General Secretariat

Ref	DM 1005	Geneva, 27 January 2014
Contact	C. Zavazava Chief of Department, Project Support and Knowledge Management	To all Observer Organizations
Telephone	+41 22 730 5447	
Telefax	+41 22 730 5484	
E-mail	WTDC-2014@itu.int	

Subject: **Invitation to participate, as observer to the 2014 World Telecommunication Development Conference, Dubai, United Arab Emirates, 30 March to 10 April 2014**

Dear Sir/Madam,

Pursuant to the change of venue and dates of the 2014 World Telecommunication Development Conference (WTDC-14) adopted by Council with the concurrence of the required majority of the Member States and in accordance with Article 25 of the ITU Convention and Section 3 of the General Rules of conferences, assemblies and meetings of the Union, I have great pleasure in inviting your organization to participate as observer to WTDC-14, which will be held **in Dubai, at the World Trade Center from 30 March to 10 April 2014**, at the kind invitation of the Government of the United Arab Emirates.

World Telecommunication Development Conferences (WTDC) are convened every four years in the period between two Plenipotentiary Conferences and provide a forum for the consideration of topics, projects and programmes relevant to telecommunication development and for the provision of direction and guidance to the Telecommunication Development Sector.

The draft agenda of WTDC-14, as approved by Council with the concurrence of the required majority of Member States, is contained in Annex 1 and the draft structure of the Conference in Annex 2.

Practical details concerning registration and procedure can be found in Annex 3.

Should you require any further information, please contact Mr. Cosmas Zavazava, Chief of Department, Project Support and Knowledge Management, by e-mail WTDC-2014@itu.int or phone +41 22 730 5447.

I very much look forward to your participation.

Yours faithfully,

[Original signed]

Dr Hamadoun I. Touré

Annex 1
Draft Agenda of WTDC-14

I.   Report on the activities of ITU-D

1.   Implementation of Hyderabad Action Plan

2.   TDAG activities

3.   Study Groups activities

4.   World Summit on the Information Society

5.   Connect the World Summit

6.   Strengthening the regional presence

II.   Policy and Strategy

1.   Report on the state of telecommunication/ICT developments

2.   Outcome of PP-10 relevant to the work of the ITU-D Sector

3.   Outcome of other ITU major conferences and meetings relevant to ICT/ telecommunication development (WRC-12, WCIT-12, RA-12, WTSA-12, WTPF-13 and WSIS fora)

4.   Outcome of the 2013 Regional Preparatory Meetings

5.   ITU-D contribution to the Strategic Plan of the Union

6.   WTDC-14 Declaration

III.   ITU-D Action Plan

1. Cooperation among members

    a.   Study Groups

        i.   Study Questions

        ii.   Structure and working methods

    b.   Telecommunication Development Advisory Group

        i.   Structure and working methods

        ii.   Authorization for the Telecommunication Development Advisory Group to act between world telecommunication development conferences (Resolution 24, Rev. Hyderabad 2010)

2. BDT Work Programme

    a.   Policy and Regulatory issues

    b.   Technical and Operational issues

3. Regional initiatives and projects

    a.   Regional priorities

    b.   Financing and partnership for ICT development

    c.   Role of the private sector

Annex 2

Draft Structure of the Conference and Mandates of the Committees

Meeting of heads of delegation

Terms of reference: in accordance with No. 49 of the General Rules of conferences, assemblies and meetings of the Union, the inaugural meeting of the conference shall be preceded by a meeting of heads of delegation. At this meeting, the heads of delegation shall prepare the agenda for the first plenary meeting and make proposals for the organization, chairmanships and vice-chairmanships of the conference, its committees and, as appropriate, working group(s) of the Plenary.

Committee 1: Steering Committee

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 number of members of some delegations.

This committee is made up of the Chairman, and the Vice-Chairmen of the conference as well as the Chairmen and Vice-Chairmen of the committees and working Group(s) of the Plenary.

Committee 2: Budget Control

Terms of reference: to determine the organization and facilities available to the delegates, to examine and approve the accounts for expenditure incurred throughout the duration of the conference and to report to the plenary meeting on the estimated total expenditure of the conference, as well as an estimate of the costs that would be entailed by the execution of the decisions taken by the Conference.

