



Telecommunication Development Bureau (BDT)

Second Meeting of the Telecommunication  
Development Advisory Group (TDAG)  
Geneva, 13-14 September 1999

Document TDAG-2/23-E  
22 October 1999  
Original: English

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**SECOND MEETING OF THE TELECOMMUNICATION DEVELOPMENT ADVISORY  
GROUP (TDAG)**

**Geneva, 13 - 14 September 1999**

**SUMMARY OF CONCLUSIONS**

**1 Opening remarks**

In his opening remarks, the Secretary-General drew attention to the financial situation of the BDT budget for 2000-2001, which had been approved by the 1999 session of Council. The budget has gone from 58 million SF in the 1998-99 biennium to 63,4 million SF in the 2000-2001 biennium, which meant that, because of the ceiling on expenditures imposed by the Minneapolis Plenipotentiary Conference, this increase would need to be absorbed by the other two sectors and the General Secretariat. The Secretary-General emphasized the crucial role to be played by TDAG in advising how the financial resources made available to the BDT could be used in a rational and effective manner. After a short welcoming address by the Director of the BDT, the second meeting of the Telecommunication Development Advisory Group (TDAG) was opened by Mr. J.S. Lee, Chairman of the TDAG.

**2 Approval of the Agenda**

The agenda was approved with some changes, (refer to **Annex 1**). A list of documents issued before and during the meeting is shown in **Annex 2**.

**3 “State of the BDT” Address by the Director of BDT**

The Director of the BDT then made a “State of the BDT” address, which focussed on a number of activities and events which had occurred since the first TDAG meeting. These included the May 17<sup>th</sup> ITU celebration of World Telecommunication Day on the theme of electronic commerce, decisions taken by the 1999 Council on matters relating specifically to the Development Sector, the recently concluded meetings of Study Groups 1 and 2, the establishment of no less than 4 new partnership agreements over the past few months, and a restructuring which he had just carried out in the BDT.

#### 4 Appointment of Vice-Chairpersons

**The TDAG noted and endorsed by acclamation the list of 14 Vice-Chairpersons put forward by the Director.** In addition to the chairs of Study Groups 1 and 2, the Director presented briefly each of the other 12 Vice-Chairpersons and stated that their qualifications and dedication to the sector made their selection very desirable. In designating the Vice-Chairpersons, the Director wished to assign two Vice-Chairs to each of the 6 Valletta Action Plan (VAP) Programmes, to maintain a good geographical balance as well as a good mix between Member countries and Sector Members, and to ensure continuity in TDAG's four year work programme. He expressed the view that the Vice Chairs should be consulted on various issues, such as the Operational Plan for 2000, and that he wished to convene one-day meetings of all Vice Chairs, prior to each TDAG.

The meeting noted that the principle of rotation should be applied to the Chair and Vice-Chair positions, as well as to the position of Chair of the TDAG Subgroup on Private Sector Issues, that the TDAG Bureau of Vice-Chairpersons included only men and no women, and that gender equality should in the future be better reflected in the composition of TDAG.

#### 5 Approval of summary record of the First Meeting of TDAG

**The summary record was approved, with a few minor amendments to numbers 8 and 14 of the report.** It was also pointed out that, while the first TDAG meeting had requested the Director of the BDT to prepare a contribution for TDAG's consideration on the Minneapolis Resolution Plen/1 (Review and Improvement of the Management, Functioning and Structure of the ITU), no such contribution had been submitted to the meeting.

