



## ASIA-PACIFIC TELECOMMUNITY

12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

Ref: APT/2020/WTSA20-4/INV

13 October 2020

Dear Sir/Madam,

**Subject: Virtual Meeting for the 4th Meeting of  
the APT Preparatory Group for WTSA-20  
16 - 20 November 2020**

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a virtual meeting for the 4th Meeting of the APT Preparatory Group for WTSA-20 (APT WTSA20-4) from 16 to 20 November 2020.

The main objective of the meeting is to review, discuss and finalize Preliminary APT Common Proposal (PACP) for WTSA-20 based on input contributions from the APT Members. APT WTSA20-4 will also update the Work Plan and Timeline of APT WTSA-20 and discuss coordination arrangement during WTSA-20.

In this regard, I am pleased to invite representative(s) from your administration/organization to attend this meeting. Please ensure that the office bearers of APT WTSA-20 and experts from your administration are included in your delegation. APT would also like to encourage the organizations in your country whose works are related to the work of WTSA to participate in the meeting. The Provisional Agenda is attached herewith for your information.

Registration of delegates can be done online at <https://www.appt.int/content/online-registration>, preferably by 2 November 2020 for making necessary arrangements. Once registration is accepted, APT Secretariat will inform the Zoom meeting link, password and other relevant information directly to registered participant two weeks prior to meeting. Only the registered participants are entitled to join the meeting. If you need further information or assistance regarding the meeting, please contact APT Secretariat by e-mail to [apptwtsa@appt.int](mailto:apptwtsa@appt.int). APT Secretariat will do the best to provide the necessary environment for the remote participation.

Members, Associate Members, Affiliate Members and International Organisations that wish to submit contribution on the agenda items should prepare the contribution(s) in Microsoft Word and/or PowerPoint, English Version and in proper template, which will be posted on APT website, and send it to [apptwtsa@appt.int](mailto:apptwtsa@appt.int). **The deadline for submission of your contributions is 9 November 2020.**

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I look forward to your participation in this virtual meeting.

Yours sincerely,

*(Original signed)*

Areewan Haorangi  
Secretary General

Encl: Provisional Agenda

To: APT Members, Associate Members, Affiliate Members and International Organisations