



General Secretariat (SG)

Geneva, 11 August 2023

Ref.: **CL-23/23**

Contact: Ms Béatrice Pluchon

E-mail: sg-registration@itu.int

To:

- ITU Member States

- ITU Sector Members

Subject: **Invitation to Council Working Group and Expert Group meetings from 9 to 18 October 2023**

Dear Sir/Madam,

I am pleased to invite you to participate in the following Council Working Group and Expert Group meetings (CWGs & EGs) to be held from **9 to 18 October 2023**:

Monday 9 October	Tuesday 10 October	Wednesday 11 October	Thursday 12 October	Friday 13 October
(no meeting in the morning)	CWG-COP English only Room TBC (all day) MS+SM+COP experts	CWG-FHR interpretation on-demand* Room TBC (all day) MS+SM	CWG-FHR interpretation on-demand* (continued)	CWG-FHR interpretation on-demand* (continued)
CWG-LANG English only Room TBC (afternoon) MS only Deadline to submit contributions: 27 September	Deadline to submit contributions 28 September	Deadline to submit contributions: 27 September		
Monday 16 October	Tuesday 17 October	Wednesday 18 October	Thursday 19 October	Friday 20 October
EG-ITRs interpretation on-demand* Room TBC (all day) MS+SM Deadline to submit contributions: 2 October	CWG-WSIS & SDGs English only Room TBC (all day) MS+SM Deadline to submit contributions: 5 October	CWG-Internet English only Room TBC (all day) MS only Deadline to submit contributions: 6 October	Additional session of Council	Additional session of Council

* Requests for interpretation into one of the six languages for CWG-FHR or EG-ITRs must be made upon registration or sent to sg-registration@itu.int by 4 September 2023 the latest.

MS= Member States; SM= Sector Members

These meetings will take place physically at ITU Headquarters in Geneva with a possibility of remote participation for those who are not able to attend the meetings physically.

I would like to take this opportunity to remind you that, as decided during the 2023 ordinary session of Council held from 11 to 21 July 2023, an **Additional session of the Council will be held from Thursday, 19 October to Friday, 20 October 2023**. A separate invitation will be sent to Council Member States and those categories entitled to participate in the Council session.

Detailed information on how to register and how to submit contributions to the Council Working Groups and Expert Groups along with other practical and safety information, is attached in the [Annex](#).

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Doreen Bogdan-Martin

Secretary-General

Annex: 1

ANNEX

PRACTICAL INFORMATION FOR THE COUNCIL WORKING GROUP AND EXPERT GROUP MEETINGS

1. Registration

Registration will be carried out **exclusively online** at the following webpage:
<https://council.itu.int/working-groups>.

How to collect your badge

In order to receive badges, participants will be requested to provide the registration ID number included in their e-confirmation to the badging desk, together with an official identification card or passport.

Badges can be collected at the desk located at ITU Headquarters in Geneva (Montbrillant building) **from 6 to 18 October 2023**.

2. Other pre-requested practical arrangements

Visa Assistance

Administrative assistance for **visa requests should be made online** at the time of registration. Visa requests must be submitted at least four weeks prior to the opening of the meeting.

Remote participation

Remote participation is available for the Council Working Groups (CWGs) and the Expert Groups, and should be **requested online** at the time of registration.

Participants are reminded that all meetings will be **webcast** and can be followed via internet.

Working languages

Meetings will be held in English only, except for the CWG-FHR and EG-ITRs meeting for which interpretation upon request will be offered. Requests for interpretation for CWG-FHR or EG-ITRs must be made upon registration or sent to sg-registration@itu.int by 4 September 2023 the latest.

Accessibility

Requests for accessibility should be made upon registration at least four weeks prior to the opening of the meeting. The ITU secretariat will meet the expressed requirements to the best of its ability, subject to availability of resources.

3. Documentation

Agendas and Documentation

Draft agendas and documentation to be reviewed at CWGs and Expert Groups will be made available in due course on the respective websites. Meetings will be conducted in a paperless manner. Wireless LAN facilities will be available for use by participants in the meeting rooms.

Contributions

Contributions to CWGs/EGs 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 12 calendar days** before the opening of a Council Working Group meeting conducted in one language without translation, and **no later than 14 calendar days** before the opening of a meeting conducted in all six languages.

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

4. 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>
