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| Telecommunication Development Bureau (BDT) |
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| Ref. | Circular BDT/IP/CSTG-009 | Geneva, 5 December 2011 |
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| Contact: | Christine Sund, Coordinator a.i.,ITU-D Study Groups |  | To:* Administrations of ITU Member States
* Observer (Resolution 99)
* ITU-D Sector Members
* ITU-D Associates
* Chairmen, Vice-Chairmen, Rapporteurs and Vice-Rapporteurs for ITU-D Study Groups 1 and 2
* Observers (Regional and International Organizations)
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| Subject: | ITU-D Study Group 1 and 2 Rapporteur Group meetings in March, April, and May 2012 |
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| Dear Sir/Madam,In agreement with the Chairmen of ITU-D Study Groups 1 and 2, and with the Rapporteur for the various Questions under study, I have the pleasure in inviting you to the **2012 Rapporteur Group meetings** which will take place in March, April and May 2012 in Muscat (Oman), Sendai and Tokyo (Japan) and at ITU Headquarters in Geneva as follows:* Study Group 2 Rapporteur Group meetings for Questions 22-1/2, 10-3/2, 25/2, 11-3/2 held in conjunction with the **ITU-MIC Symposium on Disaster Communication**Date and place : **15-21 March 2012, Sendai and Tokyo (Japan)**Detailed information: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=12755>
* Study Group 1 Rapporteur Group meeting for Question 19-2/1held in conjunction with the **GCC VoIP Forum**Date and place : **9-10 April 2012, Muscat (Oman)**Detailed information: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=12587>
* Study Group 1 Rapporteur Group meetings for Questions 7-3/1, 10-3/1, 12-3/1, 18-2/1, 20-1/1, 22-1/1, 23/1, 24/1Date and place : **16-27 April 2012, Geneva (Switzerland)**Detailed information: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=12754>
* Study Group 2 Rapporteur Group meetings for Questions 9-3/2, 14-3/2, 17-3/2, 24/2, 26/2Date and place : **7-11 May 2012, Geneva (Switzerland)**Detailed information: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=12756>

The time management plans and draft agendas for these meetings can be found on the website for each meeting. Detailed information on how to register and apply for fellowships, how to submit contributions, along with other practical information is attached in **Annex 1**. I look forward to your active participation in the work of our Study Groups.Yours sincerely,[Original signed]Brahima SanouDirector**Annexes: 1** |

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| **Annex 1**Registration and fellowship requestsPre-registration will be carried out exclusively online through the Focal Points designated by each administration and entity entitled to participate. Online registration will open on Monday, 5 December 2011. You can register for multiple Rapporteur Group meetings at the same time. See the list of meetings at: <http://www.itu.int/net3/ITU-D/meetings/registration/> On-site registration will begin at 08h30 at the location where the meeting will be held. For those meetings held in Geneva, registration will take place in the Montbrillant Building. Delegates who do not pre-register will require a letter of accreditation from their Designated Focal Point of their entity to register onsite. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID. The role of a registration 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](http://www.itu.int/net3/ITU-D/meetings/registration/).To modify the contact details of a Focal Point for registration or to change the Focal Point, an official fax from an authorized official should be sent to the BDT Meetings Registration Service (+41 22 730 5545/+41 22 730 5484 or by e-mail to: bdtmeetingsregistration@itu.int), providing the updated details: last name, first name and e-mail address.You will find registration details and all other logistical information such as accommodation and visa arrangements on the dedicated websites for the meetings noted above. Within the budget available, *one full* 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), and to participants who will present a contribution to the meeting.Please note that you must first **submit** your registration for the specific Rapporteur Group meetings before you can receive the fellowship form. You will receive a separate fellowship form for each block of meetings.**The approved and signed fellowship form** must be returned to the Fellowship Service **no later than six weeks before the meeting concerned**. This means **30 January 2012** for the meetings in Sendai and Tokyo (Japan), **20 February 2012** for the meeting in Muscat (Oman), **27 February 2012** for the SG1 Rapporteur Group meetings and **19 March 2012** for the SG2 Rapporteur Group meetings in Geneva (Switzerland). *Forms received after the deadlines will not be considered.*InterpretationInterpretation 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, before **27 January 2012** for the meetings held in Sendai and Tokyo (Japan) and Muscat (Oman) and before **2 March 2012** for the meetings held in Geneva (Switzerland)whether you require a language other than English.Based on the requests received by the aforementioned deadlines and provided that there are at least five requests for a given language, interpretation will be provided in the requested language(s).Remote participation in the meetingsThe pilot for remote participation in the activities of the ITU-D Study Group that was started during the meetings in September 2011 will be extended to the Rapporteur Group meetings in March, April, and May 2012. In parallel, the standard webcast in all languages of the respective meeting will continue to be provided for the meetings held in Geneva.Details on Questions under studyThe titles and definitions of the Questions to be dealt with by the Study Groups, as approved by WTDC-10, can be found on the ITU-D Study Groups website:* Study Group 1: <http://www.itu.int/net3/ITU-D/stg/index.aspx?stg=1>
* Study Group 2: <http://www.itu.int/net3/ITU-D/stg/index.aspx?stg=2>