#### 6 Follow-up of First TDAG Meeting

Document **TDAG 2/3**, which contains a list of actions which required a follow-up after the first TDAG meeting, was discussed and complemented by an addendum, (**TDAG 2/3/Add 1**) which reflected comments made by various TDAG participants. In essence, clarifications were required on two human resource development projects, i.e. the Centers of Excellence projects and the preparation of Handbooks for developing countries. **The Chair of the Special Group on Human Resources of Study Group 2 (Mr. David Mellor of Cable & Wireless), volunteered, in his capacity of Vice-Chair of the TDAG for human resource issues, to submit a report to the next meeting of TDAG on both of the above-mentioned issues.**

Furthermore, **TDAG recommended that the Director submit, at the next meeting, a draft contribution on the functioning, management and structure of the BDT (Minneapolis Resolution 74), for its consideration and eventual submission to the Council Working Group on ITU reform.**

#### 7 Form of TDAG reports

The Director of the BDT presented a contribution which aimed to replace the current, lengthy summary records of TDAG meetings with a short, abbreviated summary of the main decisional elements arrived at during the meetings, as is done in the Advisory Groups of the other two Sectors. **The proposal was accepted,** on the understanding that new format would provide a short overview of the discussions, as well as list the main decisional elements, and would also permit delegates who so wished, to append written statements to the summary of conclusions.

#### 8 ITU-D Study Group Meetings

Following a joint proposal submitted to TDAG by both Study Groups 1 and 2 regarding the terms of reference of a group on the structure and working methods of the ITU-D study groups, **TDAG approved the creation of such a group, which will be chaired by Mrs. Elisabeth Nzagy of**

**Tanzania. Mr. Dietmar Plesse of Germany was appointed Vice-Chair. The Group, which will comprise representatives from the two Study Group Management Teams, Rapporteurs, other collaborators and staff from the Study Group Secretariat, will present an interim report to the next TDAG meeting in March 2000. The final report, after endorsement of the TDAG, will then be transmitted to the next World Telecommunication Development Conference.**

Three other matters were considered by TDAG: 1) the position of NGOs in the work of the ITU-D Study Groups, 2) the participation of countries, particularly developing countries, in the work of ITU-D, and 3- the use of languages in the work of the Study groups.

On the question of NGO participation in the work of the BDT, it was recalled that Study Group 2, by way of documents 2/085 and 2/085(rev.1), had considered this matter, and had recommended that it be considered by TDAG. There were many interventions in support of having BDT establish partnerships with NGOs for projects in the developing world. But it was also pointed out that NGOs do not by themselves represent a class of membership in the ITU, and that this is a matter that may require to be considered by the Council Group on ITU Reform. **The meeting recommended that the Director submit the above two documents to the TDAG participants, and that he provide the next TDAG meeting with an assessment of future NGO participation in the work of the Development Sector.**

TDAG also considered two documents ( Doc 1/57 and 1/57(Add.1) submitted to it by the Study Groups, which make proposals for improving the quantitative and qualitative participation of developing countries in the work of the ITU-D Study Groups. Following numerous interventions which emphasized, amongst others, the need to add a training component to the work of the Study Groups and to establish groups or networks of experts on Study Group questions, including one intervention which proposed reducing the number of study group meetings between World Telecommunication Development Conferences from 4 to 2, **TDAG recommended that the two documents mentioned above, along with an assessment of them by the Director, be submitted to the next TDAG.**

On the question relating to the use of languages in the work of the study groups, **TDAG recommended to the Director that Plenary Meetings of the Study Groups use the six official languages of the ITU, and that three languages (English, French and Spanish) be used during Rapporteur Group meetings.**

## **9 Progress Report on VAP Implementation**

Presentation of a Progress Report on implementation of the VAP provided participants with an opportunity to seek clarification on a number of activities which had been, or are being, implemented.

The Director stated that, whereas implementation level of the VAP had been at 35% in March, and at 70% at the end of August, he was confident that the implementation level would be at 100% by the end of the year. The remaining months of this year would be used to assess the various pilot projects which had been undertaken, and to prepare the Operational Plan 2000, which he would submit to the next meeting of TDAG. He emphasized the importance of encouraging our private sector partners, and especially those in developing countries, in associating themselves with the ITU in undertaking joint projects.

## 10 Report on ITU Council deliberations on development matters

The Director's presentation of this year's Council deliberations focussed on adoption of a Resolution in support of the strengthening of the ITU Regional Presence, completion of the 1999 BDT Operational Plan, presentation of various special assistance programmes, confirmation of a Special Programme for LDCs, and endorsement of the TELECOM Surplus Programme funds.

