INTERNATIONAL TELECOMMUNICATION UNION

*Telecommunication
Development Bureau*

Circular CA/01   20 May 1998

Ref: PSP/STG
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Subject: **(1) Invitation to participate in the work of the Telecommunication Development Sector Study Groups for the period 1998-2002**

(2) Convening of the first meetings of ITU-D Study Groups:

Study Group 2:   7-9 September 1998

Study Group 1:   10-12 September 1998

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

Dear Sir/Madam,

1.   As you are aware, the second World Telecommunication Development Conference (WTDC-98) which was held in Valletta, Malta from 23 March to 1 April 1998, established two Development Study Groups through its Resolution Plen-3, continuing the Study Group structure decided at the WTDC-94 (Buenos Aires). The Study Groups are open to participation by both ITU Member States and ITU-D Sector Members.

2.   I take this opportunity to invite you to participate in the activities of the ITU-D Study Groups. A registration form is attached in Annex 1. I should be obliged if you could fill in the details and return the form as soon as possible. This information will assist us in establishing a list of contact points for forwarding documents.

3.   The WTDC (Valletta, 1998) *inter alia* identified a number of Questions/Topics for the study programme for the period 1998-2002. The Conference also adopted the Rules of Procedure of the Study Groups and elected the Chairmen and Vice-Chairmen of both Study Groups. The relevant Resolutions and the list of Chairmen and Vice-Chairmen of the Study Groups are attached in Annexes 2, 3 and 4. I should be grateful if you could forward these documents to the officials responsible in your organization, since these texts are essential to those who would be participating in the ITU-D Study Groups.

4.   I am pleased to inform you that the first meetings of the Study Groups will take place according to the following schedule:

>   *Study Group 2:*   *7-9 September 1998 (3 days)*
>   *Study Group 1:*   *10-12 September 1998 (3 days)*

The meetings will take place in Geneva.

5.   Annex 5 contains a registration form for participation in the meetings of the Study Groups. A single form per participant per Study Group should be completed and returned to us.

6.   Annex 6 contains the preliminary draft agenda of the respective Study Groups. You are invited to provide comments on the draft agenda. The list of Questions to be handled by a classic Study Group approach and Topics to be handled by Focus Groups as approved by the WTDC-98 is attached in Annex 7.

7.   As you may appreciate, the success of the Study Groups and the value of the output is contingent on the involvement of experts in the study process. I would like to request you to identify specialists appropriate for each Question or Topic in your country or organization who could be involved in the development of the study. I should be grateful if you could fill in, to the extent you deem possible, the form attached as Annex 8 and return it to us as soon as possible. The identification of specialists would also assist in the process of appointment of the Rapporteurs and Associate Rapporteurs at the first meeting of the Study Groups.

8.   Your contribution on these Questions and Topics for the consideration by either Study Group will be appreciated. You may of course feel free to co-ordinate your proposals with other Administrations and organizations. In order to facilitate processing your contribution to the Study Groups, I would appreciate receiving your document by 8 July 1998 for both Study Groups. I would particularly encourage you to submit contributions and other documents on diskettes, irrespective of the word processing software used, or by E-Mail to the address: devsg1@itu.int for Study Group 1 and devsg2@itu.int for Study Group 2.

9.   The complete text of the Questions and Topics can be found on the ITU Web under the URL: http//www.itu.int/itu-d/bdtint/stgrp. However, participants wishing to have a paper copy can obtain it from the Study Groups Secretariat.

10.   In respect of both Study Groups, I would appreciate receiving your responses to Annexes 1, 5 and 8, preferably by fax **by 30 June 1998 at the latest**.

11.   I am sure you would agree that the first meeting of the Study Groups constitutes an important stage of the second study period of ITU-D and will set the pace and direction of their work programme. I look forward to your active participation in the meetings to ensure that the work programme meets the mandate set by the WTDC-98.

12.   In accordance with Resolution 59 of the Plenipotentiary Conference, Nice 1989, relating to the use of working languages of the Union, reciprocal interpretation among the working languages of the Union may be provided at Study Group meetings, within the resources available. Ninety (90) days advance notice is requested from the Members requiring interpretation.

13.   The list of hotels at preferential ITU rates is attached as Annex 9.

Yours faithfully,

A. Laouyane
B. Director, BDT

Annexes: 8

(1) Registration Form for participation in ITU-D Study Groups / Document requirements
(2) WTDC-98 Resolution Plen-3
(3) WTDC-98 Resolution Plen-2
(4) Chairmen and Vice-Chairmen of Study Groups 1 and 2
(5) Registration forms for 1998 meetings of Study Groups 1 and 2
(6) Preliminary draft agendas for the first meetings of Study Groups 1 and 2
(7) List of Questions and Topics
(8) Table to indicate contact points and experts for Questions and Topics

Distribution:

-       Administrations of Member States of the ITU;
-       ITU-D Sector members, including:
        -       Recognized Operating Agencies;
        -       Scientific or Industrial Organizations;
        -       Regional and other International Telecommunication Organizations;
        -       Intergovernmental Organizations Operating Satellite Systems;
-       United Nations and certain United Nations Specialized Agencies;
-       International Education Agencies;
-       Development Banks and Agencies;
-       Chairmen and Vice-Chairmen of ITU-D Study Groups;
-       Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Radiocommunication Bureau.

