



Telecommunication Development Bureau (BDT)

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Geneva, 23 September 2013

To Administrations of ITU Member States, ITU-D Sector Members, Chairs and Vice-Chairs of ITU-D Study Groups

Subject: - 18th meeting of the Telecommunication Development Advisory Group, 11-13 December 2013
- Meetings of the TDAG Correspondence Groups on the Elaboration of ITU-D contribution to the ITU Strategic Plan 2016-2019 and on Resolutions and Recommendations, 10 December 2013

Dear Sir/Madam,

I have pleasure in inviting you to participate in the forthcoming meetings of the Telecommunication Development Advisory Group (TDAG) and its Correspondence Groups to be held at ITU Headquarters in Geneva.

The TDAG, in addition to reviewing the implementation of the Hyderabad Action Plan, will address the preparation of the World Telecommunication Development Conference (WTDC) to be held in 2014, with a view to providing strategic input for this important event that will guide the work of ITU's Development Sector during the following 4 years.

The TDAG will meet from **11 to 13 December 2013**.

On **10 December 2013**, prior to the TDAG meeting, the Correspondence Groups on the Elaboration of ITU-D contribution to the ITU Strategic Plan 2016-19 (WGSP) and on Resolutions and Recommendations (WGRR) will meet to prepare their inputs for the TDAG meeting.

For the above-mentioned meetings, participation is open to ITU Member States, ITU-D Sector Members and to Chairs and Vice-Chairs of ITU-D Study Groups.

For your information, a Coordination Meeting open only to the Chairs and Vice-Chairs of the Regional Preparatory Meetings (RPM) to the WTDC-14 will be held on 9 December 2013 to consolidate the inputs of the six RPMs.

Preliminary draft agenda and documents

The TDAG draft agenda is annexed. All meetings' documents will be posted on the [TDAG website](#) as they become available.

Interpretation and translation

Interpretation and translation of in-session documents will be provided based on the requests of participants. Please indicate on the registration form whether you require languages other than English **by 31 October 2013**. Based on the requests made by this deadline and provided there is at least one request

for a given language, interpretation and translation will be provided in the requested languages as well as a translation of contributions received by the deadlines.

Remote participation

[Interactive remote participation services](#) will be provided for the forthcoming TDAG meeting via Adobe Connect. This service will allow delegates who do not have the opportunity to participate physically in the TDAG meeting to present their contributions and participate in the discussions. They will see a video feed of the meeting room, hear what is being discussed (in any of the languages covered by interpretation for the specific meeting), see presentations as they occur, download documents, and interact by taking the floor (pose questions, raise issues to meeting participants and presenters, etc.).

Delegates who are interested in making use of the remote participation services are required to tick the relevant box on the registration form. Remote participants will each receive a user account which is needed to access the Adobe Connect meeting room. Remote delegates will also be included in the official list of meeting participants.

In parallel, the standard [webcast](#) in all languages will also be provided.

Contributions

In accordance with provision 11.4 of [Resolution 1](#) (Rev, Hyderabad 2010), contributions should be brief and concise, not exceeding five (5) pages and must be submitted exclusively using the online form available [here](#).

In accordance with provision 12.1.1 of the same Resolution 1, documents requiring action should be received at least two months before the meeting (**10 October 2013**), in order to be translated in the languages of the meeting.

Documents requiring action received less than two months, but at least seven calendar days before the opening of the meeting will be published as "delayed contributions" in the original language only.

Contributions received less than seven calendar days before the opening of the meeting will not be available for the meeting but will be held for the next meeting. No contributions for action will be accepted after the opening of the meeting and contributions for information will be published in the original language only.

The TDAG session will be a paperless meeting. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents.

Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the TDAG meeting. Information on how to request a TIES account can be found at <http://www.itu.int/TIES/index.html>.

Registration and fellowship requests

Pre-registrations and applications for [fellowships](#) will be carried out exclusively online through Focal Points designated by each administration and entity entitled to participate in the TDAG.

On-site registration will begin on **10 December 2013 at 08:30 at the ITU Montbrillant Building**.

Delegates who do not pre-register will require a letter of accreditation from the Designated Focal Point of their entity to register on-site. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID.

The role of a Focal Point is to handle registration formalities for his/her respective administration/entity. The list of Focal Points can be accessed using a **TIES** log-in at this [address](#).

Designated Focal Points can register at the ITU-D Registration website [here](#).

If your Administration/organization does not have a focal point or wishes to modify the contact details and/or change a focal point, you are kindly requested to provide details of his/her last name, first name and

e-mail address and submit this information on letterhead by fax to: +41 22 730 5545/+41 22 730 5484 or by e-mail to bdtmeetingsregistration@itu.int.

Within the budget available, one fellowship per country may be granted to participants from countries with a GDP per capita less than 2'000 USD, with priority to Least Developed Countries (LDCs).

Due to budgetary constraints, beneficiary countries of a fellowship may have to contribute partly to the costs of the fellowship. To request a fellowship form, participants must first register online and tick the appropriate box. **The approved and signed fellowship form** must be returned to the Fellowship Service **no later than Friday 25 October 2013**.

Forms received after the deadline will not be considered.

Practical information

Information on [accommodation](#) and [visa procedure](#) is available on the TDAG website.

I firmly believe that your active participation will make this meeting a success and I trust that I will be able to benefit from your advice and recommendations, which are so valuable to the work of BDT.

I look forward to seeing you in Geneva.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annex : Preliminary draft agenda

Annex

18th meeting of the TDAG**11-13 December 2013**

Preliminary draft agenda

1. Address by the Secretary-General
2. Address by the Director of the Telecommunication Development Bureau
3. Opening remarks by the Chairman of TDAG
4. Adoption of the Agenda and consideration of the Time Management Plan
5. Review of the implementation of the ITU-D Operational Plan 2012, including WTDC/ PP-10 Resolutions and Regional Initiatives
6. Reports on ITU-D Study Groups activities
7. ITU-D contribution to the implementation of the WSIS Plan of Action and Preparations to the WSIS+10 high-level event
8. ITU-D 4-year rolling Operational Plan 2014-17
9. Preparations to WTDC-14
 - a. Update on the preparations for WTDC-14
 - b. Report on the Coordination meeting (review of the outcomes of the six Regional Preparatory Meetings (RPMs))
 - c. Structure of the WTDC-14
 - d. TDAG Working Group on Strategic Plan
 - e. TDAG Working Group on Resolutions and Recommendations
10. TDAG and Study Groups working methods
11. Intersectoral coordination and coordination with other UN organizations
12. Report of the Group on Capacity Building Initiatives (GCBi)
13. Private Sector-related issues
14. Major ITU-D events
15. Other business