TDAG considered a contribution from the Director of the BDT, on the reduction of the cost and volume of documentation and publications. This matter had been extensively discussed at Council, and the Director will be required to report to Council 2000 on this matter. The Director's contribution proposes five broad categories for BDT documents, as well as procedures for processing the documents according to each category. Following numerous interventions on the document, **TDAG agreed to the Chair's proposal that the document be approved in principle, and that the Director, having taken into account the various interventions, develop guidelines, in collaboration with the other elected officials, which would be submitted to Council 2000. Furthermore, the measures proposed in the Director's contribution will be submitted to the Group on the structure and working methods of the ITU-D Study Groups, for its consideration and report thereon to the next TDAG meeting.**

Finally, the TDAG noted the Council decision to establish a Council Working Group, pursuant to Minneapolis Plenipotentiary Conference Resolution 74, which will undertake a review of the functioning, management and structure of the ITU, and report to the 2000 session of Council. **TDAG recommended that a contribution on BDT reform be prepared by the Director, that it be submitted for comments to the TDAG Chair and Vice-Chairs by the end of October, that it be circulated to all members of TDAG by the end of January, and that it then be submitted to the next TDAG meeting at the beginning of March.**

## 11 Regional Presence

TDAG noted the progress report provided by the Director on the strengthening of regional presence. Participants who intervened on this item of the agenda were generally satisfied at the progress achieved in strengthening regional presence. They underlined the link between a strengthened regional presence and increased commitment to the activities of the study groups, both at the ITU regional office level and at the national level. The Director of the BDT further added that, from now on, representatives from each ITU regional office would participate in Study Group meetings as well as in TDAG.

At the request of the delegation from France, the Director provided additional information, both in writing (**Document TDAG 2/17**) and verbally, on the restructuring that he had undertaken in the BDT. He expanded on the clearly defined responsibilities of each of the three BDT Departments, the establishment of a position responsible for BDT internal and external communications, and the reinforcing of regional presence through the establishment of a direct chain of command between regional offices and Headquarters. The new structure is being implemented, on a provisional basis, as of August 30<sup>th</sup>, 1999, and it will be submitted to Council at its next session. **TDAG recommended that the Director send out to all Member States and Sector Members an information note on the restructuring, including a summary of the responsibilities of each Department and a listing of all BDT contact points, with their coordinates.**

## 12 Telecom 99 Development Summit

TDAG was made aware that TELECOM 99 will feature a Development Summit, which will run from Monday October 11<sup>th</sup> to Friday October 15<sup>th</sup>. As part of this Development Summit, two days have been set aside (Monday October 11<sup>th</sup> and Friday October 15<sup>th</sup>) for a special Telecom Development Symposium, for which the following theme has been retained: "New Opportunities in Developing Countries".

The BDT and TELECOM have both contributed to the preparation of this Development Summit and Symposium. Mr. Jaime Herrera, Head of the BDT Human Resource Development Unit, is the focal point for the BDT's involvement in the Development Symposium and Summit. The latest version of the Development Symposium and Summit programmes was provided to all participants, for their information. The Director added that, during TELECOM 99, he would formally launch the Special LDC Programme, which will focus yearly on a limited number (4 or 5) of LDCs, and he would announce a major partnership agreement with INTELSAT, whereby 300 small earth stations and 10,000 terminals would be established in developing countries.

## 13 Y2K

The BDT Secretariat provided an extensive report of the activities undertaken by the BDT, in close collaboration with the ITU-T Study Group 2 Year 2000 Task Force, other international organizations and private sector entities. Telecom operators in more than 130 countries have been sensitized to the Year 2000 Problem through ITU workshops. In addition to the publication of an ITU Guide on the Year 2000 problem, aimed at telecoms operators, a study has been carried out, in collaboration with the World Bank's INFODEV Programme, to address the specific needs of developing countries. **The TDAG noted with satisfaction BDT's involvement in this area.**

## 14 New ITU Reports:

TELECOM 99 will provide the ITU with a golden opportunity to launch major new reports, such as the **World Telecommunication Development Report 1999**, which will focus on mobile cellular and will present year-end 1998 data, and **Trends in Telecommunication Reform 1999**, with particular attention being given to convergence issues.

