals so as to avoid revisions to documents.

Documentation

PP-22 documents will be made available on the [PP-22 website](#) as per [ITU information/document access policy](#).

The Plenipotentiary Conference will be conducted in a paperless manner. **No paper copies of documents, including provisional Final Acts**, will be provided.

Elections

The Plenipotentiary Conference will elect the Secretary-General, the Deputy Secretary-General, the Directors of the Bureaux of the three Sectors (Radiocommunication Bureau (BR), Telecommunication Standardization Bureau (TSB), and Telecommunication Development Bureau (BDT)), as well as the members of the Radio Regulations Board (RRB).

I should be grateful if you would inform me in writing whether your country wishes to nominate one (or more) candidates for these posts, in which case I would request that you send me in writing the name and curriculum vitae of such candidate or candidates (see Nos 62 and 63 of the Constitution). In line with Council Resolution 1187, Member States are encouraged to put forward for elected positions woman candidates.

In addition, I also request that you send an electronic copy, in Word format, of the curriculum vitae along with a vision statement and a photo to ppelections@itu.int. It is recommended that the CV and the vision statement together not exceed five pages. These will be issued as documents of the Plenipotentiary Conference.

The Plenipotentiary Conference will also elect the Member States that will constitute the next ITU Council. You are hereby invited to inform me in writing whether your country wishes to present its candidature for a seat on the Council (see No. 61 of the Constitution).

In accordance with No. 170 of the General Rules, **all such candidatures must reach the Secretary-General not later than 23.59 hours (Geneva time) on Monday, 29 August 2022**.

For detailed information on elections and election procedures, please refer to Article 2 of the Convention and Chapter III of the General Rules. Ethical guidelines regarding campaigning activities as adopted by Council 2021 are also available on the [PP-22 website](#).

In line with ITU’s Council 2021 decision to green the Conference (see document [C21/13](#)), paper campaign materials should be avoided as much as possible and an online space for campaign material will be created on the [PP-22 website](#). Campaign brochures in PDF format should be sent to ppelections@itu.int.

Exercise of rights and credentials for the Conference

In order to be able to exercise their sovereign rights in full at the Plenipotentiary Conference, Member States must ensure that they have maintained the right to vote in accordance with Nos 169 and 210 of the Constitution and that the delegations representing them at the Conference are duly accredited in accordance with Article 31 of the Convention. Further information on the submission of credentials for PP-22 will be sent to Member States in early 2022.

Registration and visa support

Registration for the Plenipotentiary Conference will begin in early May 2022 and will be carried out exclusively online at the [PP-22 website](#). Provision of information through the online registration system does not exempt Member States from the need to submit an original credentials document (see [Exercise of rights section above](#)).

Administrative assistance for visa requests must be made online by the participant via the registration form. Visa support information will be available on the [PP-22 website](#) at the opening of the registration. Visa requests should be done as early as possible, keeping in mind that there will be no possibility to obtain a visa at the airport upon arrival.

VVIP and VIP participation

Further correspondence will be sent to Member States regarding the special arrangements, courtesies and facilities to be extended to attending Heads of States and Government as well as Ministerial-level delegates.

Policy statements

As for previous Plenipotentiary Conferences, time will be allocated to policy statements on the first days of the Conference. Further guidelines will be sent in early 2022 to Member States on how to prepare the statement and request a slot online.

Social events

The ITU Protocol Service will maintain and monitor a social events calendar with the purpose to register and facilitate information to Member States and other participants wishing to hold a social event during PP-22. Organizers of social events are strongly advised to liaise with the ITU Protocol Service before proceeding with final arrangements, to assist in scheduling and avoiding, in as much as possible, conflicting, or competing events.

As a matter of practice there is no distribution of invitations. The daily calendar will be displayed on screens in the conference centre and posted on the [PP-22 website](#). For all matters regarding social events during the Conference, please send all inquiries to protocol@itu.int.

Inter-regional preparation for the Conference

Council 2021 agreed on strengthening the inter-regional preparatory process and on holding inter-regional preparatory meetings. Details on the dates and format of these meetings will be communicated in due course.

A calendar of regional preparatory meetings with information provided by the regional groups will be maintained on the PP website.

Practical information

Additional practical information, including regular updates on the evolution on the sanitary situation and mitigation measures for the current Covid-19 pandemic, will be made available on the [PP-22 website](#) as well as on the [Host Country website](#).

I look forward to welcoming you in Bucharest next year.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General