



**ASIA-PACIFIC TELECOMMUNITY**  
12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

Ref: APT/PP18-2/INV-NF

10 November 2017

Dear Sir/Madam,

**Subject: Workshop on APT Preparation for ITU Plenipotentiary Conference 2018 and  
The 2nd Meeting of the APT Preparatory Group for PP-18 (APT PP18-2)  
29 January – 1 February 2018, Hanoi, Viet Nam**

I would like to inform you that the Asia-Pacific Telecommunity (APT) will organize the Workshop on APT Preparation for ITU Plenipotentiary Conference 2018 (PP-18) on 29 January 2018, followed by the 2nd Meeting of the APT Preparatory Group for PP-18 (APT PP18-2) from 30 January to 1 February 2018 in Hanoi, Socialist Republic of Viet Nam. The events will be hosted by the Ministry of Information and Communications, Socialist Republic of Viet Nam.

The objective of the Workshop on APT Preparation for PP-18 is to create a common understanding for the smooth running of the Preparatory Meetings and allow APT Members to get familiar with the process of ITU Plenipotentiary Conferences. It will focus on the overall introduction of the ITU Plenipotentiary Conference, its related activities, as well as issues carried forward from previous ITU Conferences or Assemblies. The Concept Note of the workshop is attached herewith for further information.

APT PP18-2 will discuss the issues of interest to the region for the ITU Plenipotentiary Conference 2018 (PP-18) and provide input to 2018 Session of the Council. APT PP18-2 is expected to conduct the following activities:

- To review outcomes of Council WGs and Experts Group on ITRs;
- To review outcomes of WTDC-17 (related to PP-18);
- To consider Issue Papers prepared by the Working Groups of APT PP-18;
- To consider the input contributions from APT Members;
- To review outcomes of the preparatory process of other regional organizations;
- To develop APT views on PP-18 issues; and
- To develop APT contributions, if any, to 2018 Session of the Council.

In this regard, I would like to invite high-level representatives from your administration/organization who are currently involved in the preparation for ITU Plenipotentiary Conferences to attend the events. The Information for Participants will be posted on the APT website in due course. Registration of delegates can be done online at <http://www.aptp.int/content/online-registration>, preferably by **29 December 2017** for making necessary arrangements. If you need further information or assistance regarding the events, please contact APT Secretariat by email [aptp@aptp.int](mailto:aptp@aptp.int) or by fax: +66 2 573 7479.

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Members, Associate Members, Affiliate Members and International Organizations that wish to submit contribution to the events should prepare their contributions in Microsoft Word, English Version and send it to [aptp@apt.int](mailto:aptp@apt.int). **The deadline to submit the contributions is 23 January 2018**. Contributions need to be submitted in appropriate document template prepared by APT Secretariat. The template for contribution will be posted in due course on the APT website.

I look forward to receiving your good support and cooperation to make these events a success.

Yours sincerely,

(original signed)

Arewan Haorangsi  
Secretary General

To: Members (NF), Associate Members (NF), Affiliate Members and International Organizations

Encls: 1. Concept Note for Workshop on APT Preparation for ITU Plenipotentiary Conference 2018 (PP-18)  
2. Provisional Agenda for APT PP18-2