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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group OnDigital Financial Services** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2013 - 2016 | **DFS-I-001** |
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**1st meeting of the Focus Group on Digital Financial Services (FG DFS)**

**5 December, Geneva, Switzerland**

**Draft Agenda**

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| 08:30-09:30 | **Registration**  |
| 09:30-10:10 | **Opening plenary session*** Welcome remarks
* ITU/TSB Director
* Focus Group Chairman
* Logistics, Focus Group rules and ITU IPR policy
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| 10:10-10:45 | **Session 1: Focus Group Terms of Reference (ToR) and management*** Presentation of the management team
* Presentation of the Terms of Reference (ToR)
* Document allocation
* Agenda approval
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| 10:45-11:00 | Coffee Break  |
| 11:00-12:30 | **Session 2 part 1: Focus Group structure, deliverables and work plan*** Establishment of working groups and deliverables
* Focus Group work plan
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| 12:30-14:30 | Lunch |
| 14:30-16:30 | **Session 2 part 2: Contributions and Work on Deliverables** Contributions  |
| 16:30-16: 45 | Coffee Break |
| 16:45-17:30 | **Session 3: Work Plan for next meeting** |
| 17:30-18:00 | **Wrap up and Closing** * Contribution plan for next meeting
* Outgoing liaisons
* Meeting plan
* Any other business
* Closing
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