Contributions to the Study GroupsYour contributions to the work of the Study Group Questions will be highly appreciated. You may of course feel free to co-ordinate your proposals with other Administrations and organizations. A joint contribution requires the written approval of the parties involved in order to authorize its release.As per Resolution 1 (Rev Hyderabad, 2010) input to Study Group or Rapporteur's Group meetings may be of five types: a) Contributions for action; b) Contributions for information; c) Background documents; d) Temporary documents; e) Liaison statements.Contributions to the Study Group Questions can be submitted for consideration as “for action” or “for information”. Contributions requiring action received at least two months before a meeting will be published and distributed in time for the said meeting. These contributions will be translated (if needed) and posted for access by participants in the requested language before the date set for the meeting.The contribution should be submitted with an abstract providing an overview of the content of the document. The contribution should clearly indicate what kind of action that the meeting is requested to take.A contribution “for action” will be considered as a delayed contribution when it is submitted after the agreed translation deadline, but at least seven calendar days before the opening of the meeting. The delayed contribution for action will be published in the original language only but will appear in the agenda of the meeting. Contributions submitted to a meeting “for information” are those which do not require any specific action under the agenda of the meeting. These documents are published in the original language only and posted on the website under a separate number scheme. The information documents need to be submitted with a detailed abstract which will be shared translated for the meeting.Contributions “for action” and/or “for information” should not exceed five (5) pages and must be submitted using the online template available at: <http://www.itu.int/ITU-D/CDS/contributions/sg/index.asp> In accordance with provision 12.1 of Resolution 1, the deadline for the submission of contributions has been set for **13 January 2012** for the meetings held in Sendai and Tokyo (Japan) and **8 February 2012** for the meetings held in Muscat (Oman) and **15 February 2012** for the SG1 Rapporteur Group meetings and **7 March 2012** for the SG2 Rapporteur Group meetings the held in Geneva (Switzerland). Documents arriving after the deadline will be distributed in the original language only.

| **Meeting** | **Location and date**  | **Deadline for fellowship applications** | **Deadline for interpretation requests** | **Deadline for submission of documents for translation** |
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| Study Group 2 Rapporteur Group meetings for Questions 22-1/2, 10-3/2, 25/2, 11-3/2  | 15-21 March 2012, Sendai (Japan) | 30 Jan. 2012  | 13 Jan. 2012 | 13 Jan. 2012 |
| Study Group 1 Rapporteur Group meeting for Question 19-2/1 | 9-10 April 2012, Muscat (Oman) | 20 Feb. 2012  | 27 Jan. 2012 | 8 Feb. 2012 |
| Study Group 1 Rapporteur Group meetings for Questions 7-3/1, 10-3/1, 12-3/1, 18-2/1, 20-1/1, 22-1/1, 23/1, 24/1 | 16-27 April 2012, Geneva (Switzerland) | 27 Feb. 2012  | 15 Feb. 2012 | 15 Feb. 2012 |
| Study Group 2 Rapporteur Group meetings for Questions 9-3/2, 14-3/2, 17-3/2, 24/2, 26/2 | 7-11 May 2012, Geneva (Switzerland) | 19 Mar. 2012  | 2 Mar. 2012 | 7 Mar. 2012 |

DocumentationThe Study Group related meetings will be paperless. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A user guide to synchronize documents is available at: <http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/reference_documents/ITU-D_UserGuideSync.html>Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the Study Group meetings through the website. Information on how to request a TIES account can be found at:<http://www.itu.int/TIES/index.html>Practical informationFor the meetings held in Sendai and Tokyo (Japan) and Muscat (Oman) dedicated websites with practical information regarding visas, hotels, transportation to/from the hotel, etc. will be made available on the Study Group website.For the meetings held in Geneva (Switzerland), please note that a strict procedure for visas is in force in Switzerland. Participants are urged to read carefully the procedures available at this [address](http://www.itu.int/net3/ITU-D/stg/visa.aspx). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks. A list of Geneva hotels offering preferential ITU rates can be found on the website at: <http://www.itu.int/travel/>.Do not hesitate to contact the **ITU-D Study Group Secretariat** with any questions you may have regarding these meetings and the activities of the ITU-D Study Groups (by e-mail: devsg@itu.int or tel.: +41 22 730 5999)\_\_\_\_\_\_\_\_\_\_ |