ANNEXE 1 - ANNEX 1 - ANEXO 1

FORMULAIRE DE PARTICIPATION AUX COMMISSIONS D'ETUDES DE L'UIT-D - BESOINS EN DOCUMENTS
REGISTRATION FORM FOR PARTICIPATION IN ITU-D STUDY GROUPS - DOCUMENT REQUIREMENTS
FORMULARIO DE PARTICIPACION EN LAS COMISIONES DE ESTUDIO DEL UIT-D - DOCUMENTOS REQUERIDOS

Etat Membre ou Membre du Secteur de l'UIT-D: *Member State or ITU-D Sector Member:* Estado Miembro o Miembro del Sector de la ITU-D:			
Nom et adresse du **contact principal:** *Name and address of the **main contact**:* Apellido y dirección del **contacto principal**:			
Ville: *City:* Ciudad:	Département: *State:* Provincia:	Code postal: *Postal code:* Código postal:	Pays: *Country:* País:
Téléphone: *Telephone:* Teléfono:	Télécopie: *Fax:* Facsímil:		Télex: *Telex:* Télex:

Commission d'études 1 - *Study Group 1 -* Comisión de Estudio 1

Etat Membre ou Membre du Secteur de l'UIT-D: *Member State or ITU-D Sector Member:* Estado Miembro o Miembro del Sector de la ITU-D:			
Nom et adresse du **contact:** *Name and address of the **contact**:* Apellido y dirección del **contacto**:			
Ville: *City:* Ciudad:	Département: *State:* Provincia:	Code postal: *Postal code:* Código postal:	Pays: *Country:* País:
Téléphone: *Telephone:* Teléfono:	Télécopie: *Fax:* Facsímil:		Télex: *Telex:* Télex:

Nombre de documents demandés / *Number of documents required* **/ Cantidad de documentos requeridos**

Je désire recevoir .... documents en
I *wish to receive .... documents in*   ☐ Français   ☐ *English*   ☐ Español
Deseo recibir .... documentos en

Commission d'études 2 - *Study Group 2 -* Comisión de Estudio 2

Etat Membre ou Membre du Secteur de l'UIT-D: *Member State or ITU-D Sector Member:* Estado Miembro o Miembro del Sector de la ITU-D:			
Nom et adresse du **contact:** *Name and address of the **contact**:* Apellido y dirección del **contacto**:			
Ville: *City:* Ciudad:	Département: *State:* Provincia:	Code postal: *Postal code:* Código postal:	Pays: *Country:* País:
Téléphone: *Telephone:* Teléfono:	Télécopie: *Fax:* Facsímil:		Télex: *Telex:* Télex:

Nombre de documents demandés / *Number of documents required* **/ Cantidad de documentos requeridos**

Je désire recevoir .... documents en
I *wish to receive .... documents in*   ☐ Français   ☐ *English*   ☐ Español
Deseo recibir .... documentos en

_____

Signature (Au nom de l'Etat Membre et/ou du Membre du Secteur)
Signature (On behalf of the Member State and/or Sector Member)
Firma (En nombre del Estado Miembro y/o del Miembro del Sector)

_____

Date / *Date /* Fecha

RESOLUTION PLEN-3

ESTABLISHMENT OF STUDY GROUPS

The World Telecommunication Development Conference (Valletta, 1998),

considering

a)	Article 21, and in particular No. 127, of the Constitution (Geneva, 1992) on the specific functions of the Telecommunication Development Sector (ITU-D);

b)	Nos. 209, 211 and 214 of the Convention (Geneva, 1992);

c)	the provisions of Resolution 7 of the Additional Plenipotentiary Conference (Geneva, 1992),

having noted

the documents submitted to this Conference,

having considered

a)	the report by the Director of the Telecommunication Development Bureau (BDT) on the activities of the Bureau since WTDC-94;

b)	the Questions which it has been decided that ITU-D should study during the 1998-2002 study period in close coordination with the implementation of the planned activities of ITU-D;

c)	Resolutions 1 and 24 of the Plenipotentiary Conference (Kyoto, 1994),

taking into account

the economic and social environment prevailing in the different regions,

recognizing

a)	the desirability of studying at the global level a number of priority problems related to the institutional, technical, commercial, regulatory and economic evolution of the telecommunication sector, having regard to the progressive globalization of the sector and its implications for the developing countries;

b)	the need for the Director of BDT to take appropriate steps to facilitate the active participation of both developing and developed countries in the work of the Telecommunication Development Sector,

stressing

the need to avoid duplication between studies undertaken by the Telecommunication Development Sector and those carried out by the Radiocommunication and Telecommunication Standardization Sectors,

resolves

to create within the Telecommunication Development Sector two study groups.

The following descriptions of areas of natural expertise and interest may be helpful in categorizing and grouping Questions and issues:

- national telecommunication policies and regulatory strategies which best enable countries to benefit from the impetus of telecommunications as an engine of economic, social and cultural development;

- finance and economics, including WTO issues, tariff policies, case studies, application of accounting principles as developed by ITU-T Study Group 3, private sector development and partnership (details to be determined);

- methods, techniques and approaches that are the most suitable and successful for service providers in planning, developing, implementing, operating, maintaining and sustaining telecommunication services which optimize their value to the users. This work will include specific emphasis on communications for rural and remote areas, and particular focus and emphasis on applications enabled by telecommunications, including, *inter alia*, telemedicine, distance education, electronic transactions, database access, and other opportunities as appropriate;

- Human resources management/human resources development, including all aspects of training and development, with particular emphasis on electronic techniques, and also related supporting functions, including, *inter alia*, handbooks;

- the implementation and application of information technology, Internet and convergence, using technologies studied by the other Sectors, taking into account the special requirements of the developing countries.

Appendix: 1

APPENDIX TO RESOLUTION PLEN-3

TERMS OF REFERENCE OF ITU-D STUDY GROUPS

ITU-D study groups shall:

1) Organize the work, and establish work programmes, so as to make optimum progress while respecting the limits on the resources available. The schedule of the work programmes should duly consider the required timing of the expected output.

2) Establish appropriate groups within each study group, including, *inter alia*, rapporteur groups and focus groups, which will best facilitate the furthering of the work. This will include the establishment of regional groups when appropriate.

3) Prepare recommendations, opinions, guidelines, handbooks, manuals and reports within each study group's areas of competence.

4) Pay particular attention to the needs and concerns of the least developed countries in furthering the work.

5) Ensure appropriate coordination with work in progress within the BDT secretariat, including the regional and area offices.

6) Ensure appropriate coordination with work in progress in the other two ITU Sectors, including work both within the study groups and within the Bureaux.

