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| Telecommunication Development Bureau (BDT) |
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| Ref. | Circular BDT/IP/CSTG-8 | Geneva, 10 December 2015 |
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|  |  | * Administrations of ITU Member States
* Observer (Resolution 99)
* ITU-D Sector Members, Associates, and Academia
* Chairmen and Vice-Chairmen of ITU-D Study Groups 1 and 2
* Observers (Regional and International Organizations)
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| Subject: | **2016 ITU-D Study Group 1 and 2 Rapporteur Group Meetings**  |
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| Dear Sir/Madam,In consultation with Ms Roxanne McElvane (United States of America), Chairman of ITU-D Study Group 1 and Dr Ahmad Sharafat (Islamic Republic of Iran), Chairman of Study Group 2, I am pleased to invite you to the 2016 Rapporteur Group meetings. These meetings will take place at ITU Headquarters in Geneva (Switzerland) as follows:* ITU-D Study Group 1 Rapporteur Group meetings for all Questions under study

Date : 4–15 April 2016Detailed information: <http://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=15702> * ITU-D Study Group 2 Rapporteur Group meetings for all Questions under study and Working Party 1/2

Date : 18–29 April 2016Detailed information: <http://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=15703> In addition, expert meetings will be held in February 2016 to prepare inputs to the Rapporteur Group meetings. Expert meetings for Q8/1 and Resolution 9 will take place in Budapest (Hungary) together with a workshop on analogue to digital transition. All meetings are open to participation by ITU Member States, ITU-D Sector Members, Associates and Academia. The time management plans and draft agendas can be found on the relevant websites for each meeting (see **Annex 1**). Detailed information on how to register and apply for fellowships, how to submit contributions, along with other practical information is attached in **Annex 2**.Ms Christine Sund, ITU-D Study Groups Coordinator, is at your disposal should you require further information. Tel.: +41 22 730 5999, Fax: +41 22 730 5484, E-mail address: devsg@itu.int, Website: <http://www.itu.int/ITU-D/study-groups> I look forward to your continued active participation in the activities of our Study Groups.Yours faithfully,[Original signed]Brahima SanouDirector |

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| **Annex 1**Draft agendas and schedule of meetingsThe draft agendas and schedules for the Rapporteur Group meetings, the Question-specific expert group meetings and related workshops can be found at the links below:Study Group 1 Rapporteur Group meetings* ITU-D Study Group 1 Rapporteur Group meetings for all Questions under study

Date : 4–15 April 2016Location: Geneva, SwitzerlandDetailed information: <http://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=15702> * [Draft agendas](http://www.itu.int/md/D14-SG01.RGQ-OJ)
* [Draft time management plan](http://www.itu.int/md/D14-SG01.RGQ-ADM-0012)

Study Group 2 Rapporteur Group meetings* ITU-D Study Group 2 Rapporteur Group meetings for all Questions under study and Working Party 1/2

Date : 18–29 April 2016Location: Geneva, Switzerland Detailed information: <http://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=15703> * [Draft agendas](http://www.itu.int/md/D14-SG02.rgq-OJ)
* [Draft time management plan](http://www.itu.int/md/D14-SG02.RGQ-ADM-0011)
* Information about a Q3/2 (cybersecurity) related event will be shared on the website.

Expert meetings * Expert meetings for ITU-D Study Group 1 Question 8/1 and WTDC Resolution 9

