



## General Secretariat (SG)

Geneva, 20 November 2024

Reference: **CL-24/69**  
Contacts: Preetam Maloor/  
Béatrice Pluchon  
E-mail: [wtpf@itu.int](mailto:wtpf@itu.int)

To ITU Member States

Subject: **Call for interest to host the seventh World Telecommunication/Information and Communication Technology Policy Forum (WTPF-26)**

Dear Sir/Madam,

As mentioned in Circular Letter [CL-24/22](#), the Plenipotentiary Conference, in its Resolution 2 (Rev. Bucharest, 2022), decided to maintain the World Telecommunication/Information and Communication Technology Policy Forum (WTPF) as a venue for discussing and exchanging views and information on telecommunication/ICT policy and regulatory matters, especially on global and cross sectoral issues, with non-binding outcomes.

The 2024 session of Council, by [Decision 641](#), decided to convene the seventh WTPF (WTPF-26) for a duration of three days in the first half of 2026, with the dates and venue to be determined by the next session of the Council.

Considering there is no room availabilities at Geneva International Conference Center in 2026, I would like to invite Member States to inform ITU of their interest in hosting the WTPF-26. Further details on the hosting of WTPF-26 can be found in the Annex.

Should your government be interested in hosting this event, you are kindly invited to contact [wtpf@itu.int](mailto:wtpf@itu.int) for further information **by 20 December 2024**.

I look forward to working with you towards a successful WTPF-26.

Yours faithfully,

*(signed)*

Doreen Bogdan-Martin  
Secretary-General

**Annex: 1**

## ANNEX

### Details for hosting the seventh World Telecommunication/Information and Communication Technology Policy Forum (WTPF-26)

#### 1 Deadline for submission of request for further information

Should your administration be interested in hosting this event, you are kindly invited to contact the secretariat at [wtpf@itu.int](mailto:wtpf@itu.int) for further information by 20 December 2024. The secretariat will be able to provide you with a draft host Country agreement, financial estimation and additional information you may need.

#### 2 Proposed dates

Keeping in mind the busy schedule in 2026 with preparation for the 2026 Plenipotentiary Conference and the events which are already scheduled (the Council Working Group cluster, the 2026 session of the Council, WSIS, etc.), as well as numerous religious periods, the secretariat has identified possible timeframes for holding WTPF-26 in March and June 2026.

#### 3 Format, duration, participants

WTPF-26 will be a three-day event. In keeping with past precedence, the Forum welcomes ministerial-level participation from governments, as well as leaders from industry, academia and ITU membership, with the aim to enable meaningful dialogue and decision-making at the highest levels of policy formation. Past editions of WTPF gathered around 800 participants.

#### 4 Budget

For a projected budget based on past WTPFs, please contact the secretariat at [wtpf@itu.int](mailto:wtpf@itu.int).

#### 5 Logistical requirements

The table below provides a summary of the host country obligations as described in the Host Country Agreement.

General background	
a) Event dates	Options for dates on which the event could be held, and related dates for build-up/set-up and dismantling.
b) Location	City proposed for the event with details about the local ICT industry and the hotel and transport infrastructure to support the event.
c) Invitations and admission	The Host Country shall ensure the delivering of necessary visas and entry permits to all pre-registered participants and ITU officials free of charge.
d) Privileges and immunities	The Host Country shall be a party to and apply the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies, as approved by the UN General Assembly on 21 November 1947.

<b>Goods and services provided in kind to ITU</b> All associated costs and arrangements to be covered directly by the Host Country.	
e) ITU Staff Travel	<p>In view of the fact that the event will take place outside ITU headquarters, the Host Country is expected to cover flights, terminal expenses, accommodation, travel insurance, and DSA for staff mission as follows:</p> <ul style="list-style-type: none"><li>– <b>Pre-event:</b> approximately 5 ITU staff to travel on advance trip(s) for pre-event meetings with the Host Country and service providers (average 4 room nights per person).</li><li>– <b>Event:</b> approximately 40 ITU staff to travel to the Host Country for the event period (average 4-5 room nights per person) and 18 interpreters.</li></ul>
f) Venue for the Event	<p>Provision of a venue for the event that can offer the following preliminary requirements, taking into account the needs of persons with disabilities. Full details are contained in the Host Country Agreement (HCA). The following meeting rooms, equipped with the required AV capabilities:</p> <ul style="list-style-type: none"><li>– 1 main conference room for approximately 800 persons</li><li>– 1 conference room for approximately 300 persons</li><li>– 1 conference room for approximately 100 persons</li><li>– 2 conference rooms for approximately 50 persons</li><li>– 5 meeting rooms, boardroom style, for 10-20 persons</li><li>– Office spaces for ITU officials and local staff</li><li>– Social spaces for participants.</li></ul>
g) Event services	<p>Provision of venue related and event services through the Host Country's appointed contractors: venue services; audio-visual services; protocol and security services; transport services for delegates.</p>

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