



General Secretariat (SG)

Geneva, 6 July 2011

Reference: CL-33

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To the Member States of ITU

Subject: **Invitation to the second meeting of the Council Working Group on a stable ITU Constitution – 5 to 7 October 2011**

Dear Madam/Sir,

1. Pursuant to Resolution 163 (Guadalajara, 2010), the extraordinary session of Council in 2010 established a Council Working Group on a stable Constitution (CWG-STB-CS), open to all Member States of the Union, with the terms of reference as referred to in the Annex of said Resolution.
2. The second meeting of the Group will take place from 5 to 7 October 2011, in Geneva. The Group will carry out its tasks in the six official languages of the Union.
3. Registration for the meeting will be done exclusively online, at the following web site <http://www.itu.int/council/registration.html>.
4. The meeting will open at 0930 hours on 5 October 2011. Information concerning the meeting room will be displayed on screens at the entrances of ITU Headquarters. The draft agenda for the meeting may be found in **Annex 1**.
5. The Group's web page can be found at the Council website at <http://www.itu.int/council/groups/cwg-stb-cs/index.html> where meeting documents as well as contributions and other relevant information are available.
6. As agreed during the first meeting, a mailing list (reflector) has been put in place to allow Member States who so desire to exchange views, in between meetings, on issues falling within the mandate of the Group. Access to and detailed information concerning the use of this mailing list (reflector) may be found at <http://www.itu.int/council/groups/cwg-stb-cs/reflector.html>.

7. A template for submission of contributions relating to the stable/fundamental nature of the provisions of the Constitution and Convention has also been developed and agreed by the Group at its first meeting. This template, whose purpose it is to facilitate the submission and study of Member States proposals relative to this specific topic, may be found at <http://www.itu.int/md/S11-RSTBCS1-ADM-0001/en>, with the Chairman's Instructions as to how to complete this template.
8. Contributions for consideration at the meeting should be submitted to the Secretary of the Group, Mr. Antoine Dore, in electronic form to jur@itu.int no later than 14 days before the meeting to allow for translation into the six official languages of the Union.
9. The meeting will be paperless. Wireless LAN facilities will be available for use by delegates in the meeting room. Printers are available in the cyber café of the 2nd basement of the Tower building and 2nd floor of Montbrillant building for delegates who wish to print documents.
10. Given that the meeting is scheduled to be held with interpretation, please note that interpretation will actually be provided only where Member States so request, by means of the registration form, or by sending a request to jur@itu.int, **at least one month before the start of the meeting at the latest**. This deadline is required in order for the secretariat to make the necessary arrangements for interpretation.

Yours sincerely,

(signed)

Salma Jalife
Chairman
CWG-STB-CS

Annex: 1

ANNEX 1
(to CL-33)

***Draft agenda for the second meeting of the Council Working Group on a stable ITU
Constitution***

Geneva, 5-7 October 2011

1. Opening of the meeting
2. Adoption of the Agenda
3. Working hours
4. Draft summary of conclusions of the Group's first meeting
5. Member States Contributions
6. 2011 Report to Council
7. Dates of next meeting
8. Any other business