

INTERNATIONAL TELECOMMUNICATION UNION

General Secretariat



8 June 2005

Ref: DM-05/1200

To ITU Member States

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Subject: World Telecommunication Development Conference (WTDC-06)
7-15 March 2006 (Doha, Qatar)

Dear Sir/Madam,

I have great pleasure in inviting your Government to send a delegation to the World Telecommunication Development Conference (WTDC-06), to be held from **7 to 15 March 2006** at the Sheraton Convention Centre, **Doha**, at the kind invitation of the Government of **Qatar**.

World Telecommunication Development Conferences (WTDC) are convened in the period between two Plenipotentiary Conferences, generally every four years. Their aim is to provide a framework for the examination of issues, plans and programmes relating to telecommunication development, and to establish priorities for the work of the Telecommunication Development Bureau (BDT).

In 2002, the World Telecommunication Development Conference launched an ambitious action plan aimed at narrowing the digital divide between developed and developing countries, urban and rural areas, and younger and older generations, at the same time incorporating a gender perspective.

WTDC-06 is an essential step in mobilizing the international community to meet the challenges presented by the advent of the global information society. The conference will be the culmination of a round of regional preparatory meetings that will end shortly before the holding of the second phase of the World Summit on the Information Society, the results of which are likely to influence the direction that ITU's Telecommunication Development Sector will take in the future.

WTDC-06 will adopt a declaration, a strategic plan and an action plan that will lay the foundations for ITU's contribution to the building of a global information society that is open to all and that benefits all its members.

The agenda for WTDC-06, as approved by the Council at its 2004 session (Resolution 1228), is contained in **Annex 1**.

A draft of the structure of the WTDC-06 is contained in **Annex 2**.

To assist with the preparations for this important event, please let me know as soon as possible, but in any event not later than **1 November 2005**, whether you intend to participate and, if so, what your requirements will be regarding conference preparatory documents. You can register either by using the online procedure for participants, described in **Annex 3**, or by completing and returning the registration form contained in **Annex 4**.

Given the time constraints imposed by the need for translation into six languages, we would request that your proposals reach the secretariat as soon as possible, and in all events no later than **5 November 2005**, following the presentation guidelines set out in **Annex 3**.

The purpose of the guidelines is to ensure that WTDC-06 is as well-organized and well-run as possible. If followed by the Member States and Sector Members, they will enable the secretariat to plan the conference more efficiently, and the participants to spend the best part of their time addressing substantive issues.

I should like to remind you that Member State delegations attending world telecommunication development conferences do not need to present credentials. However, the Director of BDT must be informed about the intention to send a delegation, with the names and functions of all delegation members (N° 339 of the ITU Convention).

Yours faithfully,

Yoshio UTSUMI
Secretary-General

Annexes: 4

ANNEX 1

DRAFT AGENDA FOR WTDC-06*

A. Assessment of the implementation of the Istanbul Action Plan

- 1) Report by the Director of BDT (Istanbul Action Plan programmes, activities, initiatives)
- 2) Report on TDAG activities
- 3) Report on study group activities

B. General policies and strategies

- 1) Consideration of the results of the World Summit on the Information Society
- 2) Report on the state of telecommunication/ICT development
- 3) Youth and gender policies
- 4) WTDC-06 Declaration
- 5) Strategic development issues

C. ITU-D future action plan (topics, projects and programmes)

1) Programmes, topics and projects¹

1.1 Work topics for BDT programmes and global activities

- a) National e-strategies and applications
- b) Policies and regulatory matters
- c) Economics of telecommunications/ICT, telecommunication development strategies, financing, least developed countries and universal access
- d) Telecommunication technologies and network development
- e) Human capacity building
- f) Telecommunication - including ICT - statistics and indicators

1.2 Work topics for regional projects and BDT action lines

- a) Global and regional telecommunication/ICT development objectives

* For ease of reference, the secretariat has changed the numbering of the agenda items, following the adoption of Resolution 1228 by the ITU Council in 2004.

¹ Resolutions and recommendations will be reviewed, as appropriate, under the relevant agenda items, on the basis of contributions.

