



INTERNATIONAL TELECOMMUNICATION UNION

**TELECOMMUNICATION
DEVELOPMENT BUREAU**
ITU-D STUDY GROUPS

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SECOND MEETING OF STUDY GROUP 1: GENEVA, 30 AUGUST - 3 SEPTEMBER 1999
SECOND MEETING OF STUDY GROUP 2: GENEVA, 6 - 10 SEPTEMBER 1999

FOR INFORMATION

STUDY GROUPS 1 AND 2

SOURCE: DIRECTOR, TELECOMMUNICATION DEVELOPMENT BUREAU

TITLE: SUMMARY REPORT OF THE MANAGEMENT TEAM MEETING OF ITU-D
STUDY GROUPS 1 AND 2

Abstract:

This report gives a summary of the Management Team meeting (Chairpersons, Vice-Chairpersons and Rapporteurs) held on 7 April 1999. It was also presented to the TDAG meeting on 8-9 April 1999.

1. Introduction

The Management Team of ITU-D Study Groups 1 and 2 held its first meeting in Geneva on 7 April 1999. The meeting was attended by 20 participants (the list of participants is attached as Annex 2).

The meeting was chaired by Mr. Hamadoun Touré, Director of the BDT. The approved Agenda is attached as Annex 1.

2. Outcome of the meeting

2.1 *Results of the Plenipotentiary Conference with relevance to the work of the Study Groups*

Document 30 was presented by the BDT Secretariat and the meeting took note of it. It was recommended that each member of the Management Team should carefully study the results of the Plenipotentiary Conferences (PP-94 and PP-98), as well as those of the Valletta Conference (WTDC-98). Both Chairmen agreed to invite the Plenary of each Study Group to take note and apply those of relevance to their work.

2.2 *Draft Schedule of Study Group Meetings for 1999 and 2000*

The schedule already approved during the meeting of the Study Groups in September 1998 and contained in Document 28 was noted. The Study Groups will meet as follows:

1999:	Study Group 1	-	30 August - 3 September
	Study Group 2	-	6 - 10 September
2000:	Study Group 1	-	11 - 15 September
	Study Group 2	-	18 - 22 September

It was recommended to hold the meetings in 2001 in the first half of September to allow time to prepare the Reports for the WTDC Conference in 2002. The Secretariat informed the meeting that rooms were already booked for the dates 17 to 21 and 24 to 28 September 2001. Nevertheless, other possibilities in early September 2001 will be explored.

2.3 *Draft Guidelines for Rapporteurs*

Document 32 was presented by the Chairmen of the two Study Groups. After a fruitful discussion the document was approved with the following amendments: item 3.5 on page 3 should read: "Delegate portions of the work to Associate Rapporteurs depending on the workload. These appointments may be confirmed by the Study Group".

An item 3.5 bis was added: "Keep the Management Team of the Study Groups regularly informed of the work progress". (This will become item 3.6, old item 3.6 will become 3.7 etc.).

This amended document was presented to the TDAG on 8-9 April 1999. It was also recognized that the Plenary of each Study Group study and approve these Guidelines during their September meetings.

2.4 *Proposal for the budget of Study Groups*

The meeting took note of Document 29 presented by the BDT Secretariat with the following remarks:

- Take account of two additional meetings of the Rapporteur's Groups: for Q7/1 in Buenos Aires for three days during the summer of 1999, and for Q10/2 in Geneva on 17-18 June 1999.
- A meeting on Q16/2 may be organized in September 1999 for two days. The venue has to be confirmed by the Chairman of Study Group 2.

2.5 *Progress Report on the joint activities of Study Groups 1 and 2*

Document 31 was presented by the Chairmen of the two Study Groups and was noted.

2.6 *Date and place of next Management Team meeting*

The meeting decided that there would be one yearly meeting of the Management Team, preferably one or two days prior to the TDAG meeting in the first quarter of the year. The Director committed himself to avoid overlapping of the Management Team meetings with other important BDT meetings, so that he can attend the whole meeting.

AGENDA

of the Meeting of Study Groups 1 and 2 Chair, Vice-Chair and Rapporteurs

Documents

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| 1. | Opening of the meeting by the Director of the Telecommunication Development Bureau | |
| 2. | Approval of the Agenda | 027 |
| 3. | Results of the Plenipotentiary Conference with relevance to the work of the Study Groups | 030 |
| 4. | Draft Schedule of Study Group Meetings for 1999 and 2000 | 028 |
| 5. | Draft Guidelines for Rapporteurs | 032 |
| 6. | Proposal for the budget of Study Groups | 029 |
| 7. | Progress Report on the joint activities of Study Groups 1 and 2 | 031 |
| 8. | Date and place of next Management Team meeting | |
| 9. | Any other business | |
