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|  | **Document C23/INF/19-E** |
| **20 July 2023** |
| **English only** |
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| Report by the Secretary-General |
| INFORMATION SESSION ON HOSTING ITU TECHNICAL MEETINGS EXTERNALLY |
| **Purpose**This document accompanies the information session on hosting ITU technical meetings (Study Groups and Working Parties) externally and provides the ITU Council with an overview of the process. It includes details of host benefits, requirements, contact information and a list of ITU technical meetings tentatively scheduled for 2024.**Action required by the Council**This document is transmitted to the Council **for information**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Meetings, conferences and events are essential to ITU’s work, bringing together industry experts from public and private sectors, academia and international organizations around the globe.
2. ITU holds approximately 60 Study Group, Working Groups and Advisory Group meetings in its Geneva headquarters each year.
3. ITU welcomes interest from Member States and Sector Members in hosting Study Group or Working Party meetings outside of Geneva in line with Resolution 5 of the Plenipotentiary Conference and respective Sector resolutions.
4. All interested parties are encouraged to consult the webpage at <https://council.itu.int/en/programme/hosting-itu-meetings/>. This page details the benefits of hosting ITU technical meetings and requirements in terms of logistical support, conference facilities, technical support and financial considerations. The page will be updated regularly as necessary.
5. A tentative list of ITU-T and ITU-D technical meetings for 2024 is included on the page. The schedule of ITU-R meetings is under review as preparations continue for the Radiocommunication Assembly and WRC-23 later this year and will be added to the list shortly. In the interim, a list of ITU-R meetings for the next six months can be seen [here](https://www.itu.int/en/events/Pages/Calendar-Events.aspx?sector=ITU-R).

All queries may be addressed by email to hostingmeetings@itu.int or through Sector Focal Points.

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