



## General Secretariat (SG)

Geneva, 11 July 2022

Ref: **CL-22/29**  
Contact: Ms Béatrice Pluchon  
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To Member States of ITU  
Attn: Focal points for participation in PP-22

Subject: **Organizational arrangements for the ITU Plenipotentiary Conference (PP-22)**

Dear Madam/Sir,

Further to ITU [Circular letter No. 21/41](#) sent on 27 September 2021, I am pleased to inform you that the preparations for the forthcoming ITU Plenipotentiary Conference (PP-22) in Bucharest, Romania are well underway. In this regard, I would like to invite you to note the following arrangements made for PP-22 in Bucharest from 26 September to 14 October 2022.

### Registration

Registration for the Plenipotentiary Conference opened in May and is carried out exclusively online at the conference website at: <https://pp22.itu.int/en/participation/registration/>. Please note that in order to register for PP-22, each participant must have an ITU user account. Special registration procedures for Ministers and other high-level delegates have been communicated in [Circular letter No. 22/27](#).

### Visas

For complete details of visa requirements, participants are advised to consult the website of the Host Country at <https://bucharestpp22.gov.ro/visas/>. Please note that visas cannot be obtained through the ITU secretariat.

### Elections: ITU News interviews of candidates

As per past practice, ITU News will conduct interviews of candidates for the five elected official positions. Candidates wishing to participate in these email interviews must submit their answers at the latest by 23:59 CET on Friday, 2 September 2022. Full information on the procedure, including the questions themselves, is available [here](#) on the PP-22 website.

### Policy statements

Requests for policy statements slots may be made online [here](#). Policy statements will be delivered from the podium. After delivery, the text will be posted on the website of the Conference in the language(s) in which it was submitted, and the video of the delivery will be downloadable from YouTube. Additional information may be found at the PP-22 website at: <https://pp22.itu.int/en/policy-statements/policy-statements-guidelines/>.

## **Calendar of work**

To assist you with preparations for the work of the conference, a preliminary draft time management plan for PP-22 was presented to Council 2022. It was published as an information document on the C22 website [here](#).

The following meetings are scheduled for the weekend prior to PP-22 as well as the first day:

### Saturday, 24 September 2022:

9.30 Last meeting of the 2022 Session of the Council

### Sunday, 25 September 2022:

14.30 Informal meeting of Heads of Delegation (TBC; exact time will be announced on the website)

### Monday, 26 September 2022:

09.45 Formal meeting of Heads of Delegation

11.15 Opening Ceremony

14.30 First Plenary Meeting

## **Documentation**

In accordance with the General Rules of conferences, assemblies and meetings of the Union (Nos GR 39 47 refer), proposals for the work of the Conference are made available at the PP-22 website at: <https://pp22.itu.int/en/documents/official-documents/>.

In line with Decision 5 (Rev. Busan, 2014), and as per Council 2017 decision, PP-22 will be conducted in a paperless manner. No paper copies of documents will be provided. PP-22 documents are published on the Conference website in accordance with the [ITU Information/document access policy](#) as approved by PP-18.

## **Media**

Online Media accreditation and registration for PP-22 will open in early August. ITU media accreditation is mandatory for a member of the media to participate. Guidelines and full information are available via the PP-22 Newsroom. Media are recommended to register as “Media” Participants, in order to receive a “media” badge, which will grant access to all media events and all media-specific news and information.

## **Practical information**

I am pleased to inform you that general information regarding the conference venue, credentials (including transfers of powers and transfers of votes), remote participation, conference agenda and proceedings, room booking, media and communication facilities, IT facilities, and other practical information, can be found at the ITU PP-22 website at <https://pp22.itu.int/en/participation/practical-info/>. Information on passport and visa requirements, travel, hotel accommodation, Bucharest, and Romania can be found on the Host Country website at <https://bucharestpp22.gov.ro/>. Information on the sanitary situation and entry requirements in Romania can also be found on the Host Country website [here](#).

## **Greening the PP**

In line with its commitments to reduce its impact on the environment, ITU, with the help of the Government of Romania, is undertaking efforts to make PP-22 as “green” as possible. Participants are invited to support the efforts and make environmentally-friendly choices concerning travel, accommodation, energy usage, waste generation and recycling, etc. More information is available at <https://pp22.itu.int/en/about/greening-the-pp/>.

## **Gender-responsive PP**

With the aim of having a conference as gender-responsive as possible, the secretariat, with the support of Australia, has delivered a training for women delegates that will be attending PP-22. The

training started at the end of May and has just finished with more than 100 women participants representing all ITU regions. A High-level Ministerial breakfast and networking event will be held on Friday morning of the first week where women leaders in the ICT sector will share their experiences and continue to call on more women participation in the decision-making process in ITU. Furthermore, a gender-responsive event implies considering many aspects before, during and after the conference for which a checklist and a toolkit had been prepared. All these information about the preparations, as well as on how the membership can get involved, is available and will continue to be updated regularly [here](#) on the PP-22 website.

I look forward to welcoming you in Bucharest in September.

Yours faithfully,

*(signed)*

Houlin ZHAO  
Secretary-General