**Telecommunication
Development Bureau (BDT)**

Ref.	Circular BDT/008	Geneva, 23 January 2012
Contact:	Mario Maniewicz	To: - Member States
Telephone:	+41 22 730 5429	- ITU-D Sector Members
Telefax:	+41 22 730 5484	- Chairmen and Vice-Chairmen of ITU-D
E-mail:	tdag-secretariat@itu.int	Study Groups

Subject: Seventeenth meeting of the Telecommunication Development Advisory Group (TDAG) Geneva, **27 to 29 June 2012**

Dear Sir/Madam,

I am pleased to invite you to the 17th meeting of the Telecommunication Development Advisory Group (TDAG) to be held at ITU Headquarters in Geneva from 27 (afternoon) to 29 June 2012.

The forthcoming TDAG meeting will review the implementation of the Hyderabad Action Plan and the related ITU-D Operational Plan, with a view to providing strategic input to guide ITU-D's work. TDAG will also address important issues such as the ITU-D Study Groups, Regional Presence, ITU-D contribution to the WSIS Plan of Action, among other ITU-D activities and initiatives.

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

Preliminary draft agenda and documents

A preliminary draft agenda is attached.

All documents will be made available on the TDAG website in due time. The 17th 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.

Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the TDAG meeting. Information on how to request a TIES account can be found at http://www.itu.int/TIES/index.html.

A limited number of laptops will also be made available to those delegates who would so require.

Interpretation and translation

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 15 May 2012.** 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.

Remote participation

[Interactive remote participation services](#) will be provided for the forthcoming TDAG meeting via Adobe Connect. This new service will allow delegates who do not have the opportunity to participate physically in the TDAG meeting to present their contributions and participate in the discussions. They will see a video feed of the meeting room, hear what is being discussed (in any of the languages covered by interpretation for the specific meeting), see presentations as they occur, download documents, and interact by taking the floor (pose questions, raise issues to meeting participants and presenters, etc.).

Delegates who are interested in making use of the remote participation services are required to tick the relevant box on the registration form. Remote participants will each receive a user account which is needed to access the Adobe Connect meeting room. Remote delegates will also be included in the official list of meeting participants.

In parallel, the standard [webcast](#) in all languages will also be provided.

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 the TDAG. On-site registration will begin on **27 June 2012 at 08:30 at the ITU Montbrillant Building**.

Delegates who do not pre-register will require a letter of accreditation from the Designated Focal Point of their entity to register on-site. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID.

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 register on-line for the 17th TDAG at the ITU-D Registration website [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 letterhead 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 approved and signed fellowship form** must be returned to the Fellowship Service **no later than Friday 11 May 2012.**

Forms received after the deadline will not be considered.

Practical information

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 : Preliminary draft agenda

17th meeting of the TDAG

Preliminary 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. Review of the implementation of the ITU-D Operational Plan 2011

6. Implementation of Regional Initiatives

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

8. ITU-D 4-year rolling Operational Plan 2013-16

9. ITU-D Study Groups related matters

10. ITU Regional Presence

11. Intersectoral coordination

12. TDAG working methods

13. Report of the Group on Capacity Building Initiatives (GCBI)

14. Private Sector-related issues

15. BDT Conferences and Meetings

16. Other business