**Telecommunication
Development Bureau (BDT)**

Ref.	Circular BDT/DDIR/CEO/004		Geneva, 28 March 2011
Contact:	F. Lambert, Head Conference and Event Organization Division	To:	
Telephone:	+41 22 730 5990	- Member States	
Telefax:	+41 22 730 5484	- ITU-D Sector Members	
E-mail:	tdag-secretariat@itu.int	- Chairmen and Vice-Chairmen of ITU-D Study Groups	

Subject:	Sixteenth meeting of the Telecommunication Development Advisory Group (TDAG) Geneva, **29 June to 1 July 2011**

Dear Sir/Madam,

I have pleasure in inviting you to participate in the forthcoming meeting of the Telecommunication Development Advisory Group (TDAG) to be held at ITU Headquarters in Geneva.

TDAG will meet from 29 June to 1 July 2011. This meeting of TDAG has a particular interest as it will address the outcomes of the recently held World Telecommunication Development Conference (WTDC-10) and Plenipotentiary Conference (PP-10), and their implication on the work of the ITU Telecommunication Development Sector (ITU-D).

TDAG will also review the main components of the Hyderabad Action Plan with a view to providing strategic input towards guiding ITU-D's work to its effective implementation during the coming 4 years.

Participation to the TDAG meeting is open to ITU Member States, Sector Members and to chairmen and vice-chairmen of ITU-D Study Groups.

AGENDA and WORKING DOCUMENTS

The TDAG agenda is attached. Working documents are available on the TDAG website.

DOCUMENTATION

The 16th TDAG session will be a paperless meeting. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A USB key, configured to synchronize on demand with the ITU FTP server in Geneva, will allow participants to have at hand any time all published TDAG documents in any of the available languages. A limited number of laptops will also be made available to those delegates who would not have a laptop.

Interpretation and translation of in-session documents will be provided based on the requests of participants and the constraints of the rooms. You are therefore invited to indicate on the registration form whether you require languages other than English **by 10 May 2011**. Based on the requests made by this

deadline and provided there is at least one request for a given language, interpretation and translation will be provided in the requested languages as well as a translation of contributions received by the deadlines.

CONTRIBUTIONS

In accordance with provision 11.4 of [Resolution 1](#) (Rev, Hyderabad 2010), contributions should be brief and concise, not exceeding five (5) pages and must be submitted exclusively using the online form available [here](#).

In accordance with provision 12.1.1 of the same Resolution 1, documents requiring action should be received at least two months before a meeting, in order to be translated in the languages of the meeting.

Documents requiring action received less than two months, but at least seven calendar days before the opening of the meeting, will be published as "delayed contributions" in the original language only.

Contributions received less than seven calendar days before the opening of the meeting will not be available for the meeting but will be held for the next meeting. No contributions for action will be accepted after the opening of the meeting and contributions for information will be published in the original language only.

REGISTRATION AND FELLOWSHIP REQUESTS

Pre-registrations and applications for fellowships will be carried out exclusively online through Focal Points designated by each administration and entity entitled to participate in TDAG. On-site registration will begin on **Wednesday 29 June 2011 at 08:30 at the ITU Montbrillant Building**.

Participants registering on-site must present a letter of accreditation from their respective Focal Point.

The role of a Focal Point is to handle registration formalities for his/her respective administration/entity. The list of Focal Points can be accessed using a **TIES** log-in at this [address](#).

Designated Focal Points can find the registration form [here](#).

If your Administration/organization does not have a focal point or wishes to modify the contact details and/or change a focal point, you are kindly requested to provide details of his/her last name, first name and e-mail address and submit this information on <u>letterhead </u>by fax to:+41 22 730 5545/+41 22 730 5484 or by e-mail to: bdtmeetingsregistration@itu.int.

Within the budget available, one fellowship per country may be granted to participants from countries with a GDP per capita less than 2'000 USD, with priority to Least Developed Countries (LDCs).

Due to budgetary constraints, beneficiary countries of a fellowship may have to contribute partly to the costs of the fellowship. To request a fellowship form, participants must first register online and tick the appropriate box. The signed and approved request for fellowship must be submitted no later than **Friday 27 May 2011. Please note that requests received after the deadline will not be considered.**

PRACTICAL INFORMATION

Practical information on accommodation and visa procedure is available on the [TDAG website](#).

I firmly believe that your active participation will make this meeting a success and I trust that I will able to benefit from your advice and recommendations, which are so valuable to the work of BDT.

I look forward to seeing you in Geneva.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annex : Draft agenda

16th meeting of the TDAG

Draft agenda

1. Address by the Secretary-General

2. Address by the Director of the Telecommunication Development Bureau

3. Opening remarks by the Chairman of TDAG

4. Adoption of the Agenda and consideration of the Time Management Plan

5. Strategic considerations for the implementation of the Hyderabad Action Plan

6. ITU-D 4-year rolling Operational Plan 2011-14

7. WTDC resolutions as well as PP-10 resolutions related to the work of ITU-D

8. ITU-D contribution to the implementation of the WSIS Plan of Action

9. ITU-D input to the ITU TELECOM World 2011 event

10. Strengthening ITU Regional Presence

11. Progress report on the ITU-D 2012-13 budget preparation

12. ITU-D Study Groups related matters

13. Intersectoral coordination:

    a. Scheduling of advisory groups' meetings
    b. "One ITU" seminars/workshops

14. TDAG working methods:

    a. Number of vice-chairmen of Sector advisory groups, study groups and other groups (Res. 166, Guadalajara 2010)
    b. Group on Capacity Building Initiatives (GCBI)
    c. Private Sector-related issues
    d. Electronic working methods (including remote participation)

15. BDT Conferences and Meetings:

    a. Calendar of global and regional BDT events in 2011
    b. Connect the world series of events
    c. Global Symposium for Regulators/Global Industry Leaders Forum 2011

16. Other business