VALLETTA RESOLUTION PLEN-2

PROCEDURES TO BE APPLIED BY STUDY GROUPS

The World Telecommunication Development Conference (Valletta, 1998),

considering

a)   that, pursuant to the provisions of Article 21 of the Constitution (Geneva, 1992), the functions of ITU-D include providing advice and carrying out or sponsoring studies, as necessary, on technical, economic, financial, managerial, regulatory and policy issues, including studies of specific projects in the field of telecommunications;

b)   that, for carrying out such studies, it may be appropriate to set up study groups, as provided for in Article 16 of the Convention (Geneva, 1992), to study specific telecommunication issues, including those aspects referred to in No. 211 of the Convention, and recommendations to help the developing countries develop their telecommunications;

c)   that the general working methods of the Development Sector are defined in Articles 16 to 18 and 19 to 22 of the Convention (Geneva, 1992);

d)   that those general provisions should be supplemented by more detailed ones relating, *inter alia*, to the work of the study groups, the preparation and approval of Questions and the approval of recommendations, opinions, guidelines, handbooks and reports,

resolves

that, for ITU-D, the general provisions of the Convention referred to in *considering* c) above should be supplemented by the provisions of this Resolution and its Appendix.

Appendix: 1

APPENDIX TO RESOLUTION PLEN-2

PROCEDURES TO BE APPLIED BY STUDY GROUPS

SECTION 1

Study groups and other groups

1 Creation of study groups and other groups

1.1   In accordance with the provisions of Article 16 of the Convention (Geneva, 1992), WTDC may establish study groups for:

a)   studying a series of Questions falling within the terms of reference set by the Conference;

b)   elaborating draft recommendations, opinions or guidelines to foster telecommunication development in developing countries leading to a more balanced worldwide development of telecommunications.

1.2   To facilitate their work, the study groups may set up working parties, focus groups, rapporteur groups and project teams to deal with specific Questions or subjects. When appropriate, and within the limits of authorized budgetary and other resources, a study group may make use of a single expert, within the area of study, who will report to the study group.

1.3   Where appropriate, regional groups may be set up to study Questions or problems, the specific nature of which makes it desirable that they be studied within the framework of one or more regions of the Union.

Regional and subregional meetings offer a valuable opportunity for information exchange and the development of management and technical experience and expertise. Every opportunity should be taken to provide additional opportunities for experts from developing countries to gain experience by participating in regional and subregional meetings which deal with study group work.

The establishment of regional groups should not give rise to duplication of work being carried out at the global level by the corresponding study group or its other groups.

1.4   Following WTDC-98, study group chairmen and vice-chairmen should meet with the Director of BDT to draw up draft work plans to implement the results of the WTDC. This plan should include the structure of the study groups, a schedule of meetings and an agenda for the first meeting of each of the study groups. This information should be sent to all Member States and Sector Members at least three months before a study group meeting.

1.5   Where practical, each study group should have several vice-chairmen, from different ITU regions. TDAB is authorized to appoint study group chairmen and vice-chairmen, when the need arises during the period between world telecommunication development conferences. In principle, each Question should have one rapporteur and at least one associate rapporteur.

1.6   The structure and working methods of the ITU-D study groups should continue to be considered during the next study period, in close liaison with TDAB. TDAB is authorized to

approve changes which are appropriate in the structure and working methods of the ITU-D study groups, during the period between world telecommunication development conferences.

2   Powers of the study groups

2.1   Each study group may develop draft recommendations for approval either by WTDC or pursuant to Section 4 below. Recommendations approved in accordance with either procedure shall have the same status.

2.2   Each study group may also adopt draft Questions for approval by WTDC or in accordance with the procedure described in § 3 of Section 3.

2.3   In addition to the above, each study group shall be competent to adopt:
–   opinions;
–   guidelines;
–   handbooks;
–   reports.

3   Meetings

3.1   The study groups or other groups shall normally meet at ITU headquarters.

3.2   However, some study group or other group meetings may take place outside Geneva in response to invitations by Member States or Sector Members and if holding them outside Geneva is likely to facilitate the attendance of developing countries.

Such invitations shall normally be considered only if they are submitted to a WTDC or an ITU-D study group meeting. They shall be finally accepted after consultation with the Director of BDT if they are compatible with the resources allocated to BDT by the Council.

3.3   The invitations referred to in 3.2 above shall be issued and accepted and the corresponding meetings outside Geneva organized only if the conditions laid down in Resolution 5 of the Plenipotentiary Conference (Kyoto, 1994) and ITU Council Decision No. 304 are met.

4   Participation in meetings

4.1   Member States, Sector Members and other entities duly authorized to participate in ITU-D activities shall be represented in the study groups and other groups in whose work they wish to take part, by participants registered by name and chosen by them as experts qualified to make an effective contribution to the study of the Questions entrusted to those study groups.

4.2   The Director of BDT shall keep up to date a list of the administrations and other entities participating in each study group.

5   Frequency of meetings

5.1   The study groups shall in principle meet at least once a year during the interval between two WTDCs. However, additional meetings may take place with the approval of the Director of BDT, having regard to the priorities laid down by the preceding WTDC and the physical and budgetary resources of the BDT itself.

5.2   To ensure the best possible use of the resources of ITU-D and of those participating in its work, the Director, in collaboration with the study group chairmen, shall establish and publish a timetable of meetings well in advance. The timetable shall take account of such factors as the capacity of the ITU common services, document requirements for meetings and the need for close coordination with the activities of the other Sectors and other international or regional organizations.

5.3   In the establishment of the work programme, the timetable of meetings must take into account the time required for participating bodies to prepare contributions and documentation.

5.4   In the interval between two WTDCs, the study groups shall hold their final meetings not later than five months before the opening of the next WTDC in order to enable the final reports and draft recommendations to be prepared and disseminated within the required deadlines.

5.5   The programme for the final study group meetings shall be established by the Director of BDT in collaboration with the chairman of each study group.

6   Establishment of work programmes and preparation of meetings

6.1   After each WTDC, a work programme shall be proposed by each study group chairman, with the assistance of BDT. The work programme shall take account of the programme of activities and priorities adopted by WTDC.

The implementation of the work programme will, however, depend to a large extent on the contributions received from ITU-D Member States and Sector Members and the BDT secretariat, as well as on the opinions expressed by participants in the meetings.

6.2   An administrative circular with an agenda of the meeting, a draft work plan and a list of the Questions to be studied shall be prepared by the BDT secretariat with the help of the chairman of the study group concerned.

