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|  | **Document CWG-FHR-20/INF/2** |
| **12 February 2025** |
| **English only** |
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| Note by the Secretary-General |
| UPDATE ON ORGANIZATION OF ITU MEETINGS IN THE INTERNATIONAL CONFERENCE CENTER GENEVA (CICG) |
| **Purpose**This document provides an update on the criteria and conditions for organizing ITU meetings in the International Conference Center Geneva (CICG), based on changes to the working methods of CICG.**Action required**This document is transmitted to the Council Working Group on financial and human resources **for information**. |

**Organization of ITU meetings held in Geneva**

The majority of ITU meetings are held at ITU’s headquarters in Geneva. The total meeting room capacity across the Tower, Montbrillant and Varembé buildings can generally accommodate the number of meetings requested. However, on a few occasions each year (such as when several Study Group meetings are held in parallel), meeting space within ITU headquarters may not be sufficient. In such cases, ITU makes use of external meeting rooms in CICG, the International Conference Center Geneva, directly adjacent to ITU headquarters.

**New working methods at CICG**

Up until end of 2024, CICG provided meeting rooms for ITU meetings at no cost (other than technical services) and without any eligibility criteria. The rental fees were consistently waived within the context of a host country subsidy for international organizations.

In September 2024, CICG introduced new working methods for clients from international organizations, effective as of January 2025. These changes are in line with CICG’s new management and budgetary imperatives and will have an impact on the organization of future ITU meetings at CICG.

The new working methods and criteria are as follows:

1. Meeting room space at CICG will not be automatically allocated free of rental charge to ITU or other international organizations.

2. Meetings must be international in nature to qualify for rent-free meeting space.

3. All allocations of meeting space free of rental charges are subject to CICG’s budgetary availability.

4. Meeting space will be allocated to international organizations on a strictly first-come, first-served basis.

5. All requests for rooms must be submitted **18 months in advance** at the very latest in order to be considered for rent-free meeting space.

**Impact on organization of ITU meetings including Study Group meetings**

CICG currently classifies all ITU Study Group meetings as international, meeting one of the main criteria to be allocated free meeting space.

Additionally, to be considered for free meeting room space ITU must submit a reservation form to CICG with full details of the meeting request within a period of three years in advance of the event (earliest reservation date) to 18 months in advance of the event (latest reservation date). Meeting requests submitted within this timeframe will be considered for free meeting room space, subject to availability of rooms, the number of existing requests and availability of CICG budget. As the host country subsidy for international meetings is limited, should ITU requests exceed the annual limit (either for all international meetings or for ITU itself, in the case of several large meetings), the CICG board may make the final decision.

At the 18-month deadline, CICG will send a detailed contract for the meeting, enabling ITU to confirm or release the reservation in question.

Any request for meeting room space at CICG made after the 18-month advance deadline will not be guaranteed, given the high demand for CICG conference facilities in international Geneva and the limitations of the CICG subsidy. Should meeting rooms be required at short notice (i.e. after the 18-month deadline), CICG may provide rooms with a 30% discount on the full rental cost if space is available and if the CICG budget allows.[[1]](#footnote-1)

ITU’s Conferences and Publications Department and bureaux are working closely with CICG on meeting room provision for 2026 and 2027 and continuing to establish efficient working procedures to ensure timely confirmation of available meeting space, within the limitations of the new criteria and the restrictions of the subsidy budget.

**CICG renovation plans**

It should also be noted that, as it currently stands, CICG will not be available throughout 2028 due to planned renovation.

**Recommendation**

All organizers of ITU meetings (including Study Groups) who may wish to hold meetings at CICG are advised to take into account these changes and respect the deadline for room reservation when establishing meeting schedules. Given the high demand for meeting facilities within international Geneva due to ongoing and upcoming construction projects, and the need to avoid unnecessary costs or changes of dates, all meeting room requirements should be established and confirmed as early as possible (before the 18-month deadline where feasible) to ensure business continuity. The earlier requests are submitted, the more likely it is that meeting rooms will be available and be provided free of charge.

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1. For indicative purposes only, the full rental cost of CICG rooms ranges from CHF 12 200/day for Amphitheatre D seating 892 to CHF 9 550/day for a plenary room seating 496, CHF 3 200/day for a meeting room seating 108 and CHF 375/day for a meeting room seating 20. [↑](#footnote-ref-1)