

Date: 28 February 2022
Ref.: 02-28-2022/AP40/DG-01

Patrick Masambu
Director General &
Chief Executive Officer

TO: ALL PARTIES TO THE AGREEMENT RELATING TO THE INTERNATIONAL
TELECOMMUNICATIONS SATELLITE ORGANIZATION

SUBJECT: CONVENING OF THE FORTIETH ASSEMBLY OF PARTIES
(WASHINGTON DC, 28-30 JUNE 2022)

The Director General of the International Telecommunications Satellite Organization (ITSO) presents his compliments and has the honor to inform all Parties to the ITSO Agreement of the following:

At its Thirty-Ninth (Extraordinary) Meeting, held virtually in August 2020, the Assembly decided to schedule its next ordinary meeting to be held by the end of the first quarter of 2021, preferably physically, with the precise dates and venue to be advised by the Director General. However, in light of the continuing effects of the global COVID-19 pandemic, it has been deemed necessary to move the date to June 2022.

Accordingly, the Director General is pleased to inform all Parties that the Fortieth Meeting of the Assembly of Parties (AP-40) will be held at American University Washington College of Law (AUWCL) located at 4300 Nebraska Ave., NW, Yuma Building, Claudio Grossman Hall, Washington, D.C., 20016. On-site registration will begin on Monday, 27 June 2022 at 14.00 hours and on Tuesday, 28 June 2022 at 8.00 outside the Claudio Grossman Hall at American University Washington College of Law. The meeting will be called to order on Tuesday, 28 June 2022 at 09.30 hours. Please find attached the tentative agenda of AP-40.

In accordance with the decision of the Thirty-Sixth Meeting of the Assembly of Parties (AP-36) for the Director General to undertake appropriate efforts to make all ITSO meetings paperless, the Director General is pleased to inform you that the Fortieth Meeting of the Assembly of Parties (AP-40) will be a paperless meeting. The Director General encourages the participants to bring their own laptop computer or tablet to access the AP documents. See attached further details on the paperless meeting.

You are kindly requested to pre-register online at www.itso.int no later than 28 May 2022. Also note that relevant meeting information and forms, including a sample letter of accreditation, a sample letter of proxy and the Advance Information Booklet for the Fortieth Meeting of the Assembly of Parties (AP-40) are available on the ITSO website.



Rule V of the Rules of Procedure for the Assembly of Parties provides that each participating Party shall designate one individual to act as its Representative (Head of delegation) and may also designate such Alternate Representative(s) and Advisors as it deems necessary. The Party must communicate the name and title of each member of the delegation, together with the capacities in which they will attend the meeting, by fax or e-mail, to the Director General, by 28 May 2022. In addition, an official letter of accreditation signed by a duly empowered representative, as specified under rule V of the AP Rules of Procedure, must be mailed to the Director General or hand-carried to the meeting. Please note that we have developed a system that enables you to upload the Accreditation letter in a PDF file during the pre-registration for the AP-40 meeting through ITSO's website.

Pursuant to Rule III.A of the Rules of Procedure, each Party to the Agreement and the Director General may propose items for inclusion in the Agenda of an ordinary meeting of the Assembly. Proposals should be received by the Director General forty (40) days prior to the scheduled date of the meeting (19 May 2022). Each proposal shall be in writing, accurately titled and shall concisely state the nature of the proposal and the reasons why it should be considered at the meeting.

In accordance with Rule III.B of the Rules of Procedure, the Director General shall assemble and coordinate the proposals received into a Tentative Agenda and shall communicate them to all Parties at least thirty (30) days prior to the scheduled date of the ordinary meeting (27 May 2022).

All pre-Assembly inquiries, other than accommodation requests, should be addressed to:

Mr. Patrick Masambu
Director General & CEO
ITSO
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Sincerely yours,

A handwritten signature in black ink, appearing to read 'Patrick Masambu', written in a cursive style.

Patrick Masambu
Director General & CEO

Attachments