



INTERNATIONAL TELECOMMUNICATION UNION
Telecommunication Development Bureau

Administrative Circular CA/26

25 March 2008

Ref: CA/26 STG

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Subject: **ITU-D Study Group 2
Convening of the third block of Rapporteur Group meetings on
Questions 23/2 and 22/2 and Resolution 9**

**TO ADMINISTRATIONS OF MEMBER STATES OF THE ITU
AND MEMBERS OF THE DEVELOPMENT SECTOR**

Dear Madam/Sir,

1 Introduction

In agreement with the Chairman of Study Group 2 and with the Rapporteurs for the various Questions, and in accordance with the decisions taken at the Study Group 2 meeting in September 2007, three blocks of meetings were organized to facilitate participation in the meetings of more than one Rapporteur Group.

I am pleased to invite you to the third block of meetings of the ITU-D Rapporteur Groups and Joint Group on Resolution 9, to be held at ITU Headquarters in Geneva, in May 2008, for:

- **Question 23/2 (26-27 May (a.m.) 2008)** – The unique telecommunication/ICT needs of small island developing states
- **Question 22/2 (27 (p.m.) - 28 May 2008)** – Utilization of ICT for disaster management and active and passive space-based sensing systems as they apply to disaster prediction, detection and mitigation
- **Resolution 9 (Rev. Doha, 2006) (29 and 30 May 2008):** Participation of countries, particularly developing countries, in spectrum management

Annex 1 contains a table summarizing the deadlines for registration, submission of contributions and fellowship requests for all of the Rapporteur Group meetings to be held in 2008.

Place des Nations CH-1211 Geneva 20 Switzerland	Telephone Telefax Gr-3: Gr-4:	+41 22 730 51 11 +41 22 733 72 56 +41 22 730 65 00 +41 22 730 65 00	Telex 421 000 uit ch Telegram ITU GENEVE	E-mail: itumail@itu.int http://www.itu.int/
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2 Programme of the meetings

Annex 2 contains the draft agendas of the Rapporteur Group meetings.

The titles and definitions of the Questions to be dealt with by the Rapporteur Groups and the documents thus far available for each Question can be found on the ITU-D study groups website at: http://www.itu.int/ITU-D/study_groups/SGP_2006-2010/SG2/SG2Quest.html.

3 Participation

Based on the participant registrations received by the stipulated deadline, appropriate interpretation facilities will be provided.

Annex 3 contains the registration forms for participation in the meetings of the Rapporteur Groups on **Questions 23/2 and 22/2 and Resolution 9**. A single form per participant should be completed and returned to the BDT secretariat. The deadline for submission of registration forms, contributions and fellowship requests for these meetings is **25 April 2008** (see Annex 1).

A list of Geneva hotels offering preferential ITU rates can be found on the following ITU web page: <http://www.itu.int/travel/>.

Please note that participants must use the Montbrillant entrance in order to register. The schedule of meetings will be displayed on screens at the entrances to the ITU premises.

4 Contributions

The quality of the work of ITU-D Study Group 2 and of the associated Rapporteur Groups and its value for users are contingent on the active participation of all in the study process. Your participation in the meetings and your contribution to the Questions for consideration by the Rapporteur Groups will therefore be highly appreciated.

In accordance with ITU's policy on reducing costs and the volume of documentation, I would particularly encourage you to submit brief and concise contributions. Contributions should not exceed **five (5) pages** and should be submitted in electronic form to devsg2@itu.int. A template for the submission of contributions is provided in Annex 4 and is also available on the ITU-D website (http://www.itu.int/ITU-D/study_groups/SGP_2006-2010/About/DocSubmit.html). The deadline for submission of contributions for these meetings is **25 April 2008** (see Annex 1). Documents arriving after the deadline will be distributed in the original language only. Delayed contributions will be accepted only where they arrive at least seven days before the opening of the meeting.

5 Fellowships

Within the limited budget available, BDT will grant fellowships to participants from least developed countries (LDCs). We attach the corresponding form (Annex 5), which should be completed and returned to us by **25 April 2008** (see Annex 1). In view of the constraints on our budget, however, countries in receipt of a fellowship may have to contribute to the costs thereof. Please note that fellowship requests arriving after the stipulated deadline will not be considered.

6 Visa procedures

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. Where this is the case, the visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa.

