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| APTlogogreen3 | ASIA-PACIFIC TELECOMMUNITY | **Document No.:** |
| **The Extraordinary Meeting of the APT Preparatory Group for WTDC-21 (APT WTDC21-e)** | **APT WTDC21-e/ INP-10** |
| 21 April 2022, Virtual/Online Meeting | 14 April 2022 |

Secretary General

**Communication among APT members during WTDC-21**

1. **Introduction**

In order to facilitate smooth and timely communication among APT members prior to and during WTDC-21, APT Secretariat plans to use mobile application WhatsApp in addition to e-mail reflector groups.

Please register your preferred communication tool(s).

To share practical information such as entry requirement to Rwanda and other relevant information issued by ITU, APT Secretariat plans to create the General Information/Discussion group (see below) as soon as possible.

1. **Discussion Groups**

APT Secretariat is considering creating the following four groups for information sharing based on the proposed structure of the WTDC-21:

* General Information/ Discussion
* Committee 3
* Committee 4
* Working Group of the Plenary

An additional chat group and email distribution group may be created as needed.

Each group will have **both a Whatsapp group and an email reflector**. The Secretariat will keep track and the information to be shared will be the same between these two communication tools. Therefore, if you cannot use the WhatsApp group, you can still share the information via the email reflector.

1. **Communication tools**
2. **WhatsApp**

Download WhatsApp application to your mobile phone. WhatsApp is available for Android, iPhone, Mac, Windows PC and Windows Phone. For more information see <https://www.whatsapp.com/>

**Adding “APT Secretariat” to contact**

* Add new contact “APT Secretariat” by phone number + 66 619 456 691;
* Send message to “APT Secretariat” using WhatsApp. Please identify your name, name of administration, and the discussion group you wish to join
1. **E-mail Reflector**

There are four e-mail reflector groups for discussion.

***General information/discussion:****( APTWTDC21/ APTWTDC21@APT.INT)*

***Committee 3 - Objectives:****( APTCOM3/ APTCOM3@APT.INT)*

***Committee 4 – ITU-D Working Methods:****( APTCOM4/ APTCOM4@APT.INT)*

***Working Group of the Plenary:****( APTWGPL/ APTWGPL@APT.INT)*

To join any of above e-mail reflector group

* Send e-mail to aptwtdc@apt.int
* Identify your name, name of administration and indicate the email reflector group that you wish to join.