

Date: 10 December 2025
Ref.: 12-10-2025/AP-42/DG-34

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

SUBJECT: CONVENING OF THE FORTY-SECOND ASSEMBLY OF PARTIES
(WASHINGTON DC, 30th SEPTEMBER TO 2nd OCTOBER 2026)

The Director General of the International Telecommunications Satellite Organization (ITSO) presents her compliments and has the honor to inform all Parties to the ITSO Agreement of the following:

At its Forty-First (Ordinary) Meeting, held in Washington D.C. in October 2024, the Assembly decided to schedule its next ordinary meeting to be held in the second or third quarter of 2026, 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-Second Meeting of the Assembly of Parties (AP-42) 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 Tuesday, 29 September at 13.30 and on Wednesday, 30 September 2026 at 8.00 outside the Claudio Grossman Hall at American University Washington College of Law. The meeting will be called to order on Wednesday, 30 September 2026 at 9.30. Please find attached the tentative agenda of AP-42.

The Director General is also pleased to announce that an ITSO Symposium will take place as a **pre-event** to AP-42 on 29 September 2026 from 14.00 to 17.00 hours at the same venue of AP-42. All Parties are welcome to attend this symposium that will discuss satellite developments and topics of interest to ITSO Parties. The symposium will be conducted in English only. Detailed information about the symposium will be provided later on the ITSO website. Anyone interested in attending the symposium must register online by 28 August 2026 (same link as the AP-42 registration).

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-Second Meeting of the Assembly of Parties (AP-42) 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 28 August 2026. Also note that relevant meeting information and forms, including a sample letter of accreditation, a sample letter of proxy and a Practical Information brochure for the Forty-Second Meeting of the Assembly of Parties (AP-42) are available on the ITSO website.

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 28 August 2026. 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-42 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 (21 August 2026). 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.

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 (31 August 2026).

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

Ms. Aline Deffry
Director of External Affairs, ITSO
4400 Jenifer St. N.W. Suite 333
Washington, D.C. 20015, USA
E-mail: adeffry@itso.int

Sincerely yours,

A handwritten signature in black ink, appearing to read "Renata Brazil-David". The signature is fluid and cursive, written in a professional style.

Dr. Renata Brazil-David
Director General

Attachments

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6. Financial Matters
 - AP-42-7 (DG)* External Auditor's Report on ITSO's Accounts and Expenditures for FY25 (1 July 2024-30 June 2025) and FY26 (1 July 2025 - 30 June 2026)
 - AP-42-8 (DG)* Report of the Director General on the Funding Agreement with SES
 - AP-42-9 (DG)* ITSO Budget (FY 2027 and FY 2028)
 - AP/Inf.42-3 (DG)* Comparison of the Budget to the Actual Results FY 2025 (1 July 2024-30 June 2025) and FY 2026 (1 July 2025 - 30 June 2026)

7. SES Acquisition of Intelsat
 - AP-42-10 (DG)* Report of the Director General on the SES Acquisition of Intelsat
 - AP-42-11 (DG)* Report of the Director General on the Financial Position of SES S.A. for the year ended 2025

8. ITSO Working Group
 - AP-42-12 (DG)* Report of the Director General on ITSO Working Group
 - AP-42-13 (WG Chairman)* Report of ITSO WG to AP-42

9. ITSO Advisory Committee
 - AP-42-14 (DG)* Report of the Director General on the ITSO Advisory Committee ("IAC")

10. Public Services Agreement
 - AP-42-15 (Legal Advisor)* Legal Analysis Regarding Whether the Public Services Agreement is an Executory Contract That Can Be Rejected Under U.S. Bankruptcy Law

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| AP-42-16 (DG)* | Report of the Director General on the Template Public Services Agreement with other Entities |
| AP-42-17 (DG)* | Report of the Director General on Possible Revisions to the Public Services Agreement with SES |
| 11. Status of Implementation of AP decisions | |
| AP-42-18 (DG)* | Status of Implementation of AP-41 decisions |
| 12. Parties' Common Heritage | |
| AP-42-19 (DG)* | Report of the Director General on the Parties' Common Heritage |
| AP-42-20 (DG)* | Satellite Industry Developments |
| AP-42-21 (FWP Chairman)* | Report of the Chairman of the Frequency Working Party |
| AP-42-22 (DG)* | Report of the Director General on the Implementation of the Provisions of Article XII, Paragraph (e)(iv) of the ITSO Agreement |
| 13. General Policy and Long-Term Objectives of ITSO | |
| AP-42-23 (DG)* | Report of the Director General on the Implementation of the Strategic Plan for ITSO (2024-2026) |
| AP-42-24 (DG)* | Extension of Goals and Objectives up to 2028 |
| AP-42-25 (DG)* | Strategic Plan for ITSO (2026-2028) |
| 14. Consideration of Article IV (b) Applications | |
| AP-42-26 (DG)* | Article IV (b) Determination for Domestic Public Telecommunications Services Requested by Central African Republic |

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- AP-42-27 (DG)* Article IV (b) Determination for Domestic
Public Telecommunications Services
Requested by Democratic Republic of Congo
- AP-42-28 (DG)* Article IV (b) Determination for Domestic
Public Telecommunications Services
Requested by Denmark
15. Designation of Acting Director General
- AP-42-29 (DG)* Designation of Acting Director General
16. Dates and Places of Future Meetings of the Assembly of Parties
17. Record of Decisions of the Forty-Second Assembly of Parties
- AP-42-3 FINAL* Record of Decisions of the Forty-Second
 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 Second Meeting of the Assembly of Parties (AP-42) will be a paperless meeting. Therefore, no printed documents will be distributed to the participants during the AP-42 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. Documents may also be shown on a projector screen in English only, during the meeting when necessary.

ACCREDITATION LETTER

[Please print on your Organization letterhead]

DATE

Dr. Renata Brazil-David
Director General
ITSO
4400 Jenifer St, N.W. Suite 333
Washington, D.C. 20015, USA

Subject: **FORTY-SECOND MEETING OF THE ASSEMBLY OF PARTIES (AP-42)**

Dear Dr. Brazil-David,

In reference to your letter dated December 10th, 2025, convening the Forty-Second Assembly of Parties scheduled for September 30th to October 2, 2026 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>

PROXY LETTER

(Please print on your Organization letterhead)

< *Date* >

Dr. Renata Brazil-David
Director General
ITSO
4400 Jenifer St, N.W. Suite 333
Washington, DC 20015, USA

Subject: PARTICIPATION IN THE FORTY-SECOND MEETING OF THE
 ASSEMBLY OF PARTIES (AP-42)

Dear Dr. Brazil-David,

With reference to your letter dated December 10, 2025, convening the **Forty-Second Assembly of Parties** scheduled to be held from September 30 to October 2, 2026 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>