The administrative circular must reach the bodies participating in the work of the study group concerned at least three months before the opening of the meeting.

A registration form shall be appended to the administrative circular so that the bodies concerned can announce their intention to participate in the meeting. The form must then be returned to the BDT secretariat so as to arrive at least three weeks before the meeting. It shall contain the names and addresses of intended participants or at least the number of participants expected if their names cannot be provided. This information will facilitate the registration process and the timely preparation of registration materials.

6.3   Study group management teams should maintain contact among themselves and with BDT by electronic means to the extent practicable. Appropriate liaison meetings should be arranged, as necessary, with study group chairmen from the other Sectors.

7   Preparation of reports

7.1   Reports on the work carried out at study group and other group meetings shall be prepared by BDT and shall contain a synopsis of the outcome of the work and emerging trends. They must also indicate items which require further study at the next meeting. The number of annexes to reports must be kept to a minimum.

Reports shall normally comprise two parts:
–   Part I - Organization of work - main results - trends - future work programme;

– Part II - Draft recommendations, opinions or guidelines.

These reports of meetings shall be submitted to the chairman of the relevant group for approval.

7.2 The following format is recommended for progress reports by rapporteurs to enable a maximum transfer of information to all concerned:

a) brief summary of contents of report;

b) conclusions or recommendations for which endorsement is sought;

c) status of work with reference to work plan including baseline document, if available;

d) draft new or draft revised recommendations;

e) draft liaison in response to or requesting action by other study groups or organizations;

f) major issues remaining for resolution and draft agenda of approved future meetings, if any;

g) list of attendees at all meetings held since last progress report.

Progress reports by rapporteurs shall be submitted to the relevant group for approval.

7.3 The report on the first meeting of the study group following a WTDC shall contain a list of the chairmen and vice-chairmen of any other groups that may have been created.

8 Study group reports to WTDC

8.1 Study groups shall meet at least five months before the WTDC to ensure that the Member States and Sector Members receive the reports submitted by each study group to the Conference at least two months before the Conference.

8.2 The final report of each study group to the WTDC shall be the responsibility of the chairman of the study group concerned and shall contain:

– a summary of the results achieved by the study group during the study period in question, describing the work of the study group and the outcome which resulted;

– reference to any new or revised recommendations or opinions approved by correspondence by Member States and Sector Members during the study period;

– the text of recommendations or opinions submitted to the WTDC for approval;

– a list of any new or revised Questions proposed for study during the next study period.

8.3 The preparation of recommendations should follow the general practice of the Union. Examples include the recommendations and resolutions of WTDC-94, and of the regional telecommunication development conferences. A recommendation document should stand alone. Information may be annexed to the recommendations, in order to accomplish this.

A model recommendation appears as an example below:

8.4 Model recommendation for guidance when drafting recommendations.

The ITU-D (general terminology applicable to all recommendations).

The World Telecommunication Development Conference (terminology only applicable to recommendations approved at a WTDC).

considering

This section should contain various general background references giving the reasons for the study. The references should normally refer to ITU documents and/or resolutions.

recognizing

This section should contain specific factual background statements such as "the sovereign right of each Member State" or studies which have formed a basis for the work.

taking into account

This section should detail other factors which have to be considered, such as national laws and regulations, regional policy decisions and other applicable global issues.

noting

This section should indicate generally accepted items or information that support the recommendation.

convinced

This section should contain details of factors which form the basis of the recommendation. These could include objectives of government regulatory policy, choice of financing sources, ensuring fair competition, etc.

recommends

This section should contain a general sentence, leading into detailed action points:

specific action point

specific action point

specific action point

etc.

Note that the above list of *action verbs* is not exhaustive. Other *action verbs* may be used when appropriate. Existing recommendations provide examples.

SECTION 2

Submission, processing and presentation of contributions

1 Submission of contributions

1.1 Member States and Sector Members and the chairmen and vice-chairmen of study groups or other groups should submit their contributions to current studies to the Director of BDT.

1.2 Such contributions should, *inter alia*, deal with the results of experience gained in telecommunication development, describe case studies and/or contain proposals for promoting balanced worldwide and regional telecommunication development.

1.3   To the extent possible, contributions should be submitted in a convenient electronic form and posted on the ITU Web site.

1.4   In order to facilitate the study of certain Questions, the BDT secretariat may submit consolidated documents or the results of case studies. Such documents will be treated as contributions.

2   Processing of contributions

2.1   Contributions received at least two months before a meeting shall be published and distributed in time for the said meeting.

The Director shall assemble the documentation and arrange, for those contributions received before the deadline, any translation needed as well as disseminate this documentation to participants in the requested working language before the date set for the meeting of a study group or other group. When a document is large and is descriptive in nature, and after consultation with the chairman of the study group or other group involved, it may be agreed that the Director shall send out the document without having it translated.

2.2   Contributions received by the Director less than two months, but not less than ten working days before the opening of a meeting, will not be processed in accordance with the procedure outlined in 2.1 above and shall be published as "delayed contributions" in the original language only (and in any other working language into which they may have been translated by the originator). They shall be distributed at the opening of the meeting solely to the participants present.

2.3   Contributions received by the Director less than ten working days before the opening of a meeting shall not be entered on the agenda. They shall not be distributed but will be held for the next meeting.

2.4   BDT shall not reissue delayed contributions as normal contributions unless the relevant group concerned decides otherwise in cases of special interest and importance. Delayed contributions shall not be incorporated in reports as annexes.

3   Presentation of contributions

3.1   Contributions shall be relevant, clear, concise and comprehensive.

3.2   The first page shall indicate the relevant Question(s), agenda item, date, source (originating country and/or organization, address, telephone number, fax number, and possible email address of author or contact person), as well as the title of the contribution. Then follows the content as defined under 1.2. The last paragraph shall contain the proposal or conclusion.

3.3   If existing text needs to be revised, adequate indications should be given to identify the changes proposed.

SECTION 3

Development and approval of Questions

1 Development of Questions

1.1 Proposed new Questions for the Development Sector shall be submitted at least four months prior to a WTDC by Member States and Sector Members authorized to participate in the activities of the Sector.