Visa requests should in such cases be made via an official covering letter from the administration or company you represent, with letterhead, address and sender's title and legible signature. This letter must specify your name and function, date of birth, passport number as well as the dates of issue and expiry. The letter must be accompanied by a clear and legible copy of your passport and completed registration form for the meeting(s) in question and must be sent by fax to the BDT secretariat (+41 22 730 5484). Please note that the Union needs at least one week to process all the papers required for the delivery of a visa.

We look forward to meeting you in Geneva.

Yours faithfully,



Samir Al-Basheer Al Morshid
Director, BDT

Annexes: 5

- 1) Table containing the deadlines for the submission of registration forms, contributions and fellowship requests
- 2) Draft agendas
- 3) Registration form
- 4) Template for submission of contributions
- 5) Fellowship request form

Distribution:

- Administrations of ITU Member States;
- ITU-D Sector Members;
- ITU-D Associates;
- Contact points for ITU-D Study Groups 1 and 2

ANNEX 1

MEETINGS OF RAPPORTEUR'S GROUPS AND THE JOINT GROUP ON RESOLUTION 9	DATE	VENUE	DEADLINE FOR SUBMISSION OF REGISTRATION FORMS, CONTRIBUTIONS, FELLOWSHIP REQUESTS
RGQ 19-1/2 <i>Strategy for migration from existing networks to next-generation networks for developing countries</i>	18-19 February 2008	Geneva	-
Resolution 9 (Rev. Doha, 2006) <i>Participation of countries, particularly developing countries, in spectrum management</i>	20-22 February 2008	Geneva	-
RGQ 11-2/2 <i>Examination of terrestrial digital sound and television broadcasting technologies and systems, including cost/benefit analyses, interoperability of digital terrestrial systems with existing analogue networks, and methods of migration from analogue terrestrial techniques to digital techniques</i>	25-26 February 2008	Geneva	-
RGQ 10-2/2 <i>Telecommunications for rural and remote areas</i>	28-29 April 2008	Geneva	28.3.2008
RGQ 18-1/2 <i>Implementation aspects of IMT-2000 and information-sharing on systems beyond IMT-2000 for developing countries</i>	30 April - 1 (a.m.) May 2008	Geneva	28.3.2008
RGQ 20-2/2 <i>Examination of access technologies for broadband telecommunications</i>	1 (p.m.)-2 May 2008	Geneva	28.3.2008
RGQ 23/2 <i>The unique telecommunication/ICT needs of small island developing states</i>	26-27 May 2008 (a.m.)	Geneva	25.4.2008

RGQ 22-2/2 <i>Utilization of ICT for disaster management, resources, and active and passive space-based sensing systems as they apply to disaster and emergency relief situations</i>	27(p.m.)-28 May 2008	Geneva	25.4.2008
Resolution 9 (Rev. Doha, 2006) <i>Participation of countries, particularly developing countries, in spectrum management</i>	29-30 May 2008	Geneva	25.4.2008
RGQ 14-2/2 <i>Telecommunications for e-health</i>	3-4 July 2008	Japan	30.5.2008

Please note that these deadlines are strict. Web address for information relevant to the meetings: http://www.itu.int/ITU-D/study_groups/index.html



Question 23/2: The unique telecommunication/ICT needs of Small Island Developing States

STUDY GROUP 2

DRAFT AGENDA OF THE RAPPORTEUR'S GROUP MEETING ON QUESTION 23/2

Geneva, 26-27 (A.M.) May 2008

	Documents
1. Opening and adoption of agenda	RGQ23/2/001
2. Report of the Rapporteur's Group meeting (25 September 2007)	2/REP/13(Rev.1)
3. Study of input documents	
4. Date and place of the next meeting	
5. Any other business	



Question 22/2: **Utilization of ICT for disaster management and active and passive space-based sensing systems as they apply to disaster prediction, detection and mitigation**

STUDY GROUP 2

DRAFT AGENDA OF THE RAPPORTEUR'S GROUP MEETING ON QUESTION 22/2

Geneva, 27 (P.M.) - 28 May 2008

	Documents
1. Opening and adoption of Agenda	RGQ22/2/15
2. Report of the Rapporteur's Group meeting (25 September 2007)	2/REP/16(Rev.1)
3. Study of input documents	
4. Date and place of the next meeting	
5. Any other business	



Resolution 9 (Rev. Doha, 2006): Participation of countries, particularly developing countries, in spectrum management Examination of access technologies for broadband telecommunications

