



General Secretariat (SG)

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Ref: **CL-16/40**
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To:
- ITU Member States
- ITU Sector Members

Subject: **Invitation to Council Working Group Meetings in October 2016**

Dear Sir/Madam,

I am pleased to invite you to attend the following Council Working Groups (CWGs) and Open Consultations to be held from **10 to 14 October 2016**:

Monday 10 Oct	Tuesday 11 Oct	Wednesday 12 Oct	Thursday 13 Oct	Friday 14 Oct	Sa	Su
Room H CWG on Child Online Protection (CWG-COP) ¹ (all day)	Room H Open Consultation of the CWG- Internet ² (all day)	Room H CWG on WSIS: Implementation of Outcomes (CWG-WSIS) ³ (all day) --- Open Consultation on WSIS ² (1/2 day)	Room H CWG-WSIS ³ (1/2 day) --- CWG on International Internet-related Public Policy Issues (CWG-Internet) ⁴ (1/2 day)	Room H CWG-Internet ⁴ (all day)	n/a	n/a

These meetings will take place at ITU Headquarters in Geneva. Detailed information on how to register, how to submit contributions, along with other practical information is attached in the Annex.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

¹ Open to all ITU Member States, Sector Members and relevant stakeholders

² Open to all stakeholders

³ Open to all ITU Member States and Sector Members

⁴ Open to all ITU Member States

ANNEX

Registration and practical arrangements

ITU is piloting a **new system** to improve the registration for the meetings. This new registration system will be used for the Council Working Groups meetings to be held from 10 to 14 October 2016.

Registration will be **carried out exclusively online by each participant** interested in attending CWG meetings in person or remotely, and **validated through the Focal Points** designated by each administration and entity entitled to participate. Every participant must create a user account to proceed with online registration:

User account

Participants have to create a single **user account*** which allows each participant to register for all sub-meetings (namely CWG-COP, CWG-Internet, CWG-WSIS and Open Consultations).

* *This user account is unique and can be used to register in all meetings using this new pilot registration system. Participants who registered for ITU-T SG11 and SG13, ITU-D SG1 & SG2 or World Telecom 2014 & 2015 may already have an account.*

Focal point: Each focal point will automatically receive his/her user account, allowing him/her to either register himself/herself or validate requests to participate in the delegation of his/her administration/entity entitled to participate.

It is to note that this user account shall not replace TIES account.

User account creation and online registration will open in the new registration system on **Monday 25 July 2016** at the following website: <http://www.itu.int/en/council/Pages/groups.aspx>. Detailed information on how to register will be published on the website. Focal Points are advised to draw the attention of their usual CWG participants about this new registration system.

Visa Assistance

Administrative assistance for **visa requests should be made online** by the participant at the time of registration. Please note that visa requests must be submitted at least four weeks prior to the opening of the meeting.

Remote participation

Remote participation will be made available for CWGs and the Open Consultations and must be requested online by the participant at the time of registration. Please note that requests for remote participation must be submitted at least four weeks prior to the opening of the meeting.

Participants are reminded that all meetings will be **webcast** and can be followed via internet.

On-site badge delivery

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 official identification card or passport. Badging desk will be located at ITU Headquarters in Geneva (Montbrillant building) and open from 0830-1200 and 1330-1700 hours.

Working languages

Meetings will be held in English only.

Documentation

Draft agendas and documentation to be reviewed at CWGs, as well as information on working hours and meeting rooms, will be made available in due course on respective CWG websites. Meetings will be conducted in a paperless manner. Wireless LAN facilities will be available for use by participants in the meeting rooms.

Contributions

Contributions to CWGs should be submitted as soon as possible to contributions@itu.int . 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.

Practical information

A list of hotels and other practical information on Geneva can be found at <http://www.itu.int/en/delegates-corner/Pages/default.aspx>.
