



General Secretariat (SG)

Geneva, 11 August 2023

Ref: **DM-23/1009**
Contact: Ms Béatrice Pluchon
E-mail: gbs@itu.int

To Member States of ITU Council

Subject: **2023 Additional session of the Council**

Dear Councillor,

Pursuant to the decision of the seventh plenary meeting of the 2023 ordinary session of the Council, I would like to hereby inform you that an **Additional session of the Council** will be held at ITU headquarters on **Thursday 19 and Friday 20 October 2023**, preceded by the cluster of Council Working Groups and Expert Groups (CWGs & EGs), from Monday, 9 to Friday, 18 October 2023. More details on the schedule of the cluster of CWGs & EGs will be sent in separate letters.

Practical information on registration, documentation, travel, and hotel accommodation can be found in [Annex 1](#).

A **preliminary draft agenda** of the 2023 Additional session is attached in [Annex 2](#).

An **information session on the Union's headquarters premises** will be held virtually on Tuesday **26 September** at 13:00 Geneva Time. The session will be conducted in English. Shall you wish interpretation in one of the other 5 languages, please kindly send your request to gbs@itu.int, by Wednesday, 23 August 2023.

I look forward to seeing you in Geneva.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General

Annexes: 2

ANNEX 1

Practical information

Registration

Registration for the 2023 Additional session of the Council, as well as for the information session on the Union's headquarters premises, will be carried out **exclusively online** at the following webpage: <https://council.itu.int/participation>.

In line with ITU gender equality and mainstreaming policy and Resolution 198 (Rev. Bucharest, 2022) of the Plenipotentiary Conference on empowerment of youth through telecommunication/information and communication technology, the aim is to organize an inclusive and gender-responsive Council. 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. More information on initiatives on gender-responsive Council is provided on the Council-23 website (<https://council.itu.int/gender-responsive-council>).

Information related to badge collection will be made available in the e-confirmation of registration as well as on the Council website.

Documentation

In accordance with Annex 2 to Decision 5 (Rev. Bucharest, 2022) of the Plenipotentiary Conference, paragraph 10, and in order to reduce cost of documentation, Council documents will be made available **exclusively online** on the website at <https://council.itu.int/documents>. **No** paper copies of documents will be distributed before or during this session.

Similar to the previous sessions of Council, an ITU C23-Add Sync Application will facilitate the download of C23-Add documents from the ITU server to your local drive. This application will be available on the Council website and is configured to synchronize the latest published documents. If you wish to be notified by e-mail when new or updated Council documents are posted, kindly update your TIES access at <https://www.itu.int/en/ties-services/>.

Contributions to the Council should be submitted as soon as possible to contributions@itu.int. In accordance with Council Decision 556, all contributions should be submitted no later than 14 calendar days before the opening of the meeting, i.e. **5 October 2023**. ITU secretariat documents calling for a decision of the Council will be posted on the relevant page of the website no later than 30 calendar days before the opening of the Additional Council session. Member States will be invited to send their contributions to the meeting by using the [template](#) available on the Council-23 website.

As per the [ITU information/document access policy](#), Council input documents will be publicly accessible, unless otherwise requested by the submitter(s) of the document.

Travel, subsistence and insurance expenses

In accordance with No. 57 of the Convention of the ITU, “the travelling, subsistence and insurance expenses incurred by the representative of each Member State of the Council belonging to the category of developing countries, the list of which is established by the UNDP, in that capacity at Council sessions, shall be borne by the Union”. Councillors may wish to contact the ITU travel section for more information at travel@itu.int or christine.marechal@itu.int.

Hotel accommodation

Reductions on hotel prices in Geneva have been obtained for delegates participating in ITU meetings. The list of the hotels concerned along with a reservation form **to be sent directly to the hotel** can be found at <https://www.itu.int/net4/travel/index.aspx>

ANNEX 2

PRELIMINARY DRAFT AGENDA OF THE
2023 ADDITIONAL SESSION OF THE COUNCIL

Agenda item	Title	Document n°C23/XX
1	Audited accounts: Audited Financial operating report for 2022	
2	External Audit report: Union's accounts 2022	
3	Progress on the Union's headquarters premises project	
4	Proposed dates and duration of the 2024, 2025, and 2026 sessions of the Council along with the proposed dates of clusters of Council Working Groups and Expert Groups for the same period	
5	Preparation for the 2026 Plenipotentiary Conference	
6	Vice-chairmen of CWGs & EGs	
7	Other business	