1.2 However, an ITU-D study group may also propose new or revised Questions at the initiative of a member of that study group if there is sufficient consensus on the subject.

1.3 Each proposed Question should state the reasons for the proposal, the precise objective of the tasks to be performed, the urgency of the study and any contacts to be established with the other two Sectors and/or other international or regional bodies. Originators of Questions should use the template/outline provided in Section 3A to ensure that all relevant information is included.

1.4 TDAB shall be informed of proposed Questions so that it can offer its opinions and recommend any changes required.

2 Approval of Questions by WTDC

2.1 At least two months before a WTDC, TDAB shall meet to examine proposed new Questions and, if necessary, recommend amendments to take account of the BDT's general development policy objectives and associated priorities.

2.2 At least one month before a WTDC, the Director of BDT shall communicate to Member States and Sector Members a list of the Questions proposed, together with any changes recommended by TDAB, **and make these available on the ITU Web site**.

3 Approval of proposed Questions between two WTDCs

3.1 Between two WTDCs, Member States and Sector Members participating in ITU-D activities may submit proposed Questions to the study group concerned.

3.2 Each proposed Question shall be based on the template/outline given in 1.3.

3.3 If the study group concerned agrees by consensus to study the proposed Question and some Member States and Sector Members (normally at least four) have committed themselves to supporting the work (e.g. by contributions, provision of rapporteurs or editors and/or hosting of meetings), it shall address the draft text thereof to the Director of BDT with all the necessary information.

3.4 The Director of BDT, after consultation with TDAB, shall advise Member States and Sector Members of the new Questions by circular letter.

SECTION 3A

Template/outline for proposed Questions and issues for study and consideration by the ITU-D Sector

* Information in italics describes the information which should be provided by the originator under each heading.

Title of Question or issue. *(the title replaces this heading).*

1   Statement of the situation or problem *(the notes follow these headings)*

*   *Provide an overall general description of the situation or problem which is proposed for study, with specific focus on the implications for developing countries and LDCs, and how a solution will benefit these countries. Indicate why the problem or situation warrants study at this time.*

2   Question or issue for study

*   *State the Question or issue that is proposed for study, expressed as clearly as possible. The tasks should be tightly focused.*

3   Expected output

*   *Provide a detailed description of the expected output of the study. This should include a general indication of the organizational level or status of those who are expected to use and to benefit from the output.*

4   Timing

*   *Indicate the required timing, noting that the urgency of the output will influence both the method used to carry out the study, and the depth and breadth of the study.*

5   Proposers/sponsors

*   *Identify by organization and contact point those proposing and supporting the study.*

6   Sources of input

*   *Indicate what types of organizations are expected to provide contributions to further the work, e.g. Member States, Sector Members, other UN agencies, regional groups, etc.*

*   *Also include any other information, including potentially useful resources, that will be helpful to those responsible for carrying out the study.*

7   Target audience

*   *Indicate expected types of target audience, by noting all relevant points on the matrix which follows:*

	Developed countries	Developing countries	LDCs
Telecom policy-makers	*	*	*
Telecom regulators	*	*	*
Service providers/operators)	*	*	*
Manufacturers	*	*	*

Where appropriate, please provide explanatory notes as to why certain matrix points were included or excluded.

a)   Target audience - Who specifically will use the output

*_   Indicate as precisely as possible which individuals/groups/regions within the target organizations will use the output._

b)   Proposed methods for the implementation of the results

*_   In the originator's opinion, how should the results of this work best be distributed to and used by the target audience._

8   Proposed methods of handling the Question or issue

a)   How?

*_   Indicate the suggested handling of the proposed Question or issue_

1) Within a study group:
    –   Question (over a multi-year study period)   ☐
    –   Focus group (12 months' duration maximum)   ☐

2) Within regular BDT activity:
    –   Programmes   ☐
    –   Projects   ☐
    –   Expert consultants   ☐

3) In other ways - describe (e.g. regional, within other organizations,
    jointly with other organizations, etc.)   ☐

b)   Why?

*_   Explain why you selected the alternative under a) above_

9   Coordination

*_   Include, inter alia, the requirements for coordiantion of the study with all of:_

–   _regular ITU-D activities;_

–   _other study group Questions or issues;_

–   _regional organizations, as appropriate;_

–   _work in progress in the other ITU Sectors._

10   Other relevant information

*_   Include any other information that will be helpful in establishing how this Question or Issue should best be studied, and on what schedule._

SECTION 4[1]

Approval of new or revised Recommendations and opinions

1   General

Requests for the approval of new or revised recommendations or opinions shall normally be submitted to a WTDC. In accordance with the provisions of Article 20 of the Convention (Geneva, 1992), however, the study groups may seek the approval by Member States and Sector Members of a number of recommendations in the interval between two WTDCs with a view to meeting certain priorities. In such cases, the following rules shall apply. However, for recommendations which are of a policy or regulatory nature, following completion of the study group studies, the recommendations will be approved by Member States only, using the relevant procedures below.

2   Process

Study groups may decide that the procedure described below should be applied for seeking the approval of certain draft new or revised recommendations or opinions which meet priority objectives in the context of the BDT's work programme and have developed to a mature state.

3   Prerequisites

3.1   At the request of a study group chairman, the Director of BDT shall explicitly announce, when convening the study group meeting, that the intention is to apply the procedure for approving a recommendation or opinion. He shall state the specific purpose of the proposed text, in the form of a summary when the proposed text is voluminous. In this case, reference will be made to the document in which the complete text of the draft new or revised recommendation or opinion to be considered may be found.

The above information shall be disseminated to all Member States and Sector Members.

3.2   Invitations to the meeting and the announcement of the approval procedure shall be sent by the Director of BDT to all Member States and Sector Members so as to be received in the normal course of delivery at least three months before the meeting.

3.3   The text of draft new or revised recommendations or opinions shall be distributed in the three working languages at least two months before the meeting.

3.4   Normally, the revision of a recommendation or opinion approved during a given study period should not be subjected again to the present procedure during the same study period unless the proposed revision supplements rather than amends the previous version of the text.

