



General Secretariat (SG)

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To Member States of ITU

Subject: **Conference Proposals Interface (CPI) for preparation and submission of PP-14 contributions**

Dear Sir/Madam,

As announced in ITU Circular-letter No. 165 sent on 21 October 2013, the secretariat is pleased to inform you that the electronic tool to facilitate preparation and submission of the proposals to the Plenipotentiary Conference is now available on the PP-14 website.

This tool, called the [Conference Proposals Interface \(CPI\)](#), has been developed to assist compliance with provisions 41 and 42 of the General Rules of conferences, assemblies and meetings of the Union with regard to the format of proposals for the Conference.

CPI, as well as guidelines on how to use the system, can be accessed with a TIES account at <http://www.itu.int/en/plenipotentiary/2014/Pages/documents.aspx>. A video in the six languages of the Union on how to use CPI will be available soon on the same page.

Member States are strongly encouraged to use CPI to prepare and submit proposals to PP-14. It will facilitate and optimize treatment of the contributions by the secretariat and accelerate their publication into the six languages of the Union. In case a Member State does not use CPI, proposals can be sent directly to ppcontributions@itu.int.

The Secretariat would also like to take this opportunity to remind Member States about deadlines for submission of proposals. Proposals to amend the Constitution and Convention of ITU shall reach the Secretary-General not later than eight months prior to the opening date fixed for the Conference, i.e. **by 20 February 2014**. In accordance with No. 40 of the General Rules of conferences, assemblies and meetings of the Union, Member States should submit to the secretariat, as soon as possible, and **not later than 20 June 2014**, other proposals for the work of the Conference.

Furthermore, in line with Resolution 165 (Guadalajara, 2010), in order to ensure timely translation of documents, the firm deadline for all contributions, with the exception of the deadlines outlined in Sections 8 and 17 of the General Rules of conferences, assemblies and meetings of the Union, is no later than 14 calendar days before the opening of the Conference, i.e. **7 October 2014**. Member States are urged to give careful attention to the initial preparation of proposals so as to avoid revisions to documents.

The secretariat remains at your disposal for any information you may need.

Yours faithfully,

(signed)

Hamadoun I. Touré
Secretary-General