



General Secretariat (SG)

Geneva, 17 October 2025

Ref.: **CL-25/44**
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 12 to 23 January 2026**

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, 12 to Friday, 23 January 2026**.

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.

I would also like to inform you that ITU's customary year-end closure will take place from 24 December 2025 to 4 January 2026, inclusive. During this period, no contributions will be published. Therefore, you are kindly invited to submit your contributions as soon as possible, preferably by 22 December 2025, to ensure publication on the appropriate CWG/EG website.

Additionally, further to the CWG-FHR meeting in September 2025, the following three information sessions will be held:

- Virtual information session on the Selection process for hosting ITU meetings and conferences, **30 October 2025**, 1300-1400 hours, Geneva time.
- Virtual information session on the Review of regional presence, **24 November 2025**, 0630-0745 hours, Geneva time. For WTDC registered participants who will be physically attending the conference in Baku, Azerbaijan, the session will be 0930-1045 hours, Baku time, in a hybrid mode.
- Virtual information session on SNF, **16 December 2025**, 1300-1400 hours, Geneva time.

Detailed information on how to register and how to submit contributions to the CWGs & EGs, and how to register to the information sessions is attached in [Annex B](#), along with other practical information.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General

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ANNEX A

Monday 12 January	Tuesday 13 January	Wednesday 14 January	Thursday 15 January	Friday 16 January
CWG-SFP interpretation on-demand* Popov (all day) MS+SM Deadline to submit contributions: 31 December 2025	CWG-SFP (all day – continued)	CWG-SFP (morning – continued) ————— CWG-FHR interpretation on-demand* Popov (afternoon) MS+SM Deadline to submit contributions: 2 January 2026	CWG-FHR (all day – continued) //////////////// CWG-WSIS & SDGs English only Room A (all day) MS+SM Deadline to submit contributions: 3 January 2026	CWG-FHR (all day – continued) //////////////// CWG-WSIS & SDGs (morning - continued)
Monday 19 January	Tuesday 20 January	Wednesday 21 January	Thursday 22 January	Friday 23 January
EG-ITRs interpretation on-demand* Popov (all day) MS+SM Deadline to submit contributions: 7 January 2026 //////////////// CWG-COP English only Room A (all day) MS+SM+COP experts Deadline to submit contributions: 7 January 2026	CWG-Internet English only Popov (all day) <u>MS only</u> //////////////// CWG-Lang English only Room A (all day) <u>MS only</u> Deadline to submit contributions: 8 January 2026	IEG-WTPF English only Popov (all day) Nominated Experts Deadline to submit written inputs on the fourth draft of the SG's Report and on the Chair's report containing baseline draft opinions: 19 December 2025	IEG-WTPF (all day, continued)	IEG-WTPF (all day, continued)

* 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 sg-registration@itu.int by **12 December 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 and the information sessions

Registrations for the above-mentioned meetings will be carried out **exclusively online** at the following webpage: <https://council.itu.int/2026/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.

CWG identity badges can be collected at ITU headquarters in Geneva (Montbrillant Building, main entrance) from **Monday, 12 January to Friday, 23 January**. Please verify the opening times of the badging desk on the [participation webpage](https://council.itu.int/2026/en/participation/).

2. Other pre-requested practical arrangements

Visa Assistance

Administrative assistance for **visa requests must be made online** at the time of registration. Due to ITU's customary year-end closure, visa requests for these meetings must be submitted by **12 December 2025** at the latest.

Remote participation

Remote participation is available for these meetings.

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 by **12 December 2025** at 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 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

ITU will be closed from 24 December 2025 to 4 January 2026, inclusive. No contributions will be published during this period. In order to ensure timely publication before this closure, contributions should be submitted as soon as possible to contributions@itu.int, and preferably by **22 December 2025**.

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 Fourth Draft of the Secretary-General's Report as well as on the Chair's report containing the baseline draft opinions is **19 December 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>.