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[1] The entitlement afforded to Sector Members is subject to decisions to be taken by the Plenipotentiary Conference on No. 247 of the ITU Convention

4 Procedure at study group meetings

4.1 Decisions by delegations to apply the approval procedure must be taken without opposition. Exceptionally, but only during meetings, a delegation may request more time to consider its position. Unless the Director of BDT is informed of a formal opposition on the part of the Member State or Sector Member participating in the meeting within six weeks following the last day of the meeting, he shall proceed in accordance with the provisions in § 5 below.

4.2 If a delegation elects not to oppose the approval of a text but wishes to enter reservations on one or more points, its reservations must be mentioned in the report of the meeting.

5 Consultation

5.1 Within one month following the decision of a study group to seek approval, the Director of BDT shall request Member States and Sector Members to inform him within three months whether they approve or object to the draft new or revised recommendation or opinion.

This request shall contain a reference to the final complete text of the new or revised draft recommendation or opinion, in the three working languages. **This text shall also be made available on the ITU Web site**.

5.2 The Director of BDT shall advise the Directors of the other two Bureaux, as well as other duly authorized bodies participating in the work of the study group concerned that, pursuant to Article 20 of the Convention (Geneva, 1992), he has asked Member States and Sector Members to respond to a consultation on a draft new or revised recommendation or opinion.

5.3 The draft recommendation or opinion shall be accepted if 70 per cent or more of the replies from Member States or Sector Members indicate approval.

5.4 If the draft recommendation or opinion is not accepted, it shall be referred back to the study group.

5.5 Any Member States or Sector Members who indicate disapproval are requested to state their reasons and indicate possible changes that would facilitate the future approval of the draft recommendation or opinion.

6 Notification

6.1 Within four weeks of the closing date for Member States or Sector Members to respond to the consultation, the Director of BDT shall indicate by administrative circular whether or not the text is approved. He shall make the necessary arrangements to ensure that this information is also included in the next available ITU Notification.

6.2 Any comments received along with responses to the consultation shall be collected by BDT secretariat and submitted to the next study group meeting for consideration.

6.3 The Secretary-General shall publish the approved new or revised recommendations or opinions in the working languages as soon as practicable, **both on paper and on the Web**.

SECTION 5

Support to the study groups and other groups

The Director of BDT should ensure that, within the limits of existing budgetary resources, the study groups and other groups have appropriate support to conduct their work programmes as outlined in the terms of reference and as envisioned by the WTDC's work plan for the Sector. In particular, support may be provided in the following forms:

a)   Appropriate administrative and professional staff support.

b)   Contracting of outside expertise, as necessary.

c)   Coordination with regional and subregional telecommunication organizations.

<u>**ANNEXE 4 - ANNEX 4 - ANEXO 4**</u>

**PRESIDENTS ET VICE-PRESIDENTS DES COMMISSIONS D'ETUDE DE L'UIT-D
CHAIRMEN AND VICE-CHAIRMEN OF THE ITU-D STUDY GROUPS
PRESIDENTES Y VICE-PRESIDENTES DE LAS COMISIONES DE ESTUDIO
DE LA UIT-D**

<u>STUDY GROUP 1</u>

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Vice- Chairmen

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Asst. Under Secretary for Planning and Development Sector
Ministry of Communications
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A Vice-Chairman from the Caribbean was agreed
by the Conference (name to be communicated later to
the membership)

STUDY GROUP 2

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Permanent Representative to the ITU
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ANNEXE 5/*ANNEX 5* ANEXO 5

PREMIÈRE RÉUNION DE LA COMMISSION D'ÉTUDES 1 DE L'UIT-D
(Genève, 10-12 septembre 1998)
FIRST MEETING OF ITU-D STUDY GROUP 1
(Geneva, 10-12 September 1998)
PRIMERA REUNIÓN DE LA COMISIÓN DE ESTUDIO 1 DEL UIT-D
(Ginebra, 10-12 de septiembre de 1998)

Formulaire d'inscription – *Registration Form* – Formulario de inscripción

La participation des femmes est encouragée
Participation of women is encouraged
Se anima a las mujeres a participar

(LETTRES MAJUSCULES -*CAPITAL LETTERS* - LETRAS MAYUSCULAS)

1. M. / Mme
Mr. / Mrs.
Sr. / Sra. _____   _____
(nom, *family name,* apellidos)   (prénom, *first name,* nombre)

2. Pays
Country _____
País

3. Nom de l'Administration ou de l'Organisation
Name of the Administration or Organization _____
Nombre de la Administración u Organización

4. Titre
Title _____
Título

Administration Membre de l'UIT *ITU Member Administration* Administración Miembro de la UIT	Chef de délégation *Head of delegation* Jefe de delegación	Adjoint *Deputy* Adjunto	Délégué *Delegate* Delegado

Exploitation reconnue *Recognized Operating Agency* Empresa de explotación reconocida	Organisme scientifique ou industriel *Scientific or Industrial Organization* Organismo científico o industrial	ONU et ses institutions spécialisées *UN and its specialized agencies* ONU y sus organismos especializados	
Organisation régionale ou internationale *Regional or International Organization* Organización regional o internacional			Autres *Others* Otros
Organisation intergouvernementale exploitant des systèmes à satellites *Intergovernmental Organization operating satellite systems* Organización intergubernamental que explota sistemas de satélite			

5. Adresse
Address
Dirección _____

Tel.: _____   Fax: _____   E-Mail: _____

6. Adresse pendant la réunion
Address during the meeting _____   Tel.: _____
Dirección durante la reunión

7. Je désire recevoir les documents en
I wish to receive the documents in   Français   *English*   Español
Deseo recibir los documentos en

Date: *Date*: Fecha:	Signature: *Signature*: Firma:

A retourner dûment rempli à l'UIT/BDT (Bureau T.213)   Place des Nations   Tel.: +41 22 730 5091
To be returned duly completed to the ITU/BDT (Office T.213)   CH-1211 Genève 20   Fax: +41 22 730 5484
A devolver debidamente completado a la UIT/BDT (Oficina T.213)   Suisse   E-mail: *ellen.sellier@itu.int*

PREMIÈRE RÉUNION DE LA COMMISSION D'ÉTUDES 2 DE L'UIT-D

(Genève, 7-9 septembre 1998)

