



INTERNATIONAL TELECOMMUNICATION UNION

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

**Document 1/044-E
Document 2/063-E
2 June 1999
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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 ACTION

STUDY GROUPS 1 AND 2

SOURCE: TELECOMMUNICATION DEVELOPMENT BUREAU

TITLE: REFERENCE DOCUMENT FOR THE ITU-D STUDY GROUPS

Action required:

The meeting is invited to consider the proposal to create a reference document for the use by the Study Groups, and make comments and suggestions.

Abstract:

In order to group pertinent information relating to the functioning of the ITU-D Study Groups, as well as any other person who is closely involved in the work of the ITU-D Study Groups, a structure for a reference document is proposed in this contribution.

Introduction

All the relevant texts relating to the functioning of the ITU-D Study Groups are spread over different documents. For easy reference for the Study Groups as well as for any Member States and Sector Members, it might be useful to gather all these texts in a loose-leaf document.

Structure of document

In order to update the different parts as and when appropriate, it is proposed that the document be in a loose-leaf format and also available electronically.

The following structure is proposed:

- I. Articles of ITU Constitution and Convention, Decisions and Resolutions of relevance to the work of ITU-D Study Groups 1 and 2
 - Articles of ITU Constitution
 - Articles of ITU Convention
 - Decisions adopted by ITU Plenipotentiary Conferences
 - Resolutions adopted by ITU Plenipotentiary Conferences
- II. World Telecommunication Development Conference
 - Resolutions
 - Recommendations
- III. Study Groups
 - Title of the Study Groups
 - Definition of Questions Study Group 1
 - Definition of Questions Study Group 2
 - Guidelines for Rapporteurs
 - Management Team Study Group 1
 - Management Team Study Group 2
 - List of Rapporteurs, Associate Rapporteurs, and other Active Participants of Study Group 1
 - List of Rapporteurs, Associate Rapporteurs, and other Active Participants of Study Group 2
 - List of Chairpersons, Vice-Chairpersons, Rapporteurs etc. in alphabetical order of name

Timetable

The following timetable is suggested:

<ul style="list-style-type: none"> • Draft version of the reference document (English only) with present material for examination by the Management Team 	February/March 2000
<ul style="list-style-type: none"> • Presentation to the Telecommunication Development Advisory Board 	February/March 2000
<ul style="list-style-type: none"> • Presentation to the Third Study Group Meeting 	September 2000
<ul style="list-style-type: none"> • Final versions (English, French and Spanish) with updated material 	January 2001

Conclusion

If the proposal is accepted, the Drafting Group - as proposed in Document 1/045-2/064 - may examine the contents of the manual within its mandate.
