

Patrick Masambu
Director General &
Chief Executive Officer

Date: 31 January 2024
Ref.: 01-31-2024/AP-41/DG-01

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

SUBJECT: CONVENING OF THE FORTY-FIRST ASSEMBLY OF PARTIES
(WASHINGTON DC, 8-10 October 2024)

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 Fortieth (Ordinary) Meeting, held in Washington D.C. in June 2022, the Assembly decided to schedule its next ordinary meeting to be held in the second or third quarter of 2024, the precise dates and venue to be advised by the Director General.

Accordingly, the Director General is pleased to inform all Parties that the Forty-First Meeting of the Assembly of Parties (AP-41) will be held in person only 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, 7 October at 14.00 and on Tuesday, 8 October 2024 at 8.00 outside the Claudio Grossman Hall at American University Washington College of Law. The meeting will be called to order on Tuesday, 8 October 2024 at 9.30. Please find attached the tentative agenda of AP-41.

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 Forty-First Meeting of the Assembly of Parties (AP-41) 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 6 September 2024. 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 Forty-First Meeting of the Assembly of Parties (AP-41) are available on the ITSO website.

The Director General would like to draw to your attention the fact that this Assembly will select the new Director General of ITSO (Item 8 of the Tentative Agenda attached). In accordance with the ITSO Director General Appointment Procedures and Eligibility and Selection Criteria adopted by the AP-28, the Chairman of the Assembly of Parties will send a letter to all Parties in May 2024 to solicit nominations for this position.

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 6 September 2024. 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-41 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 (29 August 2024). 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.

The Director General also wishes to inform all Parties that, pursuant to Annex A of the Agreement, the Assembly of Parties will be called upon to select eleven legal experts to serve as members of the ITSO Panel of Legal Experts and an alternate for each such member of the Panel. In this regard, a separate letter calling for nominations will be mailed to all Parties in due time.

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 (6 September 2024).

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

Dr. Renata Brazil David
Director, International and Regulatory Affairs
ITSO
4400 Jenifer St. N.W. Suite 333
Washington, D.C. 20015, USA
Facsimile: +1-202-243-5018
E-mail: rdavid@itso.int

Sincerely yours,



Patrick Masambu
Director General & CEO

Attachments

**ASSEMBLY OF PARTIES
FORTY-FIRST MEETING
WASHINGTON D.C. – USA
OCTOBER 8-10, 2024**

TENTATIVE AGENDA

1. Call to Order by the Chairman
2. Adoption of the Agenda

AP-41-1 (DG)* Tentative Agenda
3. Election of the Chairman and Other Officers of AP-41

AP-41-6 (DG)* Parties to the ITSO Agreement and
Regions Defined by the ITU Plenipotentiary
Conference
4. Appointment of the Credentials Committee

AP-41-6 (DG)* Parties to the ITSO Agreement and
Regions Defined by the ITU Plenipotentiary
Conference
5. Report of the Credentials Committee

AP-41-5 (Credentials Committee)* Report of the Credentials Committee

AP-41-6 (DG)* Parties to the ITSO Agreement and
Regions Defined by the ITU Plenipotentiary
Conference

Note: All documents marked with an asterisk (*) are classified "ITSO Restricted."

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6. ITSO Working Groups

AP-41-7 (DG)* Report of the Director General on ITSO Working Groups

AP-41-8 (DG)* Report of ITSO WG1 to AP-41

AP-41-9 (DG)* Report of ITSO WG2 to AP-41

7. Financial Matters

AP-41-10 (DG)* External Auditor's Report on ITSO's Accounts and Expenditures for FY22 (1 July 2021-30 June 2022) FY23 (1 July 2022 - 30 June 2023) and FY24 (1 July 2023 - 30 June 2024)

AP-41-11 (DG)* Report of the Director General on the Funding Agreement with Intelsat

AP-41-12 (DG)* ITSO Budget (FY2024, FY2025 and FY 2026)

AP/Inf.41-4 (DG)* Quarterly Procedures Related to Financial Statements of ITSO

AP/Inf.41-5 (DG)* Comparison of the Budget to the Actual Results FY22 (1 July 2021-30 June 2023), FY23 (1 July 2022-30 June 2023), and FY24 (1 July 2023 - 30 June 2024)

8. Selection of the Director General of ITSO; Terms and Conditions of Employment, and Contract for the New Director General

AP-41-13 (Chairman)* Nominations for the Post of Director General of ITSO

AP/Inf.-41-6 (AP-28)* ITSO Director General Appointment Procedures and Eligibility and Selection Criteria