- b) Regional action lines for building telecommunication/ICT readiness
- c) Global/regional projects/initiatives
- d) Role of the ITU regional presence
- e) International cooperation, partnerships

2) Study groups¹

- 2.1 Structure: number, mission, management
- 2.2 Work programme: Questions
- 2.3 Working procedures

3) Telecommunication development advisory group¹

Revision of WTDC Resolution 24 (Istanbul, 2002) in connection with N° 213A of the ITU Convention.

¹ Resolutions and recommendations will be reviewed, as appropriate, under the relevant agenda items, on the basis of contributions.

ANNEX 2

DRAFT STRUCTURE OF THE WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCE (WTDC-06) AND SUGGESTIONS FOR THE TERMS OF REFERENCE OF COMMITTEES AND THE WORKING GROUP OF THE PLENARY

Committee 1 - Steering Committee

This committee is made up of the chairman and vice-chairmen of the Conference, together with the chairmen and vice-chairmen of the committees and the Working Group of the Plenary.

Terms of reference: To coordinate all matters connected with the smooth execution of work and to plan the order and number of meetings, avoiding overlap wherever possible in view of the limited membership of some delegations.

Committee 2 - Budget Control Committee

Terms of reference: To appraise the organization and the facilities available to the delegates, examine and approve the accounts for expenditure incurred throughout the duration of the conference and present to the plenary meeting a report on the estimated total expenditure of the conference, together with an estimate of the costs involved in implementing its decisions.

Committee 3 - Programmes and activities

Terms of reference: Work topics for BDT programmes and global activities.

On the basis of the contributions to the work of the conference, the task of this committee is to identify the questions, topics and other priority subjects whose discussion should result in the elaboration of programmes of thematic activities of global scope for BDT.

Committee 4 - Working methods, regional initiatives and field operations

Terms of reference: Work topics for regional projects and action lines for BDT.

On the basis of the contributions to the work of the conference, the task of this committee is to examine regional development initiatives with a view to elaborating, for BDT, regional action lines to support the implementation of those initiatives, as well as ITU-D's working methods, particularly in regard to the organization of and procedures associated with meetings of the Telecommunication Development Advisory Group and study groups, in the interests of optimizing and enhancing their effectiveness and efficiency during the forthcoming cycle.

Committee 5 - Editorial Committee

Terms of reference: To harmonize the texts relating to any conclusions of the conference as defined in Article 22 of the ITU Constitution, such as resolutions, decisions, recommendations or reports, without altering the sense, with a view to their submission to the plenary meeting.

Working Group of the Plenary (WG-PL1)

Terms of reference: The task of this group is to examine contributions relating to the evolution of the telecommunication environment, development strategies identified at the regional level and any other matter of a strategic nature, including matters relating to general policy and cooperation among Member States and Sector Members. It is also entrusted with the task of drawing up a draft Declaration and also a draft strategic plan for ITU-D, which will go into the ITU strategic plan to be adopted by the next plenipotentiary conference.

ANNEX 3

ORGANIZATIONAL ARRANGEMENTS FOR WTDC-06

Duties and functions of WTDC

The duties and functions of WTDC are defined in Article 22 of the ITU Constitution and Article 16 of the ITU Convention.

Invitation and participation

The Secretary-General, after consulting the Director of BDT, sends an invitation to the administration of each Member State, to the ITU-D Sector Members and to the organizations and institutions referred to in the relevant provisions of **Article 25** of the ITU Convention.

To ensure that the necessary arrangements can be made in a timely fashion, Member States and Sector Members wishing to participate in the World Telecommunication Development Conference and organizations and agencies that are eligible to attend as observers under Article 25 of the ITU Convention are requested to complete and return the registration form in Annex 4, preferably by **1 November 2005**.

Preparatory documents for the conference

The following preparatory documents will be published:

- Report by the Director of BDT on the Bureau's activities, including those relating to the preparation of WTDC-06
- Report by the Telecommunication Development Advisory Group (TDAG)
- Report on the regional preparatory meetings for WTDC-06
- Reports by the study group chairmen
- Report on the state of telecommunication development in the world
- Proposals by Member States and contributions from ITU-D Sector Members to the World Telecommunication Development Conference (WTDC-06)

Provisional organization of the conference

The World Telecommunication Development Conference will set up committees to conduct its work. The draft structure of the conference is to be found in Annex 2, along with suggested terms of reference for the committees and for the Working Group of the Plenary.

