



General Secretariat (SG)

Geneva, 3 November 2021

Ref.: CL-21/52
Contact: Ms Béatrice Pluchon
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To:
- ITU Member States
- ITU Sector Members

Subject: Invitation to Council Working Group and Expert Group meetings from 11 to 20 January 2022

Dear Sir/Madam,

I am pleased to invite you to participate in the following Council Working Groups (CWGs), Open Consultation, and Expert Group meetings to be held from 11 to 20 January 2022:

Table with 5 columns: Monday 10 January, Tuesday 11 January, Wednesday 12 January, Thursday 13 January, Friday 14 January. Rows contain details for OPC Internet, CWG-FHR, CWG-SFP, and CWG-COP meetings, including language, room, duration, participants, and deadlines.

Monday 17 January	Tuesday 18 January	Wednesday 19 January	Thursday 20 January	Friday 21 January
<p><b><u>CWG-WSIS &amp; SDGs</u></b> English only Room TBC</p> <p>(morning) MS+SM</p> <p>Deadline to submit contributions: <b>5 January 2022</b></p> <p>////////////////////</p> <p><b><u>CWG-Internet</u></b> English only Room TBC</p> <p>(afternoon) MS only</p> <p>Deadline to submit contributions: <b>5 January 2022</b></p>	<p><b><u>CWG-Internet</u></b> English only (continued) Room TBC</p> <p>(morning) MS only</p> <p>////////////////////</p> <p><b><u>CWG-WSIS &amp; SDGs</u></b> English only (continued) Room TBC</p> <p>(afternoon) MS+SM</p>	<p><b><u>EG-ITRs</u></b> with interpretation* Room TBC</p> <p>(all day) MS+SM</p> <p>Deadline to submit contributions: <b>5 January 2022</b></p> <p>////////////////////</p> <p><b><u>CWG-LANG</u></b> English only Room TBC</p> <p>(afternoon) MS only</p> <p>Deadline to submit contributions: <b>7 January 2022</b></p>	<p><b><u>EG-ITRs</u></b> with interpretation* [continued] Room TBC</p> <p>(all day) MS+SM</p>	

\* Requests for interpretation should be made upon registration at least 4 weeks before the meeting.

Unless the sanitary situation changes, these meetings will take place physically at ITU Headquarters in Geneva with a possibility of remote participation for those who could not attend the meetings physically. The general measures for the Covid-19 pandemic applied by the Swiss Authority would be respected. Detailed information on how to register and how to submit contributions, along with other practical and safety information, is attached in the [Annex](#).

I look forward to welcoming you in Geneva.

Yours faithfully,

(signed)

Houlin ZHAO  
Secretary-General

## ANNEX

### PRACTICAL INFORMATION FOR THE COUNCIL WORKING GROUPS AND EXPERT GROUPS MEETINGS

#### 1. Registration

Registration will be carried out exclusively online at <https://www.itu.int/en/council/Pages/registration.aspx> and will open on **3 November 2021**. Detailed information on how to register will be published on the website.

##### *How to collect your badge*

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 an official identification card or passport.

Badges can be collected at the desk located at ITU Headquarters in Geneva (Montbrillant building) from 6 to 20 January 2022.

#### 2. Other pre-requested practical arrangements

##### *Visa Assistance*

Administrative assistance for **visa requests should be made online** at the time of registration. Visa requests must be submitted at least four weeks prior to the opening of the meeting. Please be aware that the ITU is closed during the period between 24 December 2021 and 3 January 2022, and visa support requests cannot be treated during this period.

##### *Remote participation*

**Remote participation** is available for the Council Working Groups (CWGs), the Open Consultation and the Expert Groups meeting. Requests for remote participation must be submitted at the time of registration 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.

##### *Working languages*

Meetings will be held in English only, except for the Expert Group on ITRs meeting and the CWG-SFP meetings, for which interpretation upon request will be offered. Requests for interpretation should be made upon registration at least four weeks prior to the opening of the meeting.

##### *Accessibility*

Requests for accessibility should be made upon registration at least four weeks prior to the opening of the meeting. The ITU secretariat will meet the expressed requirements to the best of its ability, subject to availability of resources.

#### 3. Documentation

##### *Agendas and Documentation*

Draft agendas and documentation to be reviewed at CWGs and Expert Groups will be made available in due course on the respective 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/EG-ITRs should be submitted as soon as possible to [contributions@itu.int](mailto: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, and no later than 14 calendar days before the opening of a meeting conducted in all six languages. Since this year some of the deadlines to submit contributions will be during ITU official holidays, we strongly encourage you to submit your contributions as early as possible so as to ensure the timely translation of the documents.

#### ***Information/document access policy***

As per Council 2016 decision, and confirmed by PP-18, the ITU Information/document access policy entered into force on 1 January 2017. Documents submitted to CWGs/Expert Groups will be made available as per [ITU information/document access policy](#).

#### **4. Practical, safety and security 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>.

In order to keep the ITU HQ premises as safe as possible it has been decided that, as of 15 November 2021, **all persons entering the premises must either be fully vaccinated or have a valid negative Covid-19 test (PCR [72 hours] or Antigen [48 hours])**.

Delegates must enter ITU premises each time through the Montbrillant Building, where their Covid-19 certificate or negative test's QR codes will be scanned.

Additional COVID-19 safety mitigation measures for delegates when inside the ITU HQ premises include: Temperature Checks, Wearing of Facemasks, Contact Tracing, Social Distancing of Seating & Sanitary Cleaning of Conference Rooms, will be ensured.

For further information on COVID –free event at ITU, please consult <https://www.itu.int/security/covid19>.

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