## 15 Private Sector Issues:

TDAG meetings are usually provided with a report of the TDAG Sub-group on Private Sector Issues. However, because of scheduling conflicts, the Sub-Group could only meet after the TDAG meeting. A more comprehensive report of the Sub-group meeting will therefore be provided at the next TDAG meeting.

TDAG was nevertheless provided with two contributions, one from the Central African Republic which provides an overview of telecommunications sector reform in that country (**Document TDAG 2/14**), and a contribution from Anatel of Brazil (**Document TDAG 2/15**), which proposes a project to promote the growth of industrial and service companies in developing countries through a transnational partnership of enterprise incubators. This latter project had been endorsed by the Valletta Development Conference, but it had not yet been undertaken by the BDT. **The Director stated that this project would be reflected in the BDT Operational Plan 2000.**

Finally, the Director shared some preliminary views with TDAG participants on an idea that he had raised informally with a few delegations, and which pertained to the organization of a Global Private Sector Forum, the purpose of which would be to assist Member countries of the ITU in understanding the requirements and needs of the private sector. **The Director indicated that he would submit a contribution on this matter to the next TDAG meeting.**

## 16 Report of the Task Force on Gender Issues

The Vice-Chair of the Task Force on Gender Issues, Mr. Tony Zeitoun from CIDA, Canada, presented the report of the second meeting of this group, which was held over the previous weekend, September 4<sup>th</sup> and 5<sup>th</sup>. The report (**Document TDAG 2/12**) contains recommendations and a proposed workplan for year 2000 which cover different Valletta Action Plan programmes. These include the development of telecommunication training modules with a gender perspective on policy and regulations, creation of telecenters in rural areas owned and operated by women, gender training modules to enhance capacity training for trainers in the Centers of Excellence and partnerships with the private sector. **The report was endorsed by TDAG, and submitted to the Director for inclusion, to the extent feasible, in the Operational Plan 2000.**

## 17 Human Resources Issues

The Head of the BDT Human resource Development and Management Unit, Mr. Jaime Herrera, provided TDAG participants with a comprehensive contribution on the state of human resource development in the BDT. He explained that these issues are dealt also under the following three components:

- a) The programs and activities of the Valletta Action Plan, Program No 6: "Capacity building through human resources management and development", which is being implemented by the BDT;
- b) Study Group 2 of the Development Sector, Question 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";
- c) The Special Group on Human Resources Development, which reports to Study Group 2, and which provides guidance on Questions 15/2 and 16/2.

While considerable progress has been achieved in implementation of the VAP programme, concerns were expressed with regard to the lack of participation in and contributions to the work of Study Group 2 and the Special Group on human resource issues. **The Chair of Study Group 2, Mr. Nabil Kisrawi of Syria, suggested that the Special Group on Human Resources should meet over the next few months and present a report to the next TDAG, as well as to each session of Study Group 2. The Chair of this Special Group, Mr. David Mellor from Cable & Wireless, indicated that he would do so.**

## 18 Other Business

**TDAG is informed of the tentative dates of the next two TDAG and TDAG-related meetings: the week of February 28-March 3<sup>rd</sup>, 2000, and the week of October 9<sup>th</sup> to 13<sup>th</sup>, 2000. It is proposed that, during each of these two weeks, meetings of the Special Group on Gender Issues, of the Sub-group on private sector issues and of the TDAG Bureau (Chair and 14 Vice-Chairs) be held during the above-mentioned dates, prior to the TDAG meeting.**

In closing the meeting, the Director thanked Mr. Lee for his solid chairmanship, and expressed his gratitude to the participants for having ensured a successful outcome to the meeting. Mr. Lee did likewise, and thanked all those who had contributed to the success of this second TDAG meeting.



