



**Telecommunication
Development Bureau (BDT)**

Ref. BDT/DM/174

Geneva, 30 June 2016

To:

- Administrations of ITU Member States from the AFR region
- ITU-D Sector Members from the AFR region
- Academia from the AFR region
- The United Nations and its Funds and Programmes
- Regional Telecommunications Organizations from the AFR region
- Intergovernmental organizations operating satellite systems
- Specialized agencies of the United Nations and the International Atomic Energy Agency

Subject: **Regional Development Forum (RDF-AFR), 5 December 2016, and Regional Preparatory Meeting (RPM-AFR) for the 2017 World Telecommunication Development Conference (WTDC-17) for Africa, 6-8 December 2016 - Kigali, Rwanda**

Dear Sir/Madam,

I am pleased to invite you to participate in the Regional Preparatory Meeting for the AFR region (RPM-AFR) for the World Telecommunication Development Conference (WTDC-17) which will take place in Kigali, Rwanda, from 6 to 8 December 2016 at the kind invitation of the Ministry of Youth and ICT of Rwanda.

In line with Resolution 31 (Rev. Hyderabad, 2010), the Regional Preparatory Meeting aims at engaging the Membership in the WTDC-17 process in order to achieve regional coordination before the Conference. It also seeks to identify issues at the regional level, that need to be addressed to foster the development of telecommunications/ICTs, taking into account the most pressing needs faced by the Member States and Sector Members of the region.

RPM-AFR is expected to identify priority areas which are essential for the telecommunication/ICT development of the countries of the region. To this end, and to facilitate effective preparations by the ITU Membership, a draft RPM-AFR agenda has been prepared and can be found in **Annex 1**.

Members participating at this meeting will also be able to review and provide input on the preliminary draft ITU-D contribution to the ITU Strategic Plan for 2020-2023, preliminary draft ITU-D Action Plan 2018-2021, and preliminary draft WTDC-17 Declaration ahead of WTDC-17. These documents, which will be available on the [RPM-AFR](#) website, are intended to assist in the written formulation of the issues and priorities for each of the regions.

The RPM-AFR will be preceded by the Regional Development Forum for Africa (RDF-AFR) at the same venue, on 5 December 2016. Regional Development Forums provide an opportunity for high-level dialogue, cooperation and partnerships among telecommunication/ICT policy makers, regulators, industry, academia, regional and international development agencies and organizations on specific regional telecommunication/ICT issues. They serve as a platform for assessing strategic orientations that may have an impact on BDT's regional work plan in between world telecommunication development conferences. A draft **agenda** for RDF-AFR will be available soon on the [RPM-AFR](#) website.

Annex 2 to this letter provides detailed information about the submission of contributions, registration, fellowships and all the basic information to allow you to participate and make the best of these two events.

Please be informed that for the first time sponsorship opportunities will be proposed for activities taking place during the RDF in order to enhance visibility and contribute to achieving the Sustainable Development Goals (SDGs). Details on these opportunities and related benefits will be available soon online at: <http://www.itu.int/go/itudsponsorships>. If you have any questions on sponsorship issues, BDT remains at your disposal and can be contacted by e-mail: bdtpartners@itu.int.

Should you require any further information, please contact:

ITU

Mr Jean-Jacques Massima
ITU Representative for Central Africa and Madagascar
Tel: +237 222 22 92 91 / +41 22 730 5261
Email: jean-jacques.massima@itu.int

Host country

Mr Patrick Rwabidadi
Senior Technologist, ICT Content and Projects Management
Ministry of Youth and ICT
Tel: +250 788 300 515
Email: prwabidadi@myict.gov.rw

I look forward to your input to ensure that WTDC-17 is an effective and viable tool to guide our work in the coming years to meet the needs of the countries in the Africa region, based on the priorities set by you all.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes: Annex 1: Draft agenda
 Annex 2: Detailed information

ANNEX 1

Draft agenda RPM-AFR

1. Opening ceremony
2. Election of the Chairman and Vice-Chairmen
3. Approval of the agenda
4. Consideration of the Time Management Plan
5. Reporting on the implementation of the Dubai Action Plan (WTDC-14), and contribution to the implementation of the WSIS Plan of Action and the Sustainable Development Goals (SDGs)
6. Report on the implementation of outcomes of other ITU Conferences, Assemblies and meetings related to ITU-D work: Plenipotentiary Conference (PP-14), Radiocommunication Assembly (RA-15)/World Radiocommunication Conference (WRC-15), and World Telecommunication Standardization Assembly (WTSA-16)
7. Preparations for WTDC-17
 - 7.1 Preliminary draft ITU-D contribution to the ITU Strategic Plan for 2020-2023
 - 7.2 Preliminary draft ITU-D Action Plan 2018-2021 (including Study Group Questions)
 - 7.3 Preliminary draft WTDC-17 Declaration
 - 7.4 Rules of procedure of ITU-D (WTDC Resolution 1)
 - 7.5 Streamlining WTDC resolutions
8. Priority setting for Regional Initiatives, related projects and financing mechanisms
9. Any other business

Brahima Sanou
Director

ANNEX 2

Venue

The venue for the two events will be communicated at a later date. All information will be available on the [RPM-AFR](#) website.

Registration and visa support

Pre-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 **15 June 2016** at the following [website](#):

On-site registration will begin on Sunday, 4 December 2016 at 1400h at the event venue. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID (passport, driving license, etc.). **Any participant registering directly on-site must present a letter