



Practical Information for IRM-3

Registration, access and participation

Registration for IRM-3 will be carried out **exclusively online and is already open**.

Each delegate interested in attending the meeting should complete and submit a registration form that can be accessed [HERE](#) and **indicate if they intend to participate remotely**.

Delegates can register for the meeting using their ITU user account credentials (i.e. username and password). In case they do not have an ITU user account, they can create one by following the steps available [HERE](#). A User account with TIES access allows delegates to access ITU information resources including contributions and other working documents.

Note: For delegates who already created their user account when registering to previous events on this same system can still use the same account.

All registration requests for participation in IRM-3 must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available [HERE](#). To modify the contact details of a Designated Focal Point or to change the Designated Focal Point, an official letter from an authorized official should be sent to the BDT Meetings Registration Service (by e-mail to: bdtmeetingsregistration@itu.int), providing the new DFP's last name, first name and e-mail address.

Membership is encouraged to consider gender balance when deciding their delegations to IRM-3. Furthermore, more than one person can participate from an organization/country.

Working hours

The meeting will follow the standard ITU working hours for physical meetings:

Thursday, 10 March	0930h-1230h & 1430h-1730h
Friday, 11 March	0900h-1200h & 1430h-1730h

Travelling to Geneva – Sanitary situation - Visa support

Based on their nationality, participants attending conferences in Switzerland may require a visa/laissez-passer to enter Switzerland. Visa requirements must be met before arrival. The list of nationalities subject to visas can be found by consulting [the following link](#).

Entry visas for Switzerland are primarily issued by the Swiss Embassy/Consulate responsible for the applicant's country of residence and in some cases, external service providers register the visa application on behalf of the Swiss authorities. Information about the nearest Swiss Embassy or Consulate responsible for the participant's place of residence can be found by consulting the Swiss [Online visa system](#).

In light of the travel restrictions taken in response to the coronavirus, persons who are exempted from visa requirements must inquire about boarding requirements. If necessary, the [Swiss Embassy responsible for the person's place of residence](#) abroad may issue a laissez-passer, which confirms that the person fulfils the conditions for crossing the Swiss border in accordance with the conditions laid down in [Ordinance 3 COVID-19](#).

The processing time for visa applications varies and depends on local circumstances. Participants requiring an entry visa are advised to book their appointment as soon as possible (**minimum 20 days** but maximum 6 months before departure). All applicants need an appointment in order to submit their visa application.

Given that IRM-3 will be held back-to-back with WTSA-20 (1-9 March 2022), ITU will apply the same requirements as those applied for WTSA. Full information is available [here](#). Please note that this page is updated frequently.

The ITU may assist **confirmed** participants with a **visa support** document (which does not replace the visa application): details for visa support must then be completed **directly on the online registration form**. The following information will be requested on the form:

- Name on passport
- Date and place of birth
- Passport number
- Passport issuance and expiry dates
- Passport country of issuance

Once the participant's registration request has been validated by the DFP, the visa support procedure will follow automatically, as long as condition that the visa section was correctly completed online). Please allow up to **21 days for a confirmation** of support to be provided by ITU. The **visa assistance will be sent directly to the DFP (not to the participant)** who will have the responsibility of forwarding it to the participant.

Finally, kindly note that the ITU Secretariat cannot intervene to obtain entry visas to Switzerland issued at the airport.

Fellowships

To ensure the participation of developing countries and subject to the availability of funds, eligible Member States can apply for participation grants to participate remotely, known as **e-fellowships**. Fellowship applications must be authorized by the national designated focal point of an administration of a Member State and must be submitted by the established deadline (**14 February 2022, 2359h Geneva time**).

Please find the fellowship request form in **Annex 3**.

Member States are encouraged to select their candidates taking into consideration gender balance and the inclusion of persons with disabilities and persons with specific needs.

Interpretation and captioning

Interpretation in the six ITU official languages will be provided for IRM-3.

The standard captioning service will be provided through the virtual meeting room. For those participants wishing to access the captioning script directly, the link will be available at the [IRM-3 website](#).

