



General Secretariat (SG)

Geneva, 30 September 2026

Ref.: **CL-26/42**
Contact: Ms Béatrice Pluchon
E-mail: gbs@itu.int

To Member States of ITU

Subject: **Organizational arrangements for high-level delegates (VIPs) for the ITU Plenipotentiary Conference (Doha, 2026)**

Dear Madam/Sir,

Further to ITU [Circular letter CL-26/41](#) sent on 29 September 2026, I am pleased to inform you that the preparations for the forthcoming ITU Plenipotentiary Conference in Doha, State of Qatar, are well underway. In this regard, I would like to invite you to note the arrangements regarding courtesies and services for high-level delegates (VIPs) participating in PP-26.¹

Definition of VIPs

The following VIP categories have been established for PP-26 and will constitute VIP accreditation:

- (VVIP) Heads of State, Heads of Government, Vice-Presidents, Crown Princes/Princesses and spouses thereof.
- (UN) Executive Heads of UN specialized agencies, ITU Elected Officials, UN Resident Coordinator for Qatar.
- (MIN) Deputy Prime Ministers, Cabinet Ministers/Secretaries, Heads of Telecommunication-ICT Administration with Minister rank, Heads of Regulatory Agencies with Minister rank, Chair of PP-26.
- (DMIN) Deputy Ministers.
- (AMB) Ambassadors, Permanent Representatives/Observers, Special Envoys, Chargé d'affaires.

Note that Heads of Regulatory Authorities are not eligible for the VIP status, unless they hold a ministerial rank.

An **overview table of the VIP services** available for each VIP category is provided in the Annex.

¹ VIP courtesies and services may be subject to changes as a result of new information, changes in process requirements and the availability of resources.

Registration, badges/pins/lanyards

Special procedures for high-level delegates' registration

All high-level delegates (VIPs) must register online using the [online registration system](#).

Alternatively, the Designated Registration Focal Point (DRFP) can register high-level delegates (Heads of State, Heads of Government, Ministers, Vice Ministers, Ambassadors and close protection) on their behalf through the [DRFP registration approval platform](#) selecting the 2026 Plenipotentiary Conference and then "Register High-level Delegates".

It is to be noted that this service is provided to facilitate VIP registration for their **physical participation**. It does not automatically provide them with an **ITU User Account** which is required to connect remotely to virtual sessions, nor TIES access to documentation. For all delegates, including VIPs, wishing to participate remotely, an individual ITU user account and online registration is compulsory.

Badge collection by a third party

In principle, all badges must be collected personally as a photograph will be taken at the Conference Centre and printed on the badge for access control security. **Exceptionally for VVIP/UN/MIN/DMIN/AMB**, badges may be collected on their behalf by an authorized third party (an official representative of their delegation) at the PP-26 Registration Desk at the Doha Exhibition & Convention Center (DECC) from Friday 6 November 2026.

An ID photograph of the registered VIP must be received in advance and sent to the registration service (sg-registration@itu.int) no later than Monday 26 October. The photograph should be similar to an identity photo (i.e. light background, no stamps or administrative markings, portrait mode), in JPEG format.

Hayya Entry Permit

Host Country registration is required for all delegates to enter into the State of Qatar. All international delegates, including VIPs, must have a valid Hayya Entry Permit.

Non-VIP delegates may proceed to complete the Host Country registration and Hayya Entry Permit process, using the unique registration ID (referred to as voucher in Hayya portal) after receiving their PP-26 confirmation of registration.

For **VVIP, UN, Minister, Deputy Minister and Ambassador categories**, a separate Host Country registration process applies and **the Hayya voucher route should not be used**. Following PP-26 registration confirmation, the DRFP must coordinate registration through the Host Country MOFA Guest Management System via ITU-delegations@gm.gov.qa to facilitate the applicable entry requirements, Host Country courtesies and protocol arrangements.

The Host Country registration and Hayya application process cannot be handled through the ITU secretariat.

Participants are kindly advised that visas on arrival are not available. For complete details of visa requirements, participants are advised to consult the website of the Host Country at <https://www.pp26-doha.gov.qa/en/Visa>.

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.

The Host Country will put in place the special protocol arrangements described below for the welcoming of V/VIPs.

Airport meet & greet and access to VIP lounge

The Airport VIP Lounge will only be made available for **VIPs of the VVIP/UN/MIN category only** for their arrival and departure. The VIP delegate welcomed through the Airport VIP Lounge will be met at the door of the airplane and transported to the lounge by vehicle. A Host Country Protocol Representative/Liaison Officer, as well as Embassy representatives, if available, will greet the VIP in the lounge. Passport control and luggage retrieval will be handled by the Airport.

The travel itinerary of the eligible VVIP/UN/MIN guest must be shared by the DRFP or the guest's office with the Host Country Guest Management Team at ITU-delegations@gm.gov.qa, with protocol.service@itu.int in copy, **no later than 22 October 2026**, to facilitate the required arrival and departure arrangements through Hamad International Airport VIP Lounge.

Embassies in Doha meeting and greeting their Ministers are advised to request clearance to access the Airport VIP Lounge Through official channels.

For VIPs arriving by private flights, overflight and landing permissions should be obtained and informed through appropriate diplomatic channels. Delegations will have to make the necessary arrangements for ground services.

For departures, all VIPs should be present at the airport two hours before scheduled take-off to complete all formalities.

Transportation

Special transport will be put in place for Heads of State or Government, as per national protocol and applicable security risk measures.

