



Report by the Secretary-General

CALL FOR PROPOSALS FOR HOSTING AN ITU MEETINGS HUB DURING THE CONSTRUCTION PERIOD OF THE NEW ITU HEADQUARTERS BUILDING (2028 - 2029)

Purpose

This document presents the Call for proposals for hosting an ITU Meetings Hub during the construction period of the new ITU Headquarters building (2028-2029), originally published as Circular Letter [CL-25/38](#) and referenced in Document [CWG-FHR-21/10](#).

Action required

This document is transmitted to the Council Working Group on financial and human resources **for information**.

References

[CWG-FHR website](#); [Circular letter CL-25/38](#); [Hosting an ITU meetings Hub website](#)



General Secretariat (SG)

Geneva, 29 August 2025

Reference: **CL-25/38**
Contact: Ms. Negar Takesh
E-mail: negar.takesh@itu.int

To:
- ITU Member States
- ITU Sector Members

Subject: **Call for proposals for hosting an ITU Meetings Hub during the construction period of the new ITU Headquarters building (2028 - 2029)**

Dear Madam/Sir,

In its June 2025 session, the secretariat presented a report on Business continuity modalities for ITU Meetings 2028-2029 (Document [C25/60](#)), which included as one potential modality an ITU Meetings Hub hosted by Member States. During the discussions, Councillors expressed broad support for the option of an ITU Meetings Hub as a practical and innovative means of alleviating financial and logistical pressure while ensuring operational continuity during the period of construction of the new ITU Headquarters building (for additional context and information concerning the discussions at Council-25, please refer to Section 31 of Document [C25/105](#)).

Of the other modalities presented in the report, the option of holding all ITU meetings in this period in a single venue in Geneva with capacity for a full year's programme is not feasible, given the lack of available funds (estimated at 4.8 million CHF) and the contract deadline of 31 December 2025. The secretariat is continuing to explore other Geneva venues in parallel, whilst noting that funding would need to be identified in all cases and availability may only be confirmed at short notice. In addition, coordinating meetings on an ad hoc basis remains extremely logistically challenging, with high individual costs and the risk of uncertainty and unpredictability for delegates in planning their schedules.

Against this backdrop, and in order to explore further the ITU Meetings Hub modality, I would therefore **invite Member States interested in hosting an ITU Meetings Hub in 2028 and/or 2029 to submit formal proposals to the ITU together with information on their capability to meet the essential technical and operational requirements as outlined in the [annex](#) to this letter.**

Member States wishing to be considered are kindly invited to submit proposals, providing indicative information on the proposed venue, technical infrastructure, security arrangements, and a high-level cost framework by 31 October 2025. Submissions may be addressed to hostingmeetings@itu.int. The secretariat stands ready to engage individually with interested administrations to clarify technical or logistical aspects.

All offers from Member States to hold a Meetings Hub will be presented to Council 2026 for consideration following an initial due diligence covering operational requirements such as accessibility of location, readiness of venue and facilities, experience with international events, visa facilitation and costs. If the Council agrees to go forward with an ITU Meetings Hub (or Hubs), all related administrative and legal details will then be established through a formal Host Country Agreement between the ITU and the Host (or Hosts) agreed by the Council.

I remain grateful for your ongoing commitment to the organization and am confident that through our collective efforts, we will be able to ensure business continuity in the best interest of the ITU membership.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General

Annex: 1

Annex

Requirements for hosting an ITU Meetings Hub

Overview

An ITU Meetings Hub concentrates the majority of ITU's technical meeting programme, typically consisting of 60 to 65 technical meetings across the three sectors per year and potentially including other statutory meetings such as Council and Council Working Groups, in one location for a period of one or two years, providing stable, high-quality facilities and services for participants onsite and online.

This approach offers benefits for the host country in terms of international recognition as a trusted hub for digital policy and technology development; opportunities to showcase organizational excellence and advanced digital infrastructure; and tangible local economic impact. It additionally benefits the ITU membership, which gains predictability, established technical services, and continuity of operations.

Requirements

Full details on all aspects of hosting an ITU Meetings Hub, including a comprehensive list of technical requirements, can be found at <https://council.itu.int/2025/en/hosting-itu-meetings/>, and in the presentations [Hosting an ITU Meetings Hub](#) and [Typical requirements for ITU technical meetings](#). The webpage also contains the 2024 calendar of events which serves as an indicative calendar of events for 2028.

The Meetings Hub venue should provide a set of meeting rooms (including plenary capacity up to 400 and, separately, 200 participants, several rooms of around 100 and 50, and smaller board-style rooms), robust wired and wireless Internet, established hybrid participation with webcast and captioning, and remote simultaneous interpretation in the six official languages where required, together with registration/badging and access control aligned to ITU practices. The table below provides an indicative overview of the requirements for ease of reference for potential hosts:

Conference Rooms - size/style	Number	Key services
400 -350 pax in classroom style	1	Webcast Captioning Remote simultaneous interpretation Remote participation
200 pax in classroom style	1	Webcast Captioning Remote simultaneous interpretation Remote participation
150 pax in classroom style	2	Webcast Captioning Remote simultaneous interpretation Remote participation

100 pax in classroom style	4	Webcast Remote participation
50 pax in classroom style	4	Webcast Remote participation
30 pax in boardroom style	7	Remote participation
15 pax in boardroom style	4	Remote participation
Additional requirements		
Furnished offices for Elected Officials; office spaces to be used by ITU staff		
Registration/badge distribution counters, security access points, badge scanning machines, 10U secured 19-inch rack space in server room		
Digital lockers, cybercafe, medical service and first aid room, prayer room, information desk, coffee break area, restrooms, parking and cleaning services		

Host Country Agreement

Detailed hosting arrangements will be set out in a Host Country Agreement between ITU and the selected host. This will include legal provisions for the purpose of ensuring the application of standard contractual provisions, such as those related to immunities, issuance of visas, liability, security, and the implementation of relevant ITU regulations and policies applicable to ITU events organized outside Switzerland.

For reference, examples of previous Host Country Agreements for conferences/assemblies held outside of Switzerland can be found on the respective ITU event websites, where such agreements are published as public conference documents.