AP-41-14 (DG)* Terms and Conditions of Employment for the Director General of ITSO

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9. ITSO Advisory Committee
 - AP-41-15 (DG)* Report of the Director General on the ITSO Advisory Committee (“IAC”)

10. Parties’ Common Heritage
 - AP-41-16 (DG)* Report of the Director General on the Parties’ Common Heritage
 - AP-41-17 (DG)* Report of the Director General on WRC-23 Outcomes
 - AP-41-18 (DG)* A Study on Recent Satellite Industry Developments: Implications for ITSO
 - AP-41-19 (FWP Chairman)* Report of the Chairman of the Frequency Working Party
 - AP-41-20 (DG)* Report of the Director General on the Implementation of the Provisions of Article XII, Paragraph (e)(iv) of the ITSO Agreement

11. Status of Implementation of AP decisions
 - AP-41-21 (DG)* Status of Implementation of AP-40 decisions

12. General Policy and Long-Term Objectives of ITSO
 - AP-41-22 (DG)* Report of the Director General on the Implementation of the Strategic Plan for ITSO
 - AP-41-23 (DG)* Extension of Goals and Objectives up to 2026
 - AP-41-24 (DG)* Strategic Plan for ITSO (2024-2026)

13. Selection of Legal Experts Referred to in Article 3 of Annex A of the ITSO Agreement
 - AP-41-25 (DG)* Panel of Legal Experts

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14. Consideration of Article IV (b) Applications

AP-41-26 (DG)* Article IV (b) Determination for Domestic
Public Telecommunications Services
Requested by Venezuela

AP-41-27 (DG)* Article IV (b) Determination for Domestic
Public Telecommunications Services
Requested by Saudi Arabia

AP-41-28 (DG)* Article IV (b) Determination for Domestic
Public Telecommunications Services
Requested by Peru

AP-41-29 (DG)* Article IV (b) Determination for Domestic
Public Telecommunications Services
Requested by Colombia

AP-41-30 (DG)* Article IV (b) Determination for Domestic
Public Telecommunications Services
Requested by Iran

15. Designation of Acting Director General

AP-41-31 (DG)* Designation of Acting Director General

16. SES Acquisition of Intelsat

AP-41-32 (DG)* Report of the Director General on the SES
Acquisition of Intelsat

17. Dates and Places of Future Meetings of the Assembly of Parties

18. Record of Decisions of the Forty-First Assembly of Parties

AP-41-3 FINAL* Record of Decisions of the Forty-First
Assembly of Parties Meeting

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 Forty First Meeting of the Assembly of Parties (AP-41) will be a paperless meeting. Therefore, no printed documents will be distributed to the participants during the AP-41 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 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.

SAMPLE ACCREDITATION LETTER

[Please print on your Organization letterhead]

Mr. Patrick Masambu
Director General
ITSO
4400 Jenifer St, N.W. Suite 333
Washington, D.C. 20015
USA

Subject: **FORTY FIRST MEETING OF THE ASSEMBLY OF PARTIES (AP-41)**

Dear Mr. Masambu,

In reference to your letter dated 31 January 2024, convening the Forty First Assembly of Parties scheduled for 8-10 October 2024 in Washington, DC-USA, and in accordance with Rule V of the Rules of Procedure of the Assembly of Parties, I wish to inform you that the Party of *<country>* will be represented at this Meeting by the following delegation:

<name> (Representative)
<title>
<organization>

<name> (Alternate Representative)
<title>
<organization>

<name> (Advisor)
<title>
<organization>

The members of this delegation are authorized to speak and vote on behalf of the Party of *<country>*.

Sincerely,

<name>
<title>
<signature>

SAMPLE PROXY LETTER

(Please print on your Organization letterhead)

< *Date* >

Mr. Patrick Masambu
Director General
ITSO
4400 Jenifer St, N.W. Suite 333
Washington, DC 20015
USA

Subject: PARTICIPATION IN THE FORTY FIRST MEETING OF THE
ASSEMBLY OF PARTIES (AP-41)

Dear Mr. Masambu,

With reference to your letter dated 31 January 2024, convening the Forty First Assembly of Parties scheduled to be held 8-10 October 2024 in Washington, DC – USA, we wish to inform you that the Party of < **country** > will be represented at this Meeting by the Party of < **country** > who is authorized to speak and vote in the name of the Party of < **country** >.

Sincerely,

<name>

<title>

<signature>