Access to the virtual meeting room

Information to access the virtual meeting room will be provided to duly registered participants through a separate email.

Only those participants duly registered for the meeting will be able to access the virtual meeting room.

Contributions to IRM-3

As per WTDC Resolution 1 (Rev. Buenos Aires, 2017), contributions from membership should not exceed five pages and must be submitted using the online template available at the [IRM-3 website](#).

Please attach the original "Word" version of your contribution to the online submission form to ensure that all hyperlinks, graphics and tables are correctly displayed.

In accordance with provision 13.2.2 of WTDC Resolution 1, contributions for IRM-3 must be received no later than 30 calendar days before the start of the event, that is by **8 February 2022 (2359 hours, Geneva time)**, in order to be translated for the meeting.

Contributions that do not meet this 30-day deadline but are received at least 14 calendar days before the opening of the meeting (i.e., by 24 February 2022) shall be published but not translated.

Contributions received less than 14 calendar days before the meeting shall not be included on the agenda.

Documentation

All documents will be posted on the [IRM-3 website](#).

Delegates are asked to ensure that they have TIES access rights to be able to access the documents for the IRM-3 through the website. Information on how to request TIES access rights can be found at <http://www.itu.int/TIES/>.

COVID-19 mitigation measures

Below are the COVID-19 mitigation measures put in place for this meeting, which are the same as for WTSA-20:

- To enter the ITU building, a delegate must have received a full vaccination against COVID or have recovered from it in the past 270 days
- Temperature control of all participants at the entrance access point of ITU premises with ITU's Thermal Imaging Camera System;
- Wearing of face mask mandatory inside the public spaces of ITU;
- Social distancing (seating minimum of 1.5m);
- Personal hygiene: alcohol hand rub sanitizer solution dispensers in multiple locations as well as sanitary wipes;
- Contact tracing;
- COVID-19 Airborne Risk Assessment (CARA App Tool) in ITU meeting room facilities;

Participants are kindly requested to adhere to the above measures. **Given that IRM-3 will be held back-to-back with WTSA-20 (1-9 March 2022), ITU will apply the same requirements as those applied for WTSA. Full information is available [here](#).** Please note that this page is updated frequently.

Summary of deadlines

Date of IRM-3	Deadline to submit contributions with guaranteed translation (-30 days)	Final deadline for submission of contributions without translation (-14 days)	Deadline for the reception of e-fellowship applications
10-11 March 2022	8 February 2022	24 February 2022	14 February 2022

ANNEX 3

Application form for an e-fellowship

**APPLICATION FORM FOR AN E-FELLOWSHIP***The participation of women is encouraged***Third Inter-Regional Meeting (IRM-3) to prepare for WTDC**

10-11 March 2022

Deadline : **14 February 2022** (23:59 Geneva time)*Any application received after this date will not be considered*

Country	
Administration	
Mr / Ms	
Last name	
First/Given name	
Job title	
Date of birth	
E-mail	
Phone	
CONDITIONS	
<ol style="list-style-type: none"> 1. An e-fellowship includes the cost of connectivity for the duration of a virtual event. 2. A pro-forma invoice indicating the number of days and hours of connectivity and cost must be submitted with the e-fellowship request for consideration. 3. Payment will be made on the basis of the pro-forma invoice, and any balance will be settled upon submission of the final invoice. 4. The beneficiary must attend the entire virtual event. 5. The e-fellowship does not cover equipment (hardware and software). 	
Date	
Signature of the candidate	
The fellowship candidature shall be considered valid only if it is submitted and duly signed by the national designated focal point of an administration of a Member State.	
Date	
Name of national designated focal point	
Job title	
Signature	
Stamp of the administration	
<p><i>The form must be duly completed and validated by the relevant authority and must be returned together with any annexes within the established deadline, to:</i></p> <p style="text-align: center;">fellowships@itu.int or by fax +41 22 730 57 78</p> <p><i>Any request which does not meet the above requirements will not be considered.</i></p>	