FIRST MEETING OF ITU-D STUDY GROUP 2

(Geneva, 7-9 September 1998)

PRIMERA REUNIÓN DE LA COMISIÓN DE ESTUDIO 2 DEL UIT-D

(Ginebra, 7-9 de septiembre de 1998)

Formulaire d'inscription – *Registration Form* – Formulario de inscripción

---

La participation des femmes est encouragée
Participation of women is encouraged
Se anima a las mujeres a participar

(LETTRES MAJUSCULES -*CAPITAL LETTERS* - LETRAS MAYUSCULAS)

1. M. / Mme
Mr. / Mrs.
Sr. / Sra.   _____   _____
                      (nom, *family name,* apellidos)   (prénom, *first name,* nombre)

2. Pays
Country
País   _____

3. Nom de l'Administration ou de l'Organisation
Name of the Administration or Organization
Nombre de la Administración u Organización   _____

4. Titre
Title
Título   _____

Administration Membre de l'UIT *ITU Member Administration* Administración Miembro de la UIT	Chef de délégation *Head of delegation* Jefe de delegación	Adjoint *Deputy* Adjunto	Délégué *Delegate* Delegado

Exploitation reconnue *Recognized Operating Agency* Empresa de explotación reconocida	Organisme scientifique ou industriel *Scientific or Industrial Organization* Organismo científico o industrial	ONU et ses institutions spécialisées *UN and its specialized agencies* ONU y sus organismos especializados	
Organisation régionale ou internationale *Regional or International Organization* Organización regional o internacional			Autres *Others* Otros
Organisation intergouvernementale exploitant des systèmes à satellites *Intergovernmental Organization operating satellite systems* Organización intergubernamental que explota sistemas de satélite			

5. Adresse
Address
Dirección   _____

Tel.: _____   Fax: _____   E-Mail: _____

6. Adresse pendant la réunion
Address during the meeting   _____   Tel.: _____
Dirección durante la reunión

7. Je désire recevoir les documents en
I wish to receive the documents in   Français   *English*   Español
Deseo recibir los documentos en

Date: *Date:* Fecha:	Signature: *Signature:* Firma:

A retourner dûment rempli à l'UIT/BDT (Bureau T.213)   Place des Nations   Tel.: +41 22 730 5091
To be returned duly completed to the ITU/BDT (Office T.213)   CH-1211 Genève 20   Fax: +41 22 730 5484
A devolver debidamente completado a la UIT/BDT (Oficina T.213)   Suisse   E-mail: *ellen.sellier@itu.int*

STUDY GROUP 1
(Geneva, 10-12 September 1998)

DRAFT AGENDA OF THE FIRST MEETING OF THE STUDY GROUP
(starting on 10 September 1998 at 9:30 hrs)

1.   Opening of the Meeting
    1.1   Introductory remarks by the Chairman
    1.2   Opening address by the Director of the Telecommunication Development Bureau

2.   Approval of the Draft Agenda

3.   Matters arising from WTDC-98 (Res. Plen-2, Res. Plen-3 and Questions approved)

4.   Structure of the Study Groups and allocation of Questions

5.   Management of the Study Group activities

6.   Appointment of Rapporteurs and Associate Rapporteurs

7.   Tentative Schedule of work and future meetings

8.   Coordination with Study Group 2 and the Valletta Action Plan

9.   Cooperation with other Sectors

10.   Electronic Document Handling

11.   Enhancing the participation of the developing and Least Developed Countries (LDCs) in the Study Group activity

12.   Any other business

A. GABRIELLI
Chairman, Study Group 1

STUDY GROUP 2
(Geneva, 7-9 September 1998)

DRAFT AGENDA OF THE FIRST MEETING OF THE STUDY GROUP
(starting on 7 September 1998 at 9:30 hrs)

1.   Opening of the Meeting
    1.1   Introductory remarks by the Chairman
    1.2   Opening address by the Director of the Telecommunication Development Bureau

2.   Approval of the Draft Agenda

3.   Matters arising from WTDC-98 (Res. Plen-2, Res. Plen-3, Questions and Topics approved)

4.   Structure of the Study Groups and allocation of Questions

5.   Management of the Study Group activities

6.   Appointment of Rapporteurs and Associate Rapporteurs

7.   Work progress on different Questions

8.   Tentative Schedule of work and future meetings

9.   Coordination with Study Group 1 and the Valletta Action Plan

10.   Cooperation with other Sectors

11.   Electronic Document Handling

12.   Enhancing the participation of the developing and Least Developed Countries (LDCs) in the Study Group activity

13.   Any other business

N. KISRAWI
Chairman, Study Group 2

ANNEX 7

List of new Questions for the study period 1998-2002
ITU-D Study Group 1

	Title
Question	**I Classical Study Group approach**
6/1	Interconnection
7/1	Universal access/service
8/1	Establishment of an independent regulatory body
9/1	Impact of the introduction and utilization of new technologies on the regulatory environment of telecommunications
10/1	Regulatory impact of the phenomenon of convergence within the telecommunications, broadcasting, information technology and content sectors
11/1	Factors to create a climate favourable to investment
12/1	Tariff policies, tariff models and methods of determining the cost of national telecommunication services
13/1	Promotion of infrastructure and use of the Internet in developing countries
14/1	The role of telecommunications in social and cultural development, including the protection and promotion of indigenous culture and identity
15/1	Technology transfer and informatization