In addition, upon request, and for **one VIP per delegation of the UN/MIN categories only, one designated car and driver** will be provided for the first of four days of PP-26. This service begins on arrival from the Airport VIP Lounge (see above). The request should be submitted by the DRFP to the Host Country Guest Management Team at ITU-delegations@gm.gov.qa, with protocol.service@itu.int in copy.

Furthermore, scheduled shuttle services will operate between the official delegation hotels and the Conference venue. Complimentary Doha Metro travel cards will also be provided to registered delegates. Further details regarding the distribution points, as well as the list of recommended hotels, will be available on the Host Country website at: <https://www.pp26-doha.gov.qa/en/Plan-your-Travel/Accommodation>.

Liaison Officers

The Ministry of Foreign Affairs of Qatar will make a Liaison Officer available to the VIP of the Delegation in the VVIP/UN/MIN categories only, for the duration of their stay in Doha, from their arrival at the airport, to assist them throughout their stay.

Travel and accommodation arrangements

As a general principle, all delegations are requested to make their own travel and accommodation arrangements. Please note that the hotel reservation and payment are the responsibility of each delegate. Delegates are advised to book their accommodation in Doha as soon as possible to avoid vacancy issues during the high demand season.

The State of Qatar will extend accommodation courtesies at the Official VIP Hotel to eligible VVIP/MIN/DMIN/UN categories, for up to three nights between 8 and 11 November 2026.

All accommodation arrangements should be coordinated by the DRFP or the Office of the eligible guest with the Host Country Guest Management Team at ITU-delegations@gm.gov.qa.

For the remaining delegation members wishing to stay at the Official VIP Hotel, the Host Country Guest Management Team will share the applicable preferential rates with the DRFP for onward communication to the delegation members via the following link <https://www.pp26-doha.gov.qa/en/Plan-your-Travel/Accommodation>.

Close protection

Delegations planning to attend the conference accompanied by their own Security Close Protection are requested to contact the ITU ORMS Coordinator, Mr Mathieu Baunin (security@itu.int) for any special security-related needs as early as possible to enable timely preparations.

An ITU Member State delegation wishing to send an armed national security officer(s), who would eventually need to import a weapon(s) into the country, will be required to send a Note Verbal (NV) to the Ministry of Foreign Affairs of Qatar through their respective ITU Member State embassy, which is located in Doha. For those ITU Member States who do not have an embassy located in Qatar, their request should be addressed by another embassy which is located elsewhere but covers Qatar.

Member State delegations are advised that a national security officer will not be allowed to carry a weapon inside the DECC.

Any VIP that will be provided close protection by the Host Country security will be requested to fill in a form with personal and medical information required of support, including blood type group, dietary or medical requirements.

Access to the conference center for VIPs

A designated VIP drop-off/pick-up point and limited vehicle waiting area will be made available at the conference venue main entrances.

As a security measure, all VIP participants are required to wear a photo badge and to use the security badge scanning equipment when accessing the conference venue.

All participants need to also carry a National ID or official travel document with photo, in case the venue security requests to see a secondary piece of ID.

A fast-track access via the security screening area will be available for VIPs.

VIP Lounge

A VIP Lounge will be made available for all attending VIPs.

The VIP Lounge will provide an ideal setting for VIPs to relax between sessions, engage in informal networking, hold private discussions, or simply take a break. A selection of complimentary refreshments, including snacks, beverages, and light catering, will be available throughout the conference period opening hours.

Bilateral meeting rooms

A number of bilateral meeting rooms will be made available for Delegations. Requests for private bilateral meeting rooms will be on first-come, first-served basis and subject to time restrictions and prior confirmation by ITU. Delegations are requested to send their reservation requests in advance to conf-logistics@itu.int.

Delegations are advised to bring their own table flags, ideally in a 10 × 15 cm format, should they require them for their bilateral meetings.

Ministerial programme

Co-location of PP-26 and MWC26

Leveraging the unique co-location of the ITU Plenipotentiary Conference (PP-26) and the Mobile World Congress (MWC26) Doha, a Ministerial Programme will take place from 8 to 11 November 2026.

Further information on the programme is available [here](#).

A separate invitation letter regarding the programme on Sunday 8 November 2026 will be sent in due course.

Group photo

A group photo for attending Heads of State, Heads of Government, as well as Ministers, is planned at DECC on Monday 9 November, from 1000 to 1030, immediately preceding the Opening Ceremony scheduled from 1030 to 1130. Protocol and Liaison Officers will provide further guidance onsite.

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 Heads of State, Heads of Government, as well as 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.

I hope the information provided will facilitate VIP participation in the Conference.

Yours faithfully,

(Original signed)

Doreen Bogdan-Martin
Secretary-General

ANNEX

VIP services per VIP category

The table below outlines VIP services by VIP category

	VVIP	UN	MIN	DMIN	AMB
Protocol Meet & Greet and access to the VIP lounge at Hamad International Airport (DOH)	✓	✓	✓	No	No
Car with private chauffeur for the first 4 days of the Conference (Including for countries with diplomatic representation in Doha)	✓	✓	✓	No	No
Liaison Officer	✓	✓	✓	No	No
Access to the VIP drop-off/pick-up point at the venue	✓	✓	✓	✓	✓
Fast-track security screening at the venue	✓	✓	✓	✓	✓
Gala dinner special seating arrangements	✓	✓	✓	✓	No
Access to VIP lounge at the venue	✓	✓	✓	✓	✓
VIP Fast-track badging, and badge collection by 3rd party	✓	✓	✓	✓	✓

Please note that the role of Head of Delegation (HoD) does not, in itself, confer VIP status. VIP status applies only where the HoD also falls within one of the established VIP categories.
