



General Secretariat (SG)

Geneva, 4 March 2024

Ref: **DM-24/1001**
Contact: Ms Béatrice Pluchon
E-mail: gbs@itu.int

To Member States of ITU Council

Subject: **Organization of the 2024 session of the Council, 4-14 June 2024**

Dear Councillor,

In accordance with Rule 1 of the Rules of Procedure of the Council, I have the pleasure to inform you that the 2024 session of the Council will be held physically at ITU headquarters from **Tuesday, 4 June to Friday, 14 June 2024**.

This session will be preceded by a meeting of the **Council Working Group on Financial and Human Resources on 3 June 2024** from 09.30-12.30 hours and 14.30-17.30 hours.

Additionally, an **informal briefing with Councillors** will take place on Monday, **3 June** from 17.30 to 18.30 hours.

To facilitate the preparation to the session, Councillors are also invited to two **virtual thematic briefings** on **3 April** and on **8 May**, 13.00-14.00 hours both days, Geneva time.

Preliminary draft agenda

A preliminary draft agenda of the 2024 ordinary session is attached in [Annex](#). A draft time management plan is under preparation and will be sent to you in due course.

As per Council rule of procedure 4.3, Member States of the Union shall communicate to the Secretary-General at least 8 weeks before the opening of the session (**before 9 April 2024**), any further item they would like to propose.

Confirmation of councillors

If there has been a change in councillor for your administration and the secretariat has not yet been notified, please kindly inform the secretariat at gbs@itu.int. Information on the nomination of ITU councillors can be found in [DM-23/1000](#).

Registration

Registrations for the 2024 session of the Council, for the virtual thematic briefings, as well as for the Council Working Group on Financial and Human Resources, will be carried out **exclusively online** at the following webpage: <https://council.itu.int/2024/en/participation/>.

As per Rule 6 of the Council Rules of Procedures, only one delegate should be identified as *councillor* under “function” in the registration system. Each Member State of the Council may designate one or more persons as *alternate* to act in the place of the councillor. Other members of the delegation should be registered as *advisers*.

In line with ITU gender equality and mainstreaming policy and Resolution 198 (Rev. Bucharest, 2022), I would like to invite you to support and encourage the participation of women and young people in your delegation.

Information related to badge collection will be made available in the e-confirmation of registration as well as on the Council website (<https://council.itu.int/2024/en/>).

Documentation

In accordance with Annex 2 to Decision 5 (Rev. Bucharest, 2022), 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/2024/en/documents/>.

An ITU C24 Sync Application will facilitate the download of C24 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., **21 May 2024**. 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 Council session. Member States will be invited to send their contributions to the meeting by using the [template](#) available on the Council-24 website.

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

In accordance with Council Decision 495, should a Member State of the Council deem that an information document needs to be considered by the Council for further action, the said Member State of Council should express its wish to have the information document translated in all six official languages, no later than five (5) calendar days after its publication on the Council website.

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>.

Social events

The ITU Protocol Service will maintain and monitor a social events calendar. If your administration wishes to organize a social event such as a coffee break, lunch, or reception during Council-24, you are invited to contact the ITU Protocol Service at protocol.service@itu.int.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General

Annex: - Preliminary draft agenda of the 2024 session of the Council

ANNEX

Agenda item	Title
PL 1	Building a fit-for-purpose ITU
	State of the Union
	Report on the implementation of the strategic plan and the activities of the Union for 2023-2024
	ITU Transformation Roadmap and Update
PL 2	Delivering as one ITU (General policy, strategy, and activities)
	Strategy for the coordination of efforts among the three Sectors of the Union
	Report on the implementation of the concept of “One ITU”
	Draft four-year rolling operational plans for the Union for 2025-2028
	Strengthening the regional presence
	Criteria for establishing future area offices
	Report of the Chair of the Council Working Group on Child Online Protection (CWG-COP)
	Report of the Chair of the Council Working Group on Language (CWG-Lang)
	Report of the Chair of the Council Working Group on International Internet-related Public Policy Issues (CWG-Internet)
	Report of the Chair of the Expert Group on the International Telecommunications Regulations (EG-ITRs)
	Report of the Chair of the Council Working Group on WSIS and the SDGs (CWG-WSIS&SDGs)
	Draft WSIS+20 Report: ITU’s contribution to the implementation of and follow-up to the WSIS outcomes
	ITU Internet activities: Resolutions 101, 102, 133, 180 and 206
	ITU activities on strengthening the role of ITU in building confidence and security in the use of ICTs (Res. 130, 174, D 630)
	Report on ITU’s programme on gender equality (Res. 70, D 631), including updates on Council-23 decisions
	Youth engagement and initiatives at ITU
	Progress made in the preparation of the Youth Summit
	Collaboration with the UN system as well as other international intergovernmental processes including on standard-development
	ITU’s role in the implementation of the space 2030 agenda (Res. 218)