STUDY GROUP 2

**DRAFT AGENDA OF THE MEETING
OF THE JOINT GROUP ON RESOLUTION 9 (REV. DOHA, 2006)**
Geneva, 29-30 May 2008

-
- | | |
|---|-------------|
| 1. Adoption of the agenda | JGRES09/020 |
| 2. Opening remarks by the Co-Chairmen | |
| 3. Review of the main conclusions of the Report of the meeting of the Joint Group on Resolution 9 (Rev. Doha, 2006) (Geneva, 20-21 February 2008) | JGRES09/019 |
| 4. Study of the relevant input documents | |
| 5. Analysis of the replies to the Questionnaire | |
| 6. Spectrum Fees database | |
| 7. Review of the work distribution | |
| 8. Review of the work plan | |
| 9. Future of Resolution 9 | |
| 10. Liaison with ITU-R Study Group 1 | |
| 11. Place and date of the next meeting | |
| 12. Any other business | |

J.P. HUYNH

R. HAINES

S. KOFFI

Co-Chairmen of the Joint Group
on Resolution 9 (Rev. Doha, 2006)



ITU-D STUDY GROUP 2
MEETINGS OF THE RAPPOREUR'S GROUPS
ON QUESTIONS 23/2, 22/2 AND RESOLUTION 9



Registration Form

I wish to participate in the Rapporteur's Group / Joint Group on:
(Please check the appropriate box(es))

Question 23/2 26-27 May (a.m.) 2008	Question 22/2 27 May (p.m.) - 28 May 2008	Resolution 9 29 - 30 May 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NAME

Mr. / Mrs. / Ms.
(family name) (first name)

Title

REPRESENTATION

ITU Member State Country

Head of delegation Deputy Head of delegation Delegate
(To be completed by representatives of Member States only)

ITU-D Sector Member Name

Other Organisation or Institution Name

OFFICIAL ADDRESS

Name of the Administration, Organization or Entity

Street

City/Code/Country

Tel.: Fax: E-Mail:

Date: Signature:

To be returned duly completed to the ITU/BDT (Office T109) before 25 April 2008

Place des Nations Tel.: +41 22 730 5416
CH-1211 Genève 20 Fax: +41 22 730 5484
Suisse E-mail: devg2@itu.int

CONTRIBUTION

Electronic version (Winword or RTF only) to be sent to:	⇒ <i>devsg1@itu.int</i> for SG1 Questions ⇒ <i>devsg2@itu.int</i> for SG2 Questions
Paper version to be sent to:	ITU/BDT, STG Secretariat Fax nr. +41 22 7305484

Date: **For action** [Please indicate which is appropriate]
 For information

ITU-D Study Group: **Question:**
Title of contribution:

Revision to previous contribution (Yes / No) [Any changes in a previous text should be indicated by revision marks]
 If yes, please indicate document no.:

Name of contact point:
Administration/Organization/Company:

Tel.: **Fax:** **E-mail:**

Action required
 [Please indicate what is expected from the meeting]

Abstract
 [Please provide a resumé of a few lines]

[Insert text of contribution here or attach file]



ITU-D STUDY GROUP 2
MEETINGS OF THE RAPPORTEUR'S GROUPS
ON QUESTIONS 23/2, 22/2 AND RESOLUTION 9



Please return to:

Meetings Organization & Support
(MOS) – ITU/BDT
Geneva (Switzerland)

E-mail: christine.jouvenet@itu.int
Tel: +41 22 730 5487
Fax: +41 22 730 5778

Request for a fellowship to be submitted before 25 April 2008

I wish to participate in the Rapporteur's Group / Joint Group on:
(Please check the appropriate box(es))

Question 23/2 26-27 May (a.m.) 2008	Question 22/2 27 (p.m.) - 28 May 2008	Resolution 9 29-30 May 2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Country _____

Name of the Administration or Organization _____

Mr. / Ms. _____
(family name) (given name)

Title _____

Address _____ g

Tel.: _____ Fax: _____ E-Mail _____

PASSPORT INFORMATION :

Date of birth _____

Nationality _____ Passport number _____

Date of issue _____ In (place) _____ Valid until (date) _____

CONDITIONS

1. One fellowship per eligible country.
2. One return ECO class airticket by the most direct/economical route.
3. A daily allowance to cover accommodation, meals and incidental expense
4. Imperative that fellows be present from the first day to end of the meeting.

Signature of fellowship candidate _____ Date _____

TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.

Signature: _____ Date: _____