List of new Questions for the study period 1998-2002
ITU-D Study Group 2

	Title
Question	**I Classical Study Group approach**
9/2	Identify study group Questions in the ITU-T and ITU-R Sectors which are of particular interest to developing countries and systematically, by way of annual progress reports, inform them of the progress of work on the Questions to facilitate their contributions to the work on those Questions as well as, ultimately, to benefit from their outputs in a timely manner
10a/2	Communications for rural and remote areas
10b/2	Development of multi-purpose community telecentres
10c/2	Penetration and service target for rural telecommunications
10d/2	Definition of a set of indicators describing the state of development of a country's rural telecommunication network and services
10e/2	Sound and television broadcasting and communication for rural and remote areas
10f/2	Measurement of the impact of information and communication technologies in rural and remote areas
10g/2	Enhancing the capacity of the NGOs to achieve development aims, through the use of telecommunication
11/2	Examine digital broadcasting technologies and systems, including cost/benefit analyses, assessment of demands on human resources, interoperability of digital systems with existing analogue networks, and methods of migration from analogue to digital technique
12/2	Examine broadband communications over traditional copper wires on aspects of technologies, systems and applications
13/2	Methods to enhance the viability of public service broadcasting, particularly focusing on developing countries
14/2	Fostering the application of telecommunication in health care. Identifying and documenting success factors for implementing telemedicine
15/2	Human resource management and development to successfully meet the challenges of sector reform and transformation, with special emphasis to employment including consideration of gender issues
16/2	Preparation of Handbooks for developing countries

Topic	II Focus Group
1	Maintenance-oriented investments - information and computer-aided tools for evaluation of expansion/maintenance needs of bids for procurement of equipment
2	Guidelines/procedures for improving efficiency of maintenance of software SPC switches
3	Computer-aided tools and error-free traffic data acquisition procedures for strengthening the traffic administration systems of SPC switches to serve the need of competitive telecommunication markets
4	Using telecommunication and telematics to enhance learning environments for development
5	Collaboration between sectors of public interest and telecommunication operators
6	Year 2000 - Millennium problem
7	Study various mechanisms by which to promote the development of new telecommunication technologies for rural applications

Proposals concerning the study period 1998-2002
Study Group 1

	Please indicate Name, Company, occupied position, telephone, fax, E-mail etc.			
QUESTION S	**Classical Study Group approach**	**Rapporteurs**	**Associate Rapporteurs**	
Q. 6/1	Interconnection			
Q. 7/1	Universal access/service			
Q. 8/1	Establishment of an independent regulatory body			

QUESTIONS	Classical Study Group approach	Rapporteurs	Associate Rapporteurs	
			Please indicate Name, Company, occupied position, telephone, fax, E-mail etc.	
Q. 9/1	Impact of the introduction and utilization of new technologies on the regulatory environment of telecommunications			
Q. 10/1	Regulatory impact of the phenomenon of convergence within the telecommunications, broadcasting, information technology and content sectors			
Q. 11/1	Factors to create a climate favourable to investment			
Q. 12/1	Tariff policies, tariff models and methods of determining the cost of national telecommunication services			

	Please indicate Name, Company, occupied position, telephone, fax, E-mail etc.			
	Classical Study Group approach	**Rapporteurs**	**Associate Rapporteurs**	
Q. 13/1	Promotion of infrastructure and use of the Internet in developing countries			
Q. 14/1	The role of telecommunications in social and cultural development, including the protection and promotion of indigenous culture and identity			
Q. 15/1	Technology transfer and informatization			

Proposals concerning the study period 1998-2002
Study Group 2

	Please indicate Name, Company, occupied position, telephone, fax, E-mail etc.			
QUESTIONS	**Classical Study Group approach**	**Rapporteurs**	**Associate Rapporteurs**	
Q. 9/ 2	Identify study group Questions in the ITU-T and ITU-R Sectors which are of particular interest to developing countries and systematically, by way of annual progress reports, inform them of the progress of work on the Questions to facilitate their contributions to the work on those Questions as well as, ultimately, to benefit from their outputs in a timely manner			
Q. 10a/2	Communications for rural and remote areas:			

QUESTIONS	Classical Study Group approach	Rapporteurs	Associate Rapporteurs	
Please indicate Name, Company, occupied position, telephone, fax, E-mail etc.				
Q. 10b/2	Development of multi-purpose community telecentres			
Q. 10c/2	Penetration and service target for rural telecommunications			
Q. 10d/2	Definition of a set of indicators describing the state of development of a country's rural telecommunication network and services			
Q. 10e/2	Sound and television broadcasting and communication for rural and remote areas			

QUESTIONS	Classical Study Group approach	Rapporteurs	Associate Rapporteurs	
Please indicate Name, Company, occupied position, telephone, fax, E-mail etc.
Q. 10f/2	Measurement of the impact of information and communication technologies in rural and remote areas			
Q. 10g/2	Enhancing the capacity of the NGOs to achieve development aims, through the use of telecommunication			
Q. 11/2	Examine digital broadcasting technologies and systems, including cost/benefit analyses, assessment of demands on human resources, interoperability of digital systems with existing analogue networks, and methods of migration from analogue to digital technique			
Q. 12/2	Examine broadband communications over traditional copper wires on aspects of technologies, systems and applications			

QUESTIONS	Please indicate Name, Company, occupied position, telephone, fax, E-mail etc.			
	Classical Study Group approach	**Rapporteurs**	**Associate Rapporteurs**	
Q. 13/2	Methods to enhance the viability of public service broadcasting, particularly focusing on developing countries			
Q. 14/2	Fostering the application of telecommunication in health care. Identifying and documenting success factors for implementing telemedicine			
Q. 15/2	Human resource management and development to successfully meet the challenges of sector reform and transformation, with special emphasis to employment including consideration of gender issues			
Q. 16/2	Preparation of Handbooks for developing countries			

TOPICS	Focus Group	Rapporteurs	Associate Rapporteurs	
	Please indicate Name, Company, occupied position, telephone, fax, E-mail etc.			
T. 1	Maintenance-oriented investments - information and computer-aided tools for evaluation of expansion/maintenance needs of bids for procurement of equipment			
T. 2	Guidelines/procedures for improving efficiency of maintenance of software SPC switches			
T. 3	Computer-aided tools and error-free traffic data acquisition procedures for strengthening the traffic administration systems of SPC switches to serve the need of competitive telecommunication markets			
T. 4	Using telecommunication and telematics to enhance learning environments for development			

	Please indicate Name, Company, occupied position, telephone, fax, E-mail etc.			
TOPICS	**Focus Group**	**Rapporteurs**	**Associate Rapporteurs**	
T. 5	Collaboration between sectors of public interest and telecommunication operators			
T. 6	Year 2000 - Millennium problem			
T. 7	Study various mechanisms by which to promote the development of new telecommunication technologies for rural applications			