Agenda item	Title
	Artificial intelligence technologies and telecommunications/information and communication technologies (Res. 214)
	Follow up to Resolution 2 (Rev. Bucharest, 2022): World Telecommunication/Information and Communication Technology Policy Forum (WTPF) (Res. 2), including creation of IEG-WTPF
	Update on the implementation of the ITU Council Resolution 1408 on assistance and support to Ukraine for rebuilding their telecommunication sector
	Report on assistance and support to Palestine
	Report on the Standing Committee on Administration and Management
PL 3	Improving governance (ITU statutory conferences, assemblies, Council and CWGs matters, RRB)
	Report on the Radiocommunication Assembly (RA-23) and World Radiocommunication Conference (WRC-23)
	Preparation for the 2024 World Telecommunication Standardization Assembly (WTSA-24)
	Exact place and dates of the 2025 World Telecommunication Development Conference (WTDC-25)
	Outcome of consultations on proposed improvements to the Plenipotentiary Conference
	Preparation of the ITU Strategic and Financial Plans for 2028-2031
	List of candidature for Chairs and Vice-Chairs of the Council Working Groups, Expert Groups, and Informal Expert Groups
	Proposed dates and duration of the 2025, 2026, 2027 sessions of the Council and the CWG clusters for 2025-2026 (Res. 77, 111, D 635)
	Schedule of future conferences, assemblies and meetings of the Union: 2024-2027 (Res. 77, 111)
	Obsolete Council Resolutions & Decisions <ul style="list-style-type: none"> - Request from TSAG to the TSB Director on use of the term “Chair”
ADM 1	Strengthening organizational excellence (Budget and finance)
	ITU-wide resource mobilization strategy
	Report of the Chair of the Council Working Group on Financial and Human Resources (CWG-FHR)
	Report of the Chair of the Expert Group on Decision 482 (EG-Dec482)
	Annual review of revenue and expenses of the implementation of the budget 2024
	Implementation of R 1413 on Voluntary/agreed separation and early retirement scheme
	Cost Recovery for the processing of satellite network filings (D 482(MOD))
	Arrears and special arrears accounts (Res. 41)
	INRs (International Numbering Resources)
	Information and Communication Technologies Development Fund (ICT-DF) (Res. 11)

Agenda item	Title
	The After-Service Health Insurance (ASHI) liability
	Requests for fee exemption from international organizations
	Provisional participation of entities dealing with telecommunication matters in the activities of ITU
	Palau's class of contributory units
ADM 2	Strengthening organizational excellence (Accountability)
	Audited accounts: Audited Financial operating report for 2022
	External Auditor report: Union's accounts 2022
	Audited accounts: Audited Financial operating report for 2023
	External Auditor report: Union's account 2023
	Report from the Oversight Unit's internal audit function
	Report from the Oversight Unit's investigation function
	Report from the Ethics Office
	Strengthening Internal Controls systems and risk management
	ITU participation in memoranda of understanding
	Thirteenth report of the Independent Management Advisory Committee (IMAC) (Res. 162) (D 633)
	JIU reports on United Nations system-wide issues for 2022-2023 and recommendations to executive heads and legislative bodies
ADM 3	Strengthening organizational excellence (Enabling environment, Human resources, IT, Headquarters)
	Progress report on the implementation of the Human Resources strategic plan and of Resolution 48 (Rev. Bucharest, 2022)
	Decisions of the United Nations General Assembly on the conditions of service under the UN common system
	Report on the implementation of R 1420 on Amendments to the statute of the International Civil Service Commission
	Amendments to staff regulations
	Report on establishing a governance structure for cyber security, IT and data/information: update after CWG-FHR including the Information and Communication Technology Committee's (ICTC) Terms of Reference
	Roadmap for ITU website improvements
	High-level guidance for management and Governance of fully Virtual and physical meetings with remote participation (Res. 167)

Agenda item	Title
	Report on progress on the Union's headquarters premises project (Res. 212, D 619)
	Report from the Member States Advisory Group (MSAG) (Res. 212)
INFORMATION DOCUMENTS AND MISCELLANEOUS	
	Human Resources reporting and statistics
	Situation of arrears of the Union at 31 March 2024
	ITU Council contribution to the High-Level Political Forum on Sustainable Development (HLPF) 2024 (Res. 140)
	Additional information on strengthening the Regional presence
	Collaboration with the UN system
	IT/cyber security and data strategy, including financial implications and timeline for implementation
	Report of the Budget Control Committees of the Radiocommunication Assembly (RA-23) and the World Radiocommunication Conference (WRC-23)
	ITU HR Partnerships - Arrangements for Junior Professional Officers (JPO), loan, Funds-in-trust (FIT)/secondments, sponsored interns
	End-of-Year Management Letter on Protection from Sexual Exploitation and Abuse (SEA) and Reporting of SEA Allegations
	Statement by the Staff Council