**Telecommunication Development Bureau (BDT)**

**Second Meeting of the Telecommunication  
Development Advisory Group (TDAG)  
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**Document TDAG-2/1(rev.1)-E  
13 September 1999  
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**DRAFT AGENDA**  
(9h30 -Room "C")

**Documents**

- |   |                           |
|---|---------------------------|
| 1. Opening of the meeting   | -                         |
| 2. Approval of the Agenda   | TDAG-2/1-E                |
| 3. "State of the BDT" Address by the Director of BDT  | -                         |
| 4. Appointment of Vice-Chairpersons<br>E  | TDAG-2/2-                 |
| 5. Approval of summary record of the First Meeting of TDAG  | (TDAG-1/19-E)             |
| 6. Follow-up of First TDAG Meeting  | TDAG-2/3-E                |
| 7. Form of TDAG reports   | TDAG-2/4-E                |
| 8. ITU-D Study Group meetings: <ul style="list-style-type: none"><li>• Group on the structure and working methods of the ITU-D Study Groups</li><li>• Other issues referred to TDAG</li></ul> | TDAG-2/5-E<br>TDAG-2/13-E |
| 9. Progress Report on VAP Implementation  | TDAG-2/6-E                |
| 10. Report on ITU Council deliberations on development matters <ul style="list-style-type: none"><li>a) Reduction in the volume of the documentation</li></ul>                                | TDAG-2/7-E<br>TDAG-2/8-E  |
| 11. Regional Presence   | TDAG-2/9-E                |
| 12. Telecom 99 Development Summit   | TDAG-2/10-E               |
| 13. Y2K   | TDAG-2/11-E               |
| 14. New ITU Reports: <ul style="list-style-type: none"><li>• World Telecommunication Development Report 1999</li><li>• Trends in Telecommunication Reform 1999</li></ul>                      | TDAG-2/Inf-E<br>-         |
| 15. Private Sector Issues: <ul style="list-style-type: none"><li>• Contribution from the Central African Republic<br/>2/14-E</li><li>• Contribution from ANATEL (Brazil)</li></ul>            | TDAG-<br>TDAG-2/15-E      |
| 16. Report of the Task Force on Gender Issues   | TDAG-2/12-E               |
| 17. Human Resources Issues  | TDAG-2/16-E               |
| 18. Other business  | -                         |







**INTERNATIONAL TELECOMMUNICATION UNION**

**Telecommunication Development Bureau (BDT)**

**Second Meeting of the Telecommunication  
Development Advisory Group (TDAG)  
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**Document TDAG-2/22-E  
14 September 1999  
Original: English**

FINAL LIST OF DOCUMENTS

<b>Document No.</b>	<b>Title</b>
(TDAG-1/19)	Adoption of the Summary Record of the second Meeting of TDAG
1	Draft Agenda
2	Appointment of Vice-Chairpersons
3	Follow-up of First TDAG Meeting
4	Form of TDAG reports
5	Group on the structure and working methods of the ITU-D Study Groups
6	Progress Report on VAP Implementation
7	Report on ITU Council deliberations on development matters
8	Reduction in the volume of the documentation
9	Regional Presence
10	Telecom 99 Development Summit
11	Y2K
12 (English only)	Report of the Task Force on Gender Issues
13	Other issues referred to TDAG
14	Contribution from the Central Africa Republic
15 (English only)	Contribution from ANATEL (Brazil)
16	Human resources
17 (English only)	Proposed new structure of the Telecommunication Development Bureau (BDT)
18 (English only)	Draft Decisional Element on TDAG's consideration of agenda item 6
19 (English only)	List of new ITU-D Sector Members in 1999
20 (English only)	Executive summary of the Trends in Telecommunications Reform 1999
21 (English only)	Contribution from the Vice-Chairman of ITU-D, SG2 (Mr. M.A. Yussof)
22	List of documents
INF-E (English only)	World Telecom Development Report 1999
23	Summary of conclusions
EFS	Final List of Participants