



Patrick Masambu
Director General and
Chief Executive Officer

05 September 2017
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TO: ALL PARTIES CONSTITUTING THE ITSO ADVISORY COMMITTEE (IAC)

SUBJECT: CONVENING OF THE TWENTY FIRST MEETING OF THE ITSO
ADVISORY COMMITTEE (IAC-21) WASHINGTON, D.C., 8-9 FEBRUARY 2018.

The Director General of the International Telecommunications Satellite Organization (ITSO) has the honor to inform the Parties constituting the ITSO Advisory Committee (IAC) that the Twenty First Meeting of the ITSO Advisory Committee (IAC-21) is scheduled for 8-9 February 2018. The meeting will start at 9.30 am on the 8th of February and will take place at American University Washington College of Law, located at 4300 Nebraska Avenue, NW, Yuma Building, Washington, DC 20016.

The Tentative Agenda for this Meeting is attached (doc. IAC-21-1).

Please be reminded that ITSO has developed an online registration system and you are kindly requested to pre-register at www.itso.int no later than 9th of January 2018.

The Director General is pleased to inform you that IAC-21 will be a paperless meeting. Therefore, no printed documents will be distributed to the participants during the meeting. The Director General encourages the participants to bring their own laptop computer or tablet to access the IAC documents. See attached further details on the paperless meeting. All relevant meeting information will be available on the ITSO website.

Please note that all delegates requiring an entry visa into the United States should contact the U.S. Consulate nearest to their place of residence well in advance of the contemplated departure date for the United States. It should be noted that U.S. immigration authorities currently require at least 25 working days to process visa requests.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Patrick Masambu". The signature is written in a cursive style with a long, sweeping tail.

Attachments

International Telecommunications Satellite Organization

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**ITSO ADVISORY COMMITTEE
TWENTY FIRST MEETING
WASHINGTON D.C. – USA
8 – 9 FEBRUARY 2018**

TENTATIVE AGENDA

1. Call to Order by the Director General
2. Adoption of the Agenda

IAC-21-1 (DG)*	Tentative Agenda of ITSO Advisory Committee, Twenty-First Meeting
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3. Election of the Chairman and Vice Chairman

IAC-21-4 (DG)*	Membership of ITSO Advisory Committee
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4. Financial Matters

IAC-21-6 (DG)*	External Auditor's Report on ITSO's Accounts and Expenditures for FY 2017 (1 July 2016 – 30 June 2017)
IAC-21-7 (DG)*	ITSO Budget (FY 2019 – FY 2020)
IAC/Inf. 21-1 (DG)*	Quarterly Procedures Related to Financial Statements of ITSO
IAC/Inf. 21-2 (DG)*	Comparison of the Budget to the Actual Results FY 2017 (1 July 2016 – 30 June 2017)
IAC/Inf. 21-3 (DG)*	Withdrawals from the Reserve Fund

ITSO RESTRICTED

IAC-21-1E TENTATIVE W/02/18

Page 2

5. Intelsat/OneWeb Combination Agreement

IAC-21-8 (DG)* Report of the Director General on the Intelsat/OneWeb Combination Agreement

6. The Amended Article XII (c)(ii) of the ITSO Agreement

IAC-21-9 (DG)* Report of the Director General on the Amended Article XII, Paragraph (c)(ii) of the ITSO Agreement

7. General Policy and Long-Term Objectives of ITSO

IAC-21-10 (DG)* Report of the Director General on the Implementation of the Strategic Plan for ITSO

IAC-21-11 (DG)* Strategic Plan for ITSO (2018-2020)

IAC-21-12 (DG)* Report of the Director General on the Implementation of Resolution 69 (RA 15)

IAC-21-13 (DG)* Report of the Director General on the Capacity Building Initiative

IAC-21-14 (DG)* Report of the Director General on Partnerships, Programs and Initiatives

8. Preparatory Work on the Future of the ITSO Agreement

IAC-21-15 (DG)* Proposal of the Director General on the Preparatory Work on the Future of the ITSO Agreement

9. Agenda for the 38th Meeting of the Assembly of Parties

IAC/Inf. 21-4 (DG)* Tentative Agenda for the 38th Meeting of the Assembly of Parties

10. Dates and Places of Future Meetings of the ITSO Advisory Committee

11. Other Business

INFORMATION REGARDING ITSO PAPERLESS MEETING

1. In accordance with the request from the 36th Meeting of the Assembly of Parties (AP-36) for the Director General to undertake appropriate efforts to make, to the maximum extent possible, all ITSO meetings paperless, the 21st ITSO Advisory Committee Meeting (IAC-21) will be a paperless meeting. Therefore, no printed documents will be distributed to the participants during the IAC-21 meeting.
2. Participants are advised to bring their own laptop computer containing basic applications, including Microsoft Office®, Adobe Acrobat Reader®, updated antivirus software and configured for a standard wireless (Wi-Fi) or a tablet containing Adobe Acrobat Reader® to access the documents during the meeting. Participants should also bring appropriate adaptor to enable laptops or tablets to be connected to US power sockets.
3. Meeting documents will be available in the restricted area of the ITSO website. Parties will have the option of downloading all PDF documents in one PDF Portfolio file or downloading by selecting documents one by one prior to the meeting.
4. During the meeting, Parties will also have access the documents through the restricted area of the ITSO website via Wi-Fi. ITSO will provide a universal username and password to all participants during the meeting for ease of access to the restricted area of the ITSO website.
5. On-site facilities will be available for printing limited copies of documents for those delegates who may require them during the meetings.
6. Documents may also be shown on a projector screen in English only, during the meeting when necessary.