

Patrick Masambu
Director General and
Chief Executive Officer

20 February 2023
Ref.: 02-20-2023/DG-03

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

SUBJECT: CONVENING OF THE TWENTY FOURTH MEETING OF THE ITSO
ADVISORY COMMITTEE (IAC-24) WASHINGTON, D.C., 1-2 JUNE
2023.

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 Fourth Meeting of the ITSO Advisory Committee (IAC-24) is scheduled for 1-2 June 2023. The meeting will start at 9.30 am on 1 June 2023 and will take place at American University Washington College of Law, located at 4300 Nebraska Avenue, NW, Yuma Building, Washington, DC 20016.

Please find attached the Tentative Agenda for this Meeting (Doc. IAC-24-1) as well as the list of IAC members.

If you are an IAC member, please kindly pre-register at www.itso.int no later than 30 April 2023.

The Director General would also like to recall that AP-35 decided “that each IAC meeting can be attended by a maximum of 20 observers, with priority to be given to 4 observers per region. The name(s) of the observer(s) can be communicated to the Director General at each meeting by the Regional Vice-Chairmen”.

If you wish to attend the meeting as an observer, please inform your Regional Vice-Chairman as soon as possible. Please find attached the contact information of the regional Vice-Chairmen and register online no later than 30 April 2023.

As decided during the 40th meeting of the Assembly of Parties (AP-40), the ITSO Working Groups 1 and 2 have commenced the meetings to address their Terms of Reference on the Future of ITSO (WG1) and the Protection of the Common Heritage (WG2) and the reports resulting from those meetings will be presented and discussed during IAC-24. Therefore, the Director General encourages the members and observers to actively participate in the upcoming IAC meeting.

For planning purposes, please note that the final versions of the reports on the Future of ITSO (WG1) and the Protection of the Common Heritage (WG2) will be available on 20 April 2023 and **any comments by the Parties on those reports must be submitted by 10 May 2023 to ITSO to itsomail@itso.int.**

Furthermore, the Director General would like to re-emphasize the importance for all Parties to express their views on the issue of the Future of ITSO (WG1) and the Protection of the Common Heritage (WG2) and to remind the Parties that have not done so yet, to send written contributions on the Future of ITSO and the Protection of the Common Heritage so that the Working Groups may incorporate them into their discussions.

Parties may find information about the documents, contributions, contact information, and progress of the Working Groups on the ITSO website www.itso.int under: About Us/Governance and Groups/Working Group 1 and 2. All Parties that are able to do so, can participate in the remote Zoom meetings of the Working Groups. The calendars and zoom links are posted on their respective webpages.

Please send your comments on the reports and contributions on the Future of ITSO and the Protection of the Common Heritage to:

The Chair of Working Group 1: Alexandru Cozma: alexandru.cozma@ancom.ro

The Chair of Working Group 2: Georges Kwizera: gkwizera@space.gov.rw

The Regional Vice Chairs:

- Region A: Doug May: MayDC@state.gov
- Region B: Veli Yanikgonul: vyanikgonul@turksat.com.tr
 - o Nazgul Bagbasi: nbagbasi@turksat.com.tr
- Region C: Tomasz Pinciurek: Tomasz.Pinciurek@mc.gov.pl
- Region D: H.E. Mohammed Haneche: embalg.us@gmail.com
 - o Fouad Ferhat: fouadferhat@gmail.com
- Region E: Yoichi Kanda: y2.kanda@soumu.go.jp
 - o Takahiro Tanaka: takahiro.tanaka@nict.go.jp

The Director General is pleased to inform you that IAC-24 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 about two months to process visa requests.

Sincerely yours,

Patrick Masambu
Director General & CEO

Attachments

(1) Tentative Agenda: See below

(2) Information Regarding 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 24th ITSO Advisory Committee Meeting (IAC-24) will be a paperless meeting. Therefore, no printed documents will be distributed to the participants during the IAC-24 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 an 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 to 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.

(3) ITSO Advisory Committee Member Parties:

Region A: Argentina, Colombia, Jamaica, Paraguay, United States

Region B: France, Hungary, Liechtenstein, Spain

Region C: Azerbaijan, Romania

Region D: Angola, Cameroon, Morocco, Senegal, South Africa, Uganda

Region E: Bangladesh, China, India, Iran, Japan, Philippines

TENTATIVE AGENDA/IAC-24

Thursday – 1 June 2023

Morning session

- **Agenda Item 1 - Meeting Opening Formalities**

Call to Order by the Director General, Opening remarks by Director General

- **Agenda Item 2 - Adoption of the Agenda**

Adoption of the Agenda (IAC-24-1)

- **Agenda Item 3 - Election of the Chairman and Vice-Chairman**

Includes: Election of Chairman and Vice-Chairman

- **Agenda Item 4 - Financial Matters**

IAC-24-6 (DG)* External Auditor's Report on ITSO's Accounts and Expenditures for FY 2021 (1 July 2020 – 30 June 2021) and FY 2022 (1 July 2021 – 30 June 2022)

IAC-24-7 (DG)* Report of the Director General on the Funding Agreement with Intelsat

IAC-24-8 (DG)* ITSO Budget (FY 2024 – FY 2025)

IAC/Inf. 24-1 (DG)* Quarterly Procedures Related to Financial Statements of ITSO

IAC/Inf. 24-2 (DG)* Comparison of the Budget to the Actual Results FY 2022 (1 July 2021 – 30 June 2022) and FY2023 (1 July 2022 – 30 June 2023)

Presentation by ITSO's External Auditor, Prager Metis

- **Agenda Item 5 – Parties Common Heritage**

IAC-24-9 (DG)* Report of the Director General on the Parties' Common Heritage

- **Agenda Item 6 – Intelsat Presentation**

Thursday – 1 June 2023

Afternoon session

- **Agenda Item 7: The Future of the ITSO**

IAC-22-10 (DG)* Interim Report of ITSO WG1

IAC-22-11 (DG)* Interim Report of ITSO WG2

Friday – 2 June 2023

Morning Session

- **Agenda Item 8: General Policy and Long-Term Objectives of ITSO**

IAC-22-12 (DG)* Report of the Director General on the Implementation of the Strategic Plan for ITSO

IAC-22-13 (DG)* Extension of Goals and Objectives up to 2024

IAC-22-14 (DG)* Strategic Plan for ITSO (2022-2024)

- **Agenda Item 9: Dates and Places of Future Meetings of the ITSO Advisory Committee**

- **Agenda Item 10: Other Business**

Friday – 2 June 2023

Afternoon session

- **Agenda Item 11: Report of the Director General to the Parties on the Twenty-Fourth Meeting of the ITSO Advisory Committee**