



General Secretariat (SG)

Geneva, 8 May 2024

Ref: **DM-24/1005**
Contact: Ms Béatrice Pluchon
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To
- Member States of ITU Council
- Observer Member States of ITU
- RTOs

Subject: **Update on the organization of the 2024 session of the Council, 4-14 June 2024**

Dear Madam/Sir,

Further to my [invitation letter](#) to attend the forthcoming 2024 Session of the Council at ITU headquarters from **Tuesday, 4 June to Friday, 14 June 2024**, I am pleased to share with you some updated information on organizational matters.

Registration

Registration for the 2024 session of the Council is open and carried out **exclusively online** at the following webpage: <https://council.itu.int/2024/en/participation/>.

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.

In accordance with provision No. 60A of the Convention of the ITU, a Member State which is not a Member State of the Council may send one observer at its own expense to meetings of the Council. Information on participation of observers at the Council is provided in Rules 7, 11, 12, 15 and 21 of the Rules of Procedure of the Council.

Participants from the Permanent Missions in Geneva are reminded that they will not be able to use their UNOG accredited pass, and an ITU Council badge is required to enter the meeting rooms, and therefore registration with an ITU user account is necessary.

Council identity badges can be collected at ITU headquarters in Geneva (Montbrillant Building, main entrance), on Friday, 31 May, 14.00-17.00 TBC, and as of Monday, 3 June from 08.30-12.00 and 13.30-17.00 (please verify the opening times on the [participation webpage](#)).

Updated draft agenda and draft time management plan

An updated draft agenda of the 2024 ordinary session has been published on the Council website as [C24/1](#). An annotated agenda will also be published there in due course. Additionally, the draft time management plans for the Plenary and Standing Committee on Administration and Management (SC-ADM) ([C24/DT/2](#) and [C24/DT/3](#)) have been published.

Documentation

Council documents are available online on the website at <https://council.itu.int/2024/en/documents/>.

The [ITU C24 Sync Application](#) will also be available for download 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/>.

I would like to remind you that 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**. Member States are invited to send their contributions to the meeting to contributions@itu.int by using the [template](#) available on the Council-24 website.

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.

Remote participation and Council deliberations

Council 2024 is a physical meeting with interactive remote participation where decisions are taken in the Plenary by delegates present in the room. Registered remote participants can access the meetings through the [ITU restricted virtual events page](#). Additionally, Council deliberations will be available through webcast (TIES-protected) at <https://council.itu.int/2024/en/>.

Meetings prior to Council 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. The registration is also open and available at <https://council.itu.int/2024/en/participation/>.

Informal briefing with Councillors (for Councillors only)

An informal briefing with Councillors will take place on Monday, 3 June from 17.30 to 18.30 hours in Room A.

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.

Side events

A list of planned side events will be posted on the C24 website.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General