



General Secretariat (SG)

Geneva, 25 February 2022

Ref: **DM-22/1006**
Contact: Ms Béatrice Pluchon
E-mail: gbs@itu.int

To
- Member States of ITU Council
- Observer Member States of ITU
- RTOs

Subject: **Update on the organization of the 2022 Session of the Council, 21-31 March 2022**

Dear Madam/Sir,

Further to my [invitation letter](#) to attend the forthcoming 2022 Session of the Council at ITU headquarters from **Monday, 21 March (0930 hours) to Thursday, 31 March 2022**, I am pleased to share with you some updated information on organizational matters.

Updated draft agenda and draft time management plan

An updated draft agenda of the 2022 ordinary session has been published on the Council website as [C22/1](#), as well as a draft time management plan ([C22/DT/2](#) and [C22/DT/3](#)).

Registration

Registration for the 2022 ordinary session of the Council is open. It is carried out **exclusively online** at the following webpage: <https://www.itu.int/en/council/Pages/Registration.aspx>.

In line with ITU gender equality and mainstreaming policy, I would also like to take this opportunity to encourage you to include women in your delegation. As part of my commitments to the [International Gender Champions](#), ITU [reports on the representation of women in all ITU meetings](#).

Participants from the Permanent Missions in Geneva are reminded that they will not be able to use their UNOG accredited pass, and a separate ITU event badge is required, and therefore registration with an ITU user account is necessary.

Council identity badges can be collected at ITU headquarters in Geneva (Montbrillant Building, main entrance), on Friday, 18 March, 09.00-12.00 and 14.30-17.00, and on Sunday, 20 March, 08.30-12.00 and 13.00-17.00. As of Monday, 21 March from 08.30-12.00 and 13.00-17.00 (please verify the opening times on the [registration webpage](#)).

Documentation

Council documents are available online at <https://www.itu.int/en/council/2022/Pages/default.aspx>. The ITU [C22 Sync Application](#) can also be downloaded from this page and can be configured to synchronize the latest published documents from the ITU server to your local drive.

I would like to remind you that in accordance with Council Decision 556, all contributions from Member States should be submitted no later than 14 calendar days before the opening of the meeting, i.e. **6 March 2022** to ensure timely translation and their thorough consideration during the 2022 session of the Council.

Remote participation and Council deliberations

Council 2022 is a physical meeting with interactive remote participation where decisions are taken in the Plenary by delegates present in the room. Registered remote participants can access the meetings through the [ITU restricted virtual events page](#). Additionally, Council deliberations will be available through webcast (TIES-protected) at <https://www.itu.int/en/council/2022/Pages/default.aspx>.

Meeting of the CWG-SFP

A [joint meeting of the Council Working Group on Strategic and Financial Plans 2024-2027 \(CWG-SFP\) and the Council Working Group on Financial and Human Resources \(CWG-FHR\)](#) will be held on Sunday, 20 March 2022, 10.00-12.00, followed by a meeting of CWG-SFP at 14.00-16.30. The deadline for contributions to these meetings is 11 March 2022.

Informal briefing with Councillors (for Councillors only)

An informal briefing with Councillors will be held on Sunday, 20 March 2022, 17.00-18.00.

Social events

The ITU Protocol Service will maintain and monitor a social events calendar. If your administration wishes to organize a social event such as a coffee break, lunch, or reception during Council-22, you are invited to contact the ITU Protocol Service at protocol.service@itu.int.

The social events calendar will be published on the Council website (TIES-protected).

Covid measures

As of 16 February 2022, the restrictions in Switzerland regarding the sanitary situation have changed. Please consult the [ITU page on Covid-19](#) for more information. While a sanitary pass is no longer necessary to access ITU headquarters, it will be compulsory to wear a mask in the entire premises.

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General