



ASIA-PACIFIC TELECOMMUNITY
12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

Ref: APT/2021/WTSA20-e

12 August 2021

Dear Sir/Madam,

**Subject: Extraordinary Meeting of the APT
Preparatory Group for WTSA-20 (APT WTSA20-e)
17-19 November 2021, Virtual/Online Meeting**

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a virtual Extraordinary Meeting of the APT Preparatory Group for WTSA-20 (APT WTSA20-e) from 17-19 November 2021.

The main objectives of the meeting are to:

- review the status of APT Members' endorsement to the Preliminary APT Common Proposals (PACPs)
- review the ITU Preparation and outcomes of TSAG meeting
- review the outcomes of the preparatory process of other regional organizations
- review the proposals to WTSA-20 by other regions and develop possible APT Positions as appropriate
- finalize the nomination of Office Bearers for WTSA-20
- develop necessary procedures and APT coordination arrangements 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 WTSA20 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 and Information for Participants are attached herewith for your information.

Registration of delegates can be done online at <https://www.apr.int/content/online-registration>, preferably by **3 November 2021** 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 aprtwsa@apr.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 aprtwsa@apr.int. **The deadline for submission of your contributions is 10 November 2021.**

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I look forward to your participation in this virtual meeting.

Yours sincerely,

(Original signed)

Masanori Kondo
Secretary General

Encls: 1) Provisional Agenda
2) Information for Participants

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