Date : 15–19 February 2016Location: Budapest, Hungary Detailed information: <http://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=15729> * Draft agendas and additional information about the workshop on analogue to digital transition will be shared on the website.
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| **Annex 2**Registration, visa support 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, 14 December 2015** at the following website: <http://www.itu.int/net3/ITU-D/meetings/registration/>.For the Rapporteur Group meetings held in Geneva, on-site registration will begin on **Monday, 4 April 2016** at 08h00 and will take place in the Montbrillant building. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID. Delegates who do not pre-register will also require a letter of accreditation from the Designated Focal Point of their entity to register onsite. 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/).When needed, visa support must also be requested by the designated Focal Point during the online registration process. Please note that a strict procedure for visas is in force in Switzerland and participants are urged to read carefully the visa procedure available on the [website](http://www.itu.int/en/ITU-D/Study-Groups/2014-2018/Pages/delegate-resources/visa-procedures.aspx). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks. To modify the contact details of a Focal Point for registration or to change the Focal Point, an official letter from an authorized official should be sent to the BDT Meetings Registration Service (by fax +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.Note that for all additional **expert meetings**, pre-registration is also to be done online at the above mentioned website. Practical information about visa applications, accommodation, and the venue can be found on the dedicated expert meeting website. Within the budget available, **onefellowship per country for each Study Group** 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 there are no fellowships available for the expert meetings.Fellowship applications, limited to one person per eligible country, must be authorized by the relevant Administration of the ITU Member State and submitted before the deadline (**19 February 2016**).In order to maximize the participation of eligible Member States within the very limited budget, and taking into account the large number of fellowship requests, an appropriate **daily subsistence allowance** intended to cover cost of accommodation, meals and misc. expenses will be provided. ITU will also provide **an economy class air ticket** by the most direct route.Please note that you must first **submit** your registration for the specific Study Group meeting before you can receive the fellowship form. You will receive a separate fellowship form for each meeting.**The approved and signed fellowship form** must be returned to the Fellowship Service **no later than** (**19 February 2016**). *Forms received after the deadlines will not be considered.*InterpretationInterpretation will be provided based on the requests of participants. You are, therefore, invited to indicate on the registration form, before **19 February 2016** whether you require a language other than English.Kindly note that the additional expert meetings for Q8/1, Resolution 9 and Q2/2 are held in English only.Remote participation in the meetingsInteractive remote participation services will be provided for the ITU-D Study Group 1 and 2 Rapporteur Group meetings. In parallel, the standard webcast in all languages of the respective meeting will be provided for the meetings in Geneva. A TIES account is required to access both the interactive remote participation and the webcast services.Details on Questions under studyThe titles and definitions of the Questions to be dealt with by the Study Groups, as approved by WTDC-14, can be found on the ITU-D Study Groups website in all official languages:* Study Group 1: <http://www.itu.int/net4/ITU-D/CDS/sg/index.asp?lg=1&sp=2014&stg=1>
* Study Group 2: <http://www.itu.int/net4/ITU-D/CDS/sg/index.asp?lg=1&sp=2014&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. Dubai, 2014), input to Study Group or Rapporteur Group meetings may be of three types: a) Contributions for action; b) Contributions for information; and, c) Liaison statements. The following applies:* All contributions *for action* received **45 calendar days** before a meeting shall be translated and published not less than seven calendar days before the said meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which they may have been translated by the author.
* All contributions received less than **45 calendar days but at least 12 calendar days** before a meeting shall be published but not translated. The secretariat shall publish these delayed contributions as soon as possible and not later than three working days after receipt.
* Contributions received less than **12 calendar days** before a meeting shall not be entered on the agenda. They shall not be distributed but held for the next meeting. No contributions shall be accepted after the opening of the meeting.
* All contributions 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.
* Contributions submitted to a meeting *for information* are those which do not require any specific action under the agenda of the meeting (e.g. descriptive documents submitted by Member States, Sector Members, Associates, Academia, or duly authorized entities and organizations, general policy statements, etc.), as well as other documents considered by the Study Group Chairman and/or the Rapporteur, in consultation with the author, as being for information. These documents should be published in the original language only (and in any other official language into which they may have been translated by the author) and appear under a separate numbering scheme from the contributions submitted for action.
* Contributions *for information* need to be submitted with a **detailed abstract** which will be shared translated for the meeting.
* Documents submitted to the study groups as **contributions should not exceed five (5) pages**. For existing texts, cross-references should be used instead of repeating material *in extenso*. Information material can be placed in annexes or provided on request as an information document.

Contributions must be submitted using the online template available at: <http://www.itu.int/ITU-D/CDS/contributions/sg/index.asp>. Attach the original Word version of your contribution to the online submission form to ensure that all hyperlinks, graphics and tables are correctly displayed.In accordance with provision in § 13.1 of Resolution 1 (Rev. Dubai, 2014), the deadline for the submission of contributions has been set for **19 February 2016** for Study Group 1 Rapporteur Group meetings and **4 March 2016** for Study Group 2 Rapporteur Group meetings. Documents arriving after the deadline will be distributed in the original language only.

| **Meeting** | **Date** | **Deadline for fellowship applications** | **Deadline for interpretation requests** | **Deadline for submission of documents for translation** |
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| **Study Group 1 Rapporteur Group meetings in Geneva:** | 4–15 April 2016 | 19 February 2016 | 19 February 2016 | 19 February 2016 |
| **Study Group 2 Rapporteur Group meetings in Geneva:**  | 18–29 April 2016 | 19 February 2016 | 19 February 2016 | 4 March 2016 |

Kindly note that contributions to the additional expert meetings should also be submitted online. Select the relevant meeting when you submit your contribution. Please submit your contributions to the expert meetings at least 12 calendar days before the opening of the meetings.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/en/ITU-D/Study-Groups/2014-2018/Pages/delegate-resources/synchronization-application.aspx> 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 informationPlease 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/en/ITU-D/Study-Groups/2010-2014/Pages/delegate-resources/visa-procedures.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). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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