



General Secretariat (SG)

Geneva, 29 September 2026

Ref.: **CL-26/41**
Contact: Ms Béatrice Pluchon
E-mail: gbs@itu.int

To Member States of ITU
Attn: Focal points for participation in PP-26

Subject: **Organizational arrangements for the ITU Plenipotentiary Conference (PP-26)**

Dear Madam/Sir,

Further to ITU [Circular Letter CL-25/48](#) sent on 10 November 2025, I have the honour to inform you that the ITU Council, at its extraordinary session on 25 August 2026, decided to maintain Doha, Qatar, as the venue of the Conference. Accordingly, the secretariat was instructed to continue the preparations for the Conference as planned. In this regard, I am pleased to invite you to note the following arrangements for Plenipotentiary Conference (PP-26), which will take place in Doha from 9 to 27 November 2026 at the [Doha Exhibition and Conference Center](#) (DECC).

Calendar of work

To assist you with preparations for the work of the conference, a preliminary draft time management plan for PP-26 is published on the PP website [here](#).

The following meetings are scheduled for the weekend prior to PP-26 as well as the first day:

Saturday, 7 November 2026

- Last meeting of the 2026 session of the Council: 0930-1230 hours (Doha time).

Sunday, 8 November 2026

- Informal meeting of Heads of Delegation: exact time will be announced on the [website](#).

Monday, 9 November 2026

- Formal meeting of Heads of Delegation: 0900-1000 hours;
- Opening Ceremony: 1030-1130 hours; and
- First Plenary Meeting: 1430-1730 hours.

The GSMA will hold Mobile World Congress Doha 26 (MWC26) from 8 to 10 November 2026 at the DECC, alongside PP-26. Further information on the programme and participation will be communicated in due course.

As per the General Rules of Conferences, assemblies and meetings of the Union, elections will start on Thursday, 12 November 2026. Following the election of the new Member States of the Council, an extraordinary session of the 2027 Council will take place in Doha on Friday, 27 November 2026. The session will elect its Chair and Vice-Chair, the Chair and Vice-Chairs of the Standing Committee on Administration and Management, and the Chairs and Vice-Chairs of Council Working Groups, and also

may consider any urgent matters. Invitations and further details will be communicated after the Council elections.

Information on social and side events will be available in due course on the [PP-26 Programme webpage](#).

PP-26 social events may be open to all participants or restricted to specific categories of participants, such as Heads of Delegation. Participants are kindly requested to check and respect the eligibility information indicated for each event before attending.

Registration

Registration for PP-26 opened in September and is carried out exclusively online at pp.itu.int/2026/en/participation/registration/. Please note that to register for PP-26, each participant must have an [ITU user account](#).

Photographers, videographers, and other professionals invited by ITU Member States to accompany them in an official capacity to cover delegation activities should request delegation accreditation, not media accreditation. Guidelines for photographers and videographers accompanying delegations can be found [here](#).

Member States are encouraged to promote inclusive participation by ensuring greater representation of women and young people in their delegations. In this regard, the target is for women to represent at least 40 per cent of delegates and for youth delegates (under 35 years of age) to represent at least 20 per cent of participants.

A new mobile-friendly platform for Designated Registration Focal Points (DRFP) is available and provides improved navigation, enhanced search capabilities, and a more intuitive user experience.

Registration for high-level delegates (Heads of State, Heads of Government, UN Executive Heads, Ministers, Vice-Ministers, Ambassadors, and close protection) must be completed through the ITU registration system, either directly or via the DRFP. Delegates are strongly encouraged to complete these registrations as early as possible to facilitate the timely processing of protocol services and entry permits.

Host Country registration and Hayya Entry Permit (Visas)

Host Country registration is required for all eligible ITU delegates to enter Qatar. All international delegates must have a valid Hayya Entry Permit, where applicable. Delegates must complete the Host Country registration and Hayya Entry Permit process via the designated online portal at <https://hayya.qa>. Delegates must independently apply for their Hayya e-Visa using a unique Registration ID code (voucher), which will be provided *only after* receiving their official PP-26 confirmation of registration. Please note that visas and entry permits are handled entirely by the Host Country, not the ITU secretariat.

Delegates should not begin any separate Host Country or Hayya application process **BEFORE** receiving their PP-26 confirmation of registration and unique Registration ID code (voucher).

