



## General Secretariat (SG)

Geneva, 11 October 2021

Ref: **CL-21/46** To  
Contact: Mr Preetam Maloor - ITU Member States  
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Subject: **Invitation to the sixth World Telecommunication/ICT Policy Forum (WTPF-21)  
16-18 December 2021**

Dear Sir/Madam,

I have great pleasure in inviting your Government/Organization/Entity to send a delegation to the sixth World Telecommunication/ICT Policy Forum (WTPF-21).

As you will recall, the Plenipotentiary Conference 2018, in Resolution 2 (Rev. Dubai, 2018) decided to maintain the World Telecommunication/Information and Communication Technology Policy Forum (WTPF) as a venue for discussing and exchanging views and information on telecommunication/ICT policy and regulatory matters, especially on global and cross-sectoral issues, with non-binding outcomes.

The 2019 ordinary session of the Council, by Decision 611, decided to convene the sixth WTPF (WTPF-21) in Geneva, Switzerland, for a duration of three days. It further decided that the theme for WTPF-21 is as follows:

*“Policies for mobilizing new and emerging telecommunications/ICTs for sustainable development:*

*The WTPF-21 would discuss how new and emerging digital technologies and trends are enablers of the global transition to the digital economy. Themes for consideration include AI, IoT, 5G, Big Data, OTTs, etc. In this regard, the WTPF will focus on opportunities, challenges, and policies to foster sustainable development”.*

Due to the ongoing COVID-19 situation, the Council in 2020 decided that WTPF-21 would take place in Geneva, Switzerland, **from Thursday, 16 December to Saturday, 18 December 2021** with extensive remote participation.

As with the previous Forum, the WTPF will be open to all Member States and Sector Members. ITU academia, universities and their associated research establishments, UN Organizations, Informal Expert Group (IEG) Members, the public, and the media are also invited to attend.

I am pleased to share with you below details on the planned arrangements to facilitate your participation in the event.

## **Strategic Dialogue**

In accordance with past practice, the Strategic Dialogue will be held on 16 December 2021 from **0930 to 1130 hours** (Geneva time) before the opening of the WTPF. High-level speakers will address policies related to new and emerging telecommunication/ICT services and technologies to foster sustainable development.

## **Programme of the sixth WTPF**

- The WTPF will open on 16 December 2021 at **1400 hours** (Geneva time).
- The draft agenda is annexed to [Decision 611](#).
- Daily sessions will be held from **1000 - 1200** and from **1400 - 1600 hours** (Geneva time), except on 16 December, when the session will finish at **1700 hours**.
- Plenary sessions and meetings of the various Working Groups of the Plenaries will be interpreted in six languages and captioned.
- The detailed draft programme is available at <https://www.itu.int/wtpf21/en/agenda>

## **Candidatures for Chair and Vice-Chair Positions**

The Forum will elect its Chair and six Vice-Chairs, as well as Chair and Vice-Chairs for the expected three Working Groups of the Plenaries.

As a practice, Chair and Vice-Chairs of the Forum are representatives from the Member States from the six regions. Member States are invited to consult regionally when identifying their candidates to avoid multiple candidates from the same region. Taking into account the theme of the Forum, I would strongly advocate for a high-level representative from a developing country to chair the WTPF-21.

Each Working Group of the Plenary has a Chair and a Vice-Chair respectively, representing a Member State and a Sector Member.

Member States and Sector Members are therefore encouraged to send their candidatures for Chair and Vice-Chair positions to the Secretary-General by **19 November 2021**. Women candidatures are strongly encouraged.

## **Preparatory process**

The Informal Experts Group (IEG) has made significant progress under the chairmanship of Dr Fabio Bigi (Italy) in furthering consensus on the thematic areas set out in the Secretary-General's Report, including the proposed draft Opinions. At the sixth meeting of the IEG, on 24, 27, and 28 September 2021, the experts have nearly finalized the text of the Report and the draft Opinions. At the last meeting of the IEG on 15-17 November 2021, the experts will formally conclude the preparatory process and submit the Report and the draft Opinions to the Forum for discussion and adoption.

The final draft of the Secretary-General's Report will be available at: <https://www.itu.int/wtpf21>.

## **Comments by the membership on the Secretary-General's Report during the Forum**

Member States and Sector Members will have an opportunity to make additional comments on the Secretary-General's Report at the Forum, particularly with regard to the review and adoption of the Forum Opinions. In order to ensure the timely translation and thorough consideration by delegations, written contributions to be presented during the Forum should be sent to [wtpf2021@itu.int](mailto:wtpf2021@itu.int) by **2 December 2021**. It is strongly recommended that contributions do not exceed three pages.

