



General Secretariat (SG)

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To ITU Member States, Sector Members,
Associates and Academia

Subject: **Call for hosting physical ITU meetings during the construction period of the new ITU headquarters (2023-2026)**

Dear Sir, Madam,

In order to ensure optimal business continuity during the construction period of the new ITU headquarters, we are working to identify physical conference and meeting facilities to satisfy the requirements set out in the ITU annual calendar of events.

As reported in [Document C21/7-E](#) at the last Virtual Consultation of Councillors in June, it is unfortunately not feasible to find replacement rooms in Geneva for all ITU meetings based on the usual number of requirements. Following extensive coordination between the General Secretariat and all Bureaux to find common solutions to accommodate as many conferences and meetings as possible in the limited space available during the period 2023-2026, facilities have been reserved at the CICG to cover the hosting of the larger ITU conferences and events in that period.

However, there remains an important number of Study Group and Working Group meetings for which a venue has not yet been identified. Even if some meetings may be held virtually, we need to plan for others to take place physically. I would therefore like to seek your support as Members by asking you to consider hosting some of these meetings during the construction period in line with Resolution 5 of the Plenipotentiary Conference. You will find in **Annex 1** an outline of the estimated annual space requirements that would allow us to satisfactorily hold all Study and Working Group meetings crucial to the work of the larger conferences and meetings.

Should you have an interest in hosting one or several meetings during this period, please contact the secretariat at room.management@itu.int for further information.

I thank you on behalf of ITU for your consideration of this matter.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

Annex 1: Estimated annual meeting space requirements

Annex 1
Annual estimation of meeting space requirements
ITU Study and Working Groups
Period 2023-2026

Dpts Meetings				
		Number of days/weeks	Number of required rooms	Size of required rooms
ITU-R	SG&WG	184 days	7-10	1x250, 1x200, 3x100, 3x50, 2x30
ITU-D	SG1/SG2	1 week per SG	3	1x250, 2x30
	SG1R/SG2R	2 weeks per SG	3	1x250, 2x30
ITU-T	SG&WG	160 days	8-10	1x250, 1x200, 3x100, 3x50, 2x30