A separate Host Country process applies to high-level delegates (as described above); these delegates *should not* use the Hayya voucher process. Once the official PP-26 registration confirmation has been received, the DRFP must coordinate registration through the Host Country MOFA Guest Management System by contacting the Host Country Guest Management Team at ITU-delegations@gm.gov.qa, who will assist on protocol courtesies, including Hayya Entry Permit (Visa) issuance as well as VIP accommodation and transportation.

Please note that international delegates currently residing in Qatar, including embassy personnel, are NOT required to complete the Host Country registration and Hayya Entry Permit process via the designated online portal. Such delegates should instead contact the Host Country Guest Management team at ITU-delegations@gm.gov.qa for guidance on the applicable arrangements and procedures.

Arrivals and departure at Hamad International Airport (DOH)

Welcome and information desks will be made available at Hamad International Airport (DOH) during arrivals within the luggage belt area, indicated by special signs. Dedicated passport control check points for PP-26 participants may be set, if needed, during peak periods of arrivals and departures.

For delegates with Diplomatic Passports, a diplomatic check point will be made available for arrivals and departures.

Transfer service for all other delegation members from DOH to the recommended hotels, and from the recommended hotels to the Conference venue will be provided. The list of recommended hotels can be found at www.pp26-doha.gov.qa/en/Plan-your-Travel/Accommodation.

Badging and access to the DECC for the ITU PP-26

Access to the DECC for the ITU PP-26 will require a valid event photo badge issued at the DECC counters.

Before collecting the event photo badge, proof of registration will be required to physically access the venue. This proof of registration will only allow access to the badging area.

Participants should carry and visibly display their official badge at all times while at the Conference venue.

Please note that the ITU photo badge will give access to the GSMA area, while the GSMA credential will not give access to the ITU PP-26. Information on badge collection arrangements, opening hours and applicable access procedures will be made available on the [PP-26 Registration webpage](#).

Credentials

Accreditation and registration are separate and independent processes, and both must be completed to enable a delegation to participate fully in PP-26. Please consult Circular Letters [CL-26/21](#) and [CL-26/38](#) for detailed information on the accreditation process, submission arrangements, transfers of powers, and transfers of votes. Additional information, including a Q&A, is also available on the [PP-26 Credentials webpage](#).

Preparing your travel

Information on travel, hotel accommodation, Doha, and Qatar tourism can be found on the Host Country website at www.pp26-doha.gov.qa/.

Delegates are kindly informed that the Host Country has arranged a promotional travel offer with Qatar Airways for participants attending PP-26. Information on the offer, including applicable booking conditions, can be found on the Host Country website at [Flights Information](#).

Other practical information

Details on the conference venue, room bookings, media, communication and IT facilities, as well as other practical arrangements, are available on the [ITU PP-26 website](#).

The PP-26 Newsroom provides press, digital and communication assets at pp.itu.int/2026/en/newsroom.

Information on the use of the ITU and PP-26 logos can be found here: pp.itu.int/2026/en/about/about-pp26/use-of-logo/.

Documentation for the Conference

In accordance with the [General Rules of conferences, assemblies and meetings of the Union](#) (GR 39-47), proposals for the work of the Conference are made available at the PP-26 website at: pp.itu.int/2026/en/documents/submission-of-proposals/.

Please be informed that an [ITU user account with TIES access](#) is required to access in-session documents.

In line with Decision 5 (Rev. Bucharest, 2022), and as per Council 2017 decision, PP-26 will be conducted in a paperless manner. No paper copies of documents will be provided. PP-26 documents are published on the Conference website in accordance with the [ITU Information/document access policy](#) as approved by PP-18.

The paperless policy also applies to the campaign materials. Campaign brochures can be sent to ppelections@itu.int in order to be posted on the PP-26 website.

Digital tools

Member States are strongly encouraged to use the [Conference Proposals Interface \(CPI\)](#) to prepare and submit proposals to PP-26. It will facilitate and optimize the treatment of the contributions by the secretariat and accelerate their publication into the six languages of the Union. CPI, as well as guidelines on how to use the system and to prepare proposals, is available on the [PP-26 website](#) with TIES access. In case of difficulties or questions, the documents control service can be contacted via ppcontributions@itu.int.

To further assist in this process, the secretariat is pleased to introduce the [ITU AI Tools Portal \(PPAssistant\)](#). Delegates can use this new beta tool to help prepare contributions, formulate texts in line with the ITU style guide, translate documents into official ITU languages, and search for practical information. Full details on the tool, including terms of use, privacy information, and how to provide feedback, can be found directly on the ITU AI Tools Portal.