### **VIP Participation**

A letter inviting Ministers of ITU Member States and CEOs of ITU Sector Members to address the Forum on the first day and present their vision on the theme of the Secretary-General's Report will be sent separately. A VIP Lounge and private bilateral meeting room will be made available for participating Ministers and CEOs. Reservation of private meeting rooms will be on first-come-first-serve basis and subject to confirmation by the ITU Protocol Service. For any further information, please contact: [protocol.service@itu.int](mailto:protocol.service@itu.int).

### **Venue**

The event will take place in Geneva on 16-18 December 2021 in the International Conference Centre Geneva (CICG). It will be preceded by a Heads of Delegation meeting that will be held on **16 December 2021 at 0830 hours** in the CICG.

### **Registration for the Forum and the Strategic Dialogue**

Participants are encouraged to register online as soon as possible at the Forum website: <https://www.itu.int/wtpf21/en/register/>. Registration is required for **all participants** of the Forum and/or the Strategic Dialogue, including representatives from local Permanent Missions, as Permanent Mission badges will not give access to the CICG.

Participants who wish to **participate remotely may select this option upon online registration**. Webcast will also be provided.

**Badges** for the Forum and the Strategic Dialogue will be **photo badges** and can be collected at the Varembe Conference Centre (CCV), right across the street of CICG.

Visa support will be available for ITU membership. Request for visa support should be done at the time of online registration.

While registering for the event, please duly take into consideration the information related to the sanitary measures and conditions of entry in Switzerland.

Information on badge collection and opening hours of badging desks will be available on the website and in the confirmation of registration for each participant.

### **Documentation**

The WTPF-21 will be conducted in a fully paperless manner. Documentation will be made available on the website of the Forum.

### **Organization of Receptions**

The ITU Protocol Service will maintain and monitor a social events calendar. Organizers of social events are strongly advised to first liaise with the ITU Protocol Service via [protocol.service@itu.int](mailto:protocol.service@itu.int) when proceeding with their arrangements, to assist in scheduling and avoiding, as much as possible, conflicting or competing events.

It is strongly recommended that these receptions, coffee breaks, lunches, or dinners be held at the CICG to facilitate contact tracing. Standing and seating receptions are allowed.

As a matter of practice there is no distribution of invitations. The daily calendar will be displayed on screens in the CICG and available on the WTPF website.

**General information for participants**

Information for participants related to visa, travel, and safety and security measures in force as of 20 September 2021 are available in the [Annex](#). Participants are strongly invited to consult the safety and security information ([at ITU COVID security page](#)) where updated information will be posted before making travel arrangements to attend the event.

I look forward to working with you to ensure the success of the sixth WTPF.

Yours sincerely,

*(signed)*

Houlin Zhao  
Secretary-General

**Annex: 1**

## ANNEX

### INFORMATION FOR PARTICIPANTS ON VISA, TRAVEL, MEASURES IN PLACE IN GENEVA AND IN CIGG.

(INFORMATION AS OF 20/09/2021 - PLEASE CONSULT THE [ITU COVID SECURITY PAGE](#) FOR ANY UPDATE)

#### 1. VISA REQUEST

- Delegates are responsible for their own visa request. Support can be provided by ITU for ITU membership only.
- Based on their nationality, participants attending conferences in Switzerland may require a visa/laissez-passer to enter Switzerland. Visa requirements must be met before arrival. The list of nationalities subject to visas can be found by consulting this link ([https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1\\_staatsangehoerigkeit.html](https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html)).
- Entry visas for Switzerland are primarily issued by the Swiss Embassy/Consulate responsible for the applicant's country of residence and in some cases, external service providers register the visa application on behalf of the Swiss authorities. Information about the nearest Swiss Embassy or Consulate responsible for the participant's place of residence can be found by consulting the [Swiss Online visa system](#).
- In light of the travel restrictions taken in response to the coronavirus, persons who are exempted from visa requirements must inquire about boarding requirements. If necessary, the Swiss representation responsible for the person's place of residence abroad (<https://www.swiss-visa.ch/ivis2/#/i210-select-country>) may issue a laissez-passer, which confirms that the person fulfils the conditions for crossing the Swiss border in accordance with the conditions laid down in Ordinance 3 COVID-19 (<https://www.fedlex.admin.ch/eli/cc/2020/438/fr>).

