



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

Ref. APT/2024/WTSA24-4/INV-NF

12 April 2024

Dear Sir/Madam,

**Subject: The 4th Meeting of the APT Preparatory Group for WTSA-24  
25-28 June 2024, Adelaide, Australia**

I would like to inform you that the Asia-Pacific Telecommunity (APT) will organize the 4th Meeting of the APT Preparatory Group for WTSA-24 (APT WTSA24-4) from 25 to 28 June 2024 in Adelaide, Australia with physical attendance as well as virtual/online participation through Zoom meeting (i.e. hybrid meeting). The Meeting will be organized by the APT and co-hosted by the Australian Government Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

The objective of APT WTSA24-4 is to assist the APT members to prepare for the ITU World Telecommunication Standardization Assembly 2024 (WTSA-24) which will take place in New Delhi, India from 15 to 24 October 2024. APT WTSA24-4 will discuss the issues to be identified for WTSA-24 and develop Preliminary APT Common Proposal (PACP) on those issues based on the input contributions from the APT members.

In this regard, I am pleased to invite representative(s) from your administration/organization to attend the APT WTSA24-4. Please ensure that the office bearers of WTSA and experts from your administration are included in your delegation. APT would also like to encourage 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.

For information and to assist travel planning, delegates are also advised that Australia, together with the International Telecommunication Union (ITU), will organize a one-day training program at Adelaide Hilton on Monday 24 June. The training will cover WTSA-24 preparation and ITU-T standards from a Pacific Island perspective. Places in the training program will be limited to around 40 participants, with delegates from Pacific countries given priority. Interested APT Members are encouraged to register for the training at the same time that they register for APT WTSA24-4. Further details on the training program will be provided by the host country in due course.

For both physical and virtual/online attendance, registration should be done by **10 June 2024** online at <https://www.apt.int/content/online-registration>. Please indicate in the registration form whether your delegates will attend in person or virtually. **Only the registered participants are entitled to join the meeting.** APT Secretariat will provide detailed information to the registered participants prior to the meeting. If you need further information or assistance regarding the meeting, please contact the APT Secretariat by e-mail [aptwtsa@apt.int](mailto:aptwtsa@apt.int).

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APT members and International/Regional Organizations who wish to submit contribution(s) on the agenda items should prepare their contribution(s) in Microsoft Word and/or PowerPoint, English version and in proper template provided by APT Secretariat and send it to [aptwtsa@apt.int](mailto:aptwtsa@apt.int). The template is available on the APT website. **The deadline for submission of contribution(s) is 15 June 2024.**

I would appreciate your good support and active participation in ensuring a successful event.

Yours sincerely,

*(Original signed)*

Masanori Kondo  
Secretary General

Encls: 1) Provisional Agenda  
2) Information for Participants

To: APT Members (NF), Associate Members (NF), Affiliate Members and International/  
Regional Organizations