



General Secretariat (SG)

Geneva, 18 December 2021

Ref.: **CL-21/60** To:

Contact: Ms Béatrice Pluchon - ITU Member States

E-mail: sg-registration@itu.int - ITU Sector Members

Subject: **Update: Council Working Group and Expert Group meetings from 11 to 20 January 2022: return to fully virtual meetings**

Dear Sir/Madam,

The next cluster of Council Working Group and Expert Group meetings (CWGs & EG) is due to be held from 11 to 20 January 2022 physically, but given the epidemiological situation which has deteriorated in the last days, noting also that ITU will close its doors from 24 December 2021 till 3 January 2022, the decision has been taken, in consultation with the Informal Consultation of Councillors held on 10 December 2021, and with the Chairs of the CWGs&EG, to return to fully virtual meetings. I wish to convey my sincere apologies for the inconvenience of this announcement, as many of you have already undertaken preparations to attend this event physically.

Consequently, the schedule of the meetings of the Council Working Groups (CWGs), Open Consultation, and Expert Group has been updated as follows:

Monday 10 January	Tuesday 11 January	Wednesday 12 January	Thursday 13 January	Friday 14 January
	<p><u>OPC Internet</u> English only - virtual (1200-1500 hours)</p> <p>All stakeholders</p> <p>Deadline to submit contributions: (see Council R1336) 13 December 2021</p> <p>////////////////////</p> <p><u>CWG-FHR</u> English only - virtual (1200-1500 hours)</p> <p>MS+SM</p> <p>Deadline to submit contributions 30 December 2021</p>	<p><u>CWG-FHR</u> English only - virtual (1200-1500 hours) (continued)</p> <p>MS+SM</p> <p>////////////////////</p> <p><u>CWG-COP</u> English only - virtual (1200-1500 hours)</p> <p>MS+SM+COP expert</p> <p>Deadline to submit contributions: 31 December 2021</p>	<p><u>CWG-SFP</u> with interpretation* virtual (1200-1500 hours)</p> <p>MS (and, when addressing the draft strategic plan, also open to Sector Members)</p> <p>Deadline to submit contributions: 30 December 2021</p>	<p><u>CWG-SFP</u> with interpretation* virtual (1200-1500 hours) (continued)</p> <p>MS (and, when addressing the draft strategic plan, also open to Sector Members)</p>

Monday 17 January	Tuesday 18 January	Wednesday 19 January	Thursday 20 January	Friday 21 January
<p><u>EG-ITRs</u> with interpretation* English only - virtual (1200-1500 hours)</p> <p><i>MS+SM</i></p> <p>Deadline to submit contributions: 4 January 2022</p>	<p><u>EG-ITRs</u> with interpretation* English only - virtual (1200-1500 hours) (continued)</p> <p><i>MS+SM</i></p> <p>////////////////////</p> <p><u>CWG-LANG</u> English only - virtual (1200-1500 hours)</p> <p><i>MS only</i></p> <p>Deadline to submit contributions: 6 January 2022</p>	<p><u>CWG-WSIS & SDGs</u> English only - virtual (1200-1330 hours)</p> <p><i>MS+SM</i></p> <p>Deadline to submit contributions: 7 January 2022</p> <p>////////////////////</p> <p><u>CWG-Internet</u> English only - virtual (1330-1500 hours)</p> <p><i>MS only</i></p> <p>Deadline to submit contributions: 7 January 2022</p>	<p><u>CWG-Internet</u> English only - virtual (1200-1330 hours) (continued)</p> <p><i>MS only</i></p> <p>////////////////////</p> <p><u>CWG-WSIS & SDGs</u> English only - virtual (1330-1500 hours) (continued)</p> <p><i>MS+SM</i></p>	

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

Detailed practical information, including on registration and submission of contributions is attached in the Annex. I count on your active participation and goodwill to ensure that these virtual meetings be as constructive as possible.

Yours faithfully,

(signed)

Houlin ZHAO
Secretary-General

ANNEX

PRACTICAL INFORMATION FOR THE COUNCIL WORKING GROUPS AND EXPERT GROUP MEETINGS

Registration

Registration will continue to be **carried out exclusively online** at <https://www.itu.int/en/council/Pages/registration.aspx>. Detailed information on how to register is published on the website. Participants who have already received confirmation of registration do not need to take any further steps.

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.

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.

Contributions

Contributions 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, 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 the ITU official holidays (from 24 December 2021 until 3 January 2022 inclusive), we strongly encourage you to submit your contributions as early as possible so as to ensure the timely translation and publication of the documents. Contributions received during the ITU holidays will only be published upon the reopening of ITU, from 4 January onwards.

Information/document access policy

Documents submitted to CWGs/Expert Groups will be made available as per [ITU information/document access policy](#).
