



## General Secretariat (SG)

Geneva, 16 November 2023

Ref.: **CL-23/47**  
Contact: Ms Béatrice Pluchon  
E-mail: [sg-registration@itu.int](mailto:sg-registration@itu.int)

To:  
- ITU Member States  
- ITU Sector Members

Subject: **Invitation to the next cluster of Council Working Group and Expert Group meetings from 22 January to 2 February 2024**

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 **Monday, 22 January to Friday, 2 February 2024**:

Monday 22 January	Tuesday 23 January	Wednesday 24 January	Thursday 25 January	Friday 26 January
<p><a href="#">EG-DEC482</a> English only Room A (all day) MS+SM Deadline to submit contributions: <b>10 January 2024</b></p> <p>//////////</p> <p><a href="#">CWG-COP</a> English only Room C (all day) MS+SM+COP experts  Deadline to submit contributions <b>10 January 2024</b></p>	<p><a href="#">EG-DEC482</a> (all day, continued) //////////</p> <p><a href="#">CWG-COP</a> (morning, continued)</p> <p>-----</p> <p><a href="#">CWG-LANG</a> English only Room C (afternoon) <u>MS only</u>  Deadline to submit contributions: <b>11 January 2024</b></p>	<p><a href="#">CWG-FHR</a> interpretation on-demand* Room C (all day) MS+SM  Deadline to submit contributions: <b>12 January 2024</b></p>	<p><a href="#">CWG-FHR</a> (all day, continued)</p>	<p><a href="#">CWG-FHR</a> (all day, continued)</p>

\* 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](mailto:sg-registration@itu.int) by 15 December 2023 the latest.

MS= Member States; SM= Sector Members

////////// = meetings held in parallel

----- = meetings held one after the other

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Monday 29 January	Tuesday 30 January	Wednesday 31 January	Thursday 1 February	Friday 2 February
<p><b><u>EG-ITRs</u></b> <b>interpretation on-demand*</b> <b>Room C</b></p> <p><i>(all day)</i></p> <p>MS+SM</p> <p>Deadline to submit contributions: <b>17 January 2024</b></p>	<p><b><u>EG-ITRs</u></b> <i>(all day, continued)</i></p>	<p><b><u>CWG-Internet</u></b> <b>English only</b> <b>Room C</b></p> <p><i>(all day)</i></p> <p><u>MS only</u></p> <p>Deadline to submit contributions: <b>19 January 2024</b></p>	<p><b><u>CWG-Internet</u></b> <i>(morning, continued)</i></p> <p>-----</p> <p><b><u>CWG-WSIS &amp; SDGs</u></b> <b>English only</b> <b>Room C</b></p> <p><i>(afternoon)</i></p> <p>MS+SM</p> <p>Deadline to submit contributions: <b>20 January 2024</b></p>	<p><b><u>CWG-WSIS &amp; SDGs</u></b> <i>(all day, continued)</i></p>

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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.

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/2024/en/about/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 Friday, 19 January (Afternoon) to Friday, 2 February 2024.**

## 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.

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](mailto:sg-registration@itu.int) by **15 December 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](mailto: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>

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