For more information, please consult the [Swiss Mission's](#) information notes:

- COVID-19 information note on rules of entry into Switzerland for persons expected in an official capacity by international organizations and permanent missions at [COVID-19-Information-for-people-travelling-to-Switzerland\\_EN.pdf \(admin.ch\)](#)
- COVID-19 Information note on health measures and border controls for persons expected in an official capacity by international organizations and permanent missions at [COVID-19-Information-Sheet-on-health-measures-and-border-controls\\_EN.pdf \(admin.ch\)](#)

#### 2. COVID MEASURES IN SWITZERLAND

The measures and ordinance in place are available at:

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/massnahmen-des-bundes.html>

#### 3. RECOGNIZED COVID CERTIFICATE

The COVID certificate is a way of documenting that you have had a COVID-19 vaccination, have had the disease or have a negative test result. This applies to both the Swiss COVID certificate and to recognized foreign certificates (e.g. the [EU Digital COVID Certificate](#)). You will find more information on the COVID certificate at <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/covid-zertifikat.html>

## **Issuance of a Swiss COVID certificate for persons vaccinated abroad with a vaccine approved in Switzerland, authorized by the EMA or the WHO**

- As of 20 September 2021, all persons residing in or entering Switzerland can obtain a Swiss COVID certificate from the competent cantonal authority if they have been vaccinated abroad with a [vaccine licensed in Switzerland or authorised by the EMA](#).
- As the [EU Digital COVID Certificate](#) is recognized in Switzerland, persons in possession of such a certificate do not have to apply for a Swiss COVID certificate.
- Delegates can also obtain a Swiss COVID certificate if they have been vaccinated abroad with a vaccine validated for emergency use by WHO. To do so, they must consult and apply before their travel at <https://www.ge.ch/en/covid-19-certificate>.
- Persons vaccinated abroad with a vaccine not approved by Switzerland, the EMA or the WHO can still obtain a Swiss COVID certificate after a negative PCR or rapid antigen test, valid respectively for 72 hours or 48 hours.
- From 10 October 2021, pursuant to the decision of the Swiss Federal Council, tests performed to be issued with a Swiss COVID certificate will no longer be free of charge. The concerned persons will have to bear the costs.

For more information, you can consult the Swiss Mission's information note on the Swiss Covid certificate [https://www.dfae.admin.ch/dam/mission-onu-omc-aele-geneve/en/documents/COVID-19-Notice%20informative-Certificat%20Covid%20suisse\\_EN.pdf](https://www.dfae.admin.ch/dam/mission-onu-omc-aele-geneve/en/documents/COVID-19-Notice%20informative-Certificat%20Covid%20suisse_EN.pdf)

### **5. COVID MEASURES FOR WTPF**

Pursuant to Article 19 of the COVID-19 Ordinance on Special Situation, the current restrictions do not apply to meetings required to ensure the proper functioning of institutional beneficiaries (foreign representations and international organisation) under Article 2, paragraph 1, of the Host State Act. Thus, international conferences, working meetings and events of permanent missions and international organizations may, under certain conditions, derogate from limitations of health measures in force.

Nevertheless, ITU will strive to create an environment that is as safe as possible for participants. A protection plan will be prepared that would have higher levels of mitigation measures than requested by the Swiss Government which would include the following:

#### **Measures prior the event**

- Dedicated Protection Plan to be prepared;
- Strongly encourage participants to request a Swiss COVID certificate (i.e., available to those participants who have been vaccinated with Swiss approved vaccines);
- Virtual queuing for event badge distribution/pick-up;
- COVID-19 Airborne Risk Assessment (CARA App Tool) of CIGG venue meeting room facilities;
- Sanitary and hygiene measures provision (e.g., hand sanitizing solutions, wipes, waste bins...).

#### **Measures during the event**

- Badging and registration to be undertaken at CIGG CCV => contact tracing in place;
- Queuing path outside CIGG venue;
- (Swiss & EU or WHO-EUL) recognized and valid COVID Certificates or COVID-19 Negative Tests – i.e., PCR 72-hours, Antigen 48-hours, which will be checked with QR-code readers, or if required manually, at the CIGG access point;
- Sanitary medical tent outside of CIGG venue (Rapid antigen testing & COVID Certificate delivery capacity valid for 48 hours);
- Temperature control of all participants at the entrance access point to the CIGG (ITU's Thermal Imaging Camera System);
- Social distancing (seating minimum of 1.5-meter separation);
- Wearing of face mask mandatory inside the CIGG.