Training programme

In preparation for PP-26, ITU is offering a dedicated capacity-development programme to help delegates participate effectively and confidently in the Conference. The programme aims to strengthen delegates' understanding of ITU processes, negotiations, drafting, regional coordination and leadership, while creating opportunities to connect with fellow delegates. Full details can be found on the PP-26 website [here](#) and in Circular Letter [CL-26/39](#).

Policy statements

During the first week of the Plenipotentiary Conference, time will be allocated to high-level delegates from ITU Member States who have expressed their wish to deliver statements in Plenary on general policy issues related to the missions and/or objectives of the Union.

High-level delegates are invited to focus their statements on accomplishments highlighting good practices and experiences since PP-22, plans to support the achievements of the new ITU Strategic Goals and Targets proposed in the draft ITU Strategic Plan 2028-2031, announcements of national

initiatives, commitments, new partnerships, as well as expectations on how ITU can better support Member States in achieving the two strategic goals:

Goal 1: Universal Connectivity: Enable and foster universal access to affordable, high quality and secure telecommunications/ICTs.

Goal 2: Sustainable Digital Transformation: Foster equitable and inclusive use of telecommunications/ICTs to empower people and societies for sustainable development.

Speaking slots can be requested [online](#) (TIES username and password required) on the PP website. Policy statements will be delivered from the 1st Plenary on the afternoon of Monday, 9 November to the afternoon of Friday, 13 November. On Thursday and Friday, they will take place around the elections. Slots are distributed as first-come, first-served, but priority is given to Ministers, as well as to physical participants. Policy statements will be limited to one speaker per delegation.

Statements will be delivered from the lectern and limited to three minutes for Ministers and two minutes for other heads of delegations.

Further information on [logistical arrangements](#) and the full [guidelines](#) can be found on the PP-26 website. Any questions regarding policy statements may be addressed to ppstatements@itu.int.

High-level Thematic Discussions

Two High-level Thematic Discussions will also be organized: the first one on Resilience will be held on Tuesday, 10 November 2026, from 1430 to 1730 hours; and the second one on Emerging Technologies will be held on Wednesday, 11 November 2026, from 0930 to 1230 hours.

Registration of Ministers in either discussion can be requested [online](#) (TIES username and password required), by 25 October 2026. Speaking slots will be allocated on a first-come, first-served basis. Any questions regarding the High-level Thematic Discussions may be addressed to ppministerial@itu.int.

Media

ITU-issued media accreditation for media representatives wishing to cover the ITU PP-26 is mandatory. Journalists with reporting responsibilities for a bona fide media outlet must complete the official accreditation process via the ITU website and submit supporting credentials by email. Full guidelines and detailed instructions will be made available on the [PP-26 Newsroom](#) and other ITU press resources. The accreditation process is scheduled to open soon. The “media” badge grants access to all media events and all media-specific news. For any questions related to PP-26 media accreditation, please contact pressreg@itu.int.

Important to note:

- Eligibility: Only journalists who meet [ITU’s official guidelines](#) will qualify for a media badge.
- Host Country registration: Once accredited by ITU, all reporters will need to register via Qatar’s Hayya Media Portal to receive their e-visa, filming permit, and equipment clearance.
- Access: Information about sessions open to reporters, press events and their respective schedules will be shared closer to the event.
- Delegations: Photographers, videographers, and communication professionals employed by delegations must register as “delegates” and will not be issued a media badge.

Elections: ITU News interviews of candidates

As per past practice, ITU News will conduct interviews of candidates for the five elected official positions. Candidates wishing to participate in these email interviews must submit their answers

by 2359 hours (Geneva time) on Friday, 23 October 2026. Full information on the procedure, including the questions themselves, are available [here](#) on the PP-26 website.

Greening the PP

In line with its commitments to reduce its impact on the environment, ITU, is undertaking efforts to make PP-26 as “green” as possible. Participants are invited to support the efforts and make environmentally friendly choices concerning travel, accommodation, gifts, social events collaterals, energy usage, waste generation, and recycling, among other considerations. Detailed information on how you can contribute towards greening the conference is available [here](#). To support the assessment of the event’s greenhouse gas emissions, participants are invited to complete a voluntary [questionnaire](#) on their travel arrangements. The information collected will be used solely to help estimate the carbon footprint of the event and strengthen transparency regarding its environmental impact.

I look forward to welcoming you in Doha in November 2026.

Yours faithfully,

(signed)

Doreen Bogdan-Martin
Secretary-General