



General Secretariat (SG)

Geneva, 12 November 2024

Ref.: **CL-24/67**
Contact: Ms Béatrice Pluchon
E-mail: 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 10 to 21 February 2025**

Dear Sir/Madam,

I am pleased to invite you to participate in the next cluster of Council Working Group and Expert Group meetings (CWGs & EGs) to be held from **Monday, 10 to Friday, 21 February 2025**.

The next meeting of the Expert Group on Decision 482 will also be held within this cluster. The schedule of the cluster is presented in [Annex A](#).

These meetings will take place 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, Expert Groups, and Informal Expert Group along with other practical information, is attached in [Annex B](#).

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General

Annexes: 2

ANNEX A

Monday 10 February	Tuesday 11 February	Wednesday 12 February	Thursday 13 February	Friday 14 February
<p>EG-DEC482 English only Room A (all day) MS+SM</p> <p>Deadline to submit contributions: 29 January 2025</p> <p>////////////////</p> <p>CWG-WSIS & SDGs English only Room C (all day) MS+SM</p> <p>Deadline to submit contributions: 29 January 2025</p>	<p>EG-DEC482 (all day, continued)</p> <p>////////////////</p> <p>CWG-WSIS & SDGs (morning, continued)</p> <hr/> <p>OPC Internet English only Room C (afternoon) All stakeholders</p> <p>Deadline to submit contributions: 30 January 2025</p>	<p>CWG-LANG English only Room C (morning) <u>MS only</u></p> <p>Deadline to submit contributions: 31 January 2025</p> <hr/> <p>CWG-COP English only Room A (afternoon) MS+SM+COP experts</p> <p>Deadline to submit contributions: 31 January 2025</p>	<p>CWG-COP (all day, continued)</p> <p>////////////////</p> <p>IEG-WTPF English only Room C (all day) Nominated Experts</p> <p>Deadline to submit comments on the Second Draft and contributions on possible draft Opinions: 13 January 2025</p>	<p>IEG-WTPF (all day, continued)</p>
Monday 17 February	Tuesday 18 February	Wednesday 19 February	Thursday 20 February	Friday 21 February
<p>CWG-FHR interpretation on-demand* Room C (all day) MS+SM</p> <p>Deadline to submit contributions: 5 February 2025</p>	<p>CWG-FHR (all day, continued)</p>	<p>CWG-FHR (all day, continued)</p> <p>////////////////</p> <p>CWG-Internet English only Room A (all day) <u>MS only</u></p> <p>Deadline to submit contributions: 7 February 2025</p>	<p>CWG-Internet (morning, continued)</p> <hr/> <p>EG-ITRs interpretation on-demand* Room A (afternoon) MS+SM</p> <p>Deadline to submit contributions: 8 February 2025</p> <p>////////////////</p> <p>CWG-SFP interpretation on-demand* Room C (all day) MS+SM</p> <p>Deadline to submit contributions: 8 February 2025</p>	<p>EG-ITRs (all day, continued)</p> <p>////////////////</p> <p>CWG-SFP (all day, continued)</p>

* Requests for interpretation into one of the six languages for CWG-FHR, EG-ITRs, or CWG-SFP must be made upon registration or sent to sq-registration@itu.int by **10 January 2025** the latest.

MS = Member States; SM = Sector Members

———— = meetings held one after the other; ////////////////// = meetings held in parallel

ANNEX B

PRACTICAL INFORMATION FOR THE COUNCIL WORKING GROUP, EXPERT GROUP, AND INFORMAL EXPERT GROUP MEETINGS

1. Registrations for the CWG-EG-IEG cluster in February

Registrations for the above-mentioned meetings will be carried out **exclusively online** at the following webpage: <https://council.itu.int/2024/en/participation/>.

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, 7 February (pm) to Friday, 21 February 2025**.

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*. Please be aware that the ITU is closed during the period between 24 December 2024 and 1 January 2025, and visa support requests cannot be treated during this period.

Remote participation

Remote participation is available for the CWGs, EGs, and the IEG.

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, EG-ITRs, and CWG-SFP meetings for which interpretation upon request will be offered. Requests for interpretation for these groups must be made upon registration or sent to sg-registration@itu.int by **10 January 2025** 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, EGs, and the IEG 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, and the IEG 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.

For the IEG-WTPF, according to the [revised schedule for preparation of the WTPF-26 Report by the Secretary-General](#), the deadline for receipt of comments on the Second Draft and for contribution on possible draft Opinions, as well as the deadline for inputs from the open public consultations has been established as **13 January 2025**.

As per the [ITU information/document access policy](#), documents submitted to CWGs/EGs 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**, as well as other practical information, can be found at <https://www.itu.int/en/delegates-corner/Pages/visitor-information.aspx>.