Deadline for the submission of proposals and contributions

Owing to the limited duration of WTDC, it is not possible to give full consideration to proposals and contributions for the conference, particularly draft resolutions, submitted up until the last days of the conference. It is for this reason that Member States and Sector Members are invited to submit any proposals or contributions they may have no later than four months prior to the opening of WTDC-06, i.e. **by 5 November 2005**.

The translation of documents received by the conference secretariat after that deadline (i.e. after 5 November 2005), including during the conference, will be carried out subject to available capacity.

Processing of proposals and contributions prior to the conference

On the basis of the proposals and contributions received at least four months prior to the opening of WTDC-06, BDT will prepare two series of draft texts, the first pertaining to the proposed topics and action strategies, and the second to the regional initiatives, with a view to securing a better balance between activities relating to the programmes and those relating to the regional initiatives.

The documents will be submitted for consideration to the Telecommunication Development Advisory Group at its meeting to be held in Geneva from 12 to 16 December 2005, and subsequently transmitted to the conference by the Director of BDT.

Processing of proposals and contributions during the conference

Owing to the limited duration of the conference, substantive debate should take precedence over the systematic presentation of individual contributions. For ease of referencing during the discussions, the secretariat will prepare a temporary document listing all the proposals made by Member States and contributions received from Sector Members, with cross-references to the different items on the agenda. In all events, Member States and Sector Members are strongly encouraged not to submit new proposals or contributions during the conference.

Proposals and contributions

A proposal or contribution should not exceed four (4) pages, and should be submitted to the Director of the Telecommunication Development Bureau.

In the case of a more detailed proposal or contribution that significantly exceeds the length limit, an executive summary should be submitted. This will be translated, and distributed together with the detailed version of the proposal or contribution, which will be available in the original language only.

Member States and Development Sector Members are encouraged to submit their proposals or contributions on portable media such as diskettes, USB sticks or CD-ROMs, or in the form of an attachment to an e-mail message sent to wtdc2006@itu.int, as well as on paper.

Documents for the World Telecommunication Development Conference are numbered in a continuous series with the prefix WTDC-06. They will be published in Arabic, Chinese, English, French, Russian and Spanish.

Publication of documents

The dispatching of preparatory documents will commence three weeks prior to the opening of the conference. They may also be downloaded as soon as available from <http://www.itu.int/itu-d/wtdc2006>, thereby enabling participants to obtain them more speedily.

Participants, representatives and observers are reminded that they must bring with them to the conference all the documents that they have been sent. For reasons of cost, there will be no further distribution during the conference of documents already sent out.

Registration of participants

Registration

To take part in the conference, participants are encouraged to register online at <http://www.itu.int/itu-d/wtdc06/registration/index.html>, through their designated focal point. Access to the online system requires a username and password, which the secretariat will in due course provide to your designated focal point, on the basis of the following information that must be provided to the secretariat:

<p><i>[Delegation]</i> <i>[First name] [FamilyName], [e-mail address]</i></p>
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To designate a different focal point, an official request to modify the above information should be submitted to the conference secretariat by fax (+41 22 730 54 84), not later than **1 November 2005**, providing contact details as indicated above, i.e. delegation, first name, family name, e-mail address.

Delegate registration will take place on 6, 7 and 8 March 2006 from 0800 to 1800 hours, and will thereafter be available as necessary from 0800 to 1230 and 1330 to 1700 hours.

No credentials are required for WTDC. However, it will be necessary to present a passport or identity card with photo at the time of registration. In order to minimize the waiting time at the registration desks during the first days of the conference, participants are strongly encouraged to announce themselves in advance (preregistration).

Opening ceremony

The opening ceremony will take place at 1000 hours on 6 March 2006. It will be preceded by a meeting of Heads of Delegation at 0900 hours.
