



General Secretariat (SG)

Geneva, 6 November 2024

Reference: **CL-24/64**
Contact: Mr Alassane Ba
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To:
– ITU Member States
– ITU Sector Members

Subject: **Follow-up of Council Working Group on Financial and Human Resources:
set-up of two groups**

Dear Sir/Madam,

During the meeting of the Council Working Group on Financial and Human Resources on 7-9 October 2024, it was agreed to set up the following two groups, as per the annexes in Document [CWG-FHR-19/15](#):

- 1 one to develop Terms of Reference for the ITU secretariat to complete the review of regional presence under Resolution 25 (Rev. Bucharest, 2022) based on the contributions received from Members States and Sector Members, taking into account the Council Decisions of 2023 and 2024; and
- 2 one to review the draft guidelines on management of fully virtual and physical meetings with remote participation.

Therefore, I would like to inform you of the modalities of these groups.

The group on the regional presence will be led by Vice-Chair Ms Noha Gaafar of Egypt. The group on the draft guidelines on management of fully virtual and physical meetings with remote participation will be led by Ms Diana Gomez of Mexico.

The secretariat will facilitate the work of the groups through MS Teams, and communicate to you through this platform the dates and times of meetings, working methods, timelines, etc. The work of the groups will be in English only.

Member States and Sector Members who wish to participate in these groups are invited to **register** at www.itu.int/net4/CRM/xreg/web/Login.aspx?src=Registration&Event=C-00014734 **by 15 November 2024**. During registration, please choose which group(s) you wish to participate in. Once the deadline for registration is closed, all registered participants will be added to the appropriate MS Team.

The reports of the groups must be submitted to the secretariat by 15 January 2025.

I thank you in advance for your engaged participation and look forward to reviewing the reports at the next CWG-FHR meeting in February.

Yours faithfully,

(signed)

Ms Vernita Harris
Chair, Council Working Group on Human and Financial Resources