Committee 3: Objectives

Terms of reference: to review and approve the agenda and make proposals for the organization of work; to review and approve the outputs, key expected results and key performance indicators for the Objectives; to review and agree on the related Study Group questions, related regional Initiatives and establish appropriate guidelines for their implementation, review and agree on relevant resolutions; and to ensure that the output is in accordance with a results-based management approach aiming to improve management effectiveness and accountability.

Committee 4: ITU-D Working Methods

Terms of reference: to review and approve the agenda and make proposals for the organization of work; to examine proposals and contributions relating to cooperation among members and to evaluate the working methods and functioning of the ITU-D study groups, to assess and identify options for maximizing programme delivery and to approve appropriate changes thereto with a view to strengthening the synergies between study group questions, programmes and regional initiatives.

Committee 5: Editorial Committee

Terms of reference: to harmonize the texts relating to the conclusions of the conference, as defined in Article 22 of the ITU Constitution, in the six official languages of ITU, without altering the sense, with a view to their submission for approval to the plenary meeting.

Explanatory note

In accordance with No. 63 of the General Rules of conferences, assemblies and meetings of the Union, the plenary meeting of the World Telecommunication Development Conference may set up committees to consider matters referred to the conference.

Furthermore, it is suggested to set up the two Working Groups of the Plenary set out below.

Working Group A: ITU-D Strategic Plan and Declaration

Possible terms of reference: to draw up a draft Declaration and the input of the ITU-D Sector to the Union's strategic plan to be adopted at the next Plenipotentiary Conference.

Working Group B: WSIS+10 and beyond

Possible terms of reference: to examine proposals and contributions related to WSIS in the context of the evolution of the telecommunication / ICT environment.

Annex 3
Organizational arrangements

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, to the organizations and institutions referred to in the relevant provisions of Article 25 of the ITU Convention as well as to Palestine in accordance with Resolution 99 (Rev. Guadalajara, 2010).

Credentials to attend WTDC-14 are not needed. However, any Member state or Sector Member intending to send a delegation or representatives to WTDC-14 shall so inform the Director of BDT indicating the names and functions of all members of the delegation or of the representatives (N°. 339 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 WTDC-14 and organizations, agencies and other entities that are eligible to attend as observers under Article 25 of the ITU Convention or Resolution 99 (Rev. Guadalajara, 2010) are requested to pre-register.

Registration

Pre-registration is carried out exclusively online through focal points designated by each administration and entity entitled to participate in the Conference. Onsite registration will start three days prior to the opening of the Conference.

The role of focal points is to handle registration formalities for their respective administrations and entities. The list of Focal Points can be accessed, using a TIES log-in, at this address

Provisional organization of the Conference

WTDC-14 will set up committees to conduct its work. A 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.

Documents for the Conference

The following preparatory documents will be published:

- Report on the implementation of the Hyderabad Action Plan
- Report on the Telecommunication Development Advisory Group activities
- Report on the regional preparatory meetings for WTDC-14
- Reports by the Study Group Chairpersons
- ITU-D contribution to the Strategic Plan of the Union
- Report on WSIS implementation
- Report on Connect the World Initiative
- Contributions by Member States and ITU-D Sector Members to the World Telecommunication Development Conference (WTDC-14)

In compliance with Council Resolution 1141 and PP-10 Resolution 154, work of WTDC-14 will be conducted in as a paperless manner as possible. Each participant will be encouraged to upload a sync application that will automatically synchronize with the ITU FTP document server to allow participants to have at hand at any time all published documents of the Conference in any of the six official ITU languages that are

available. In addition, a local document server will be setup at the venue to allow for immediate access to all published documents of the Conference in any of the six official ITU languages that are available. Each delegation and participating entity will receive one set of documents (print version).

Documents will available on the WTDC-14 website at:

http://www.itu.int/WTDC14

Participants are therefore requested to bring their laptops. For those with no laptop, a cybercafé will be available to download and print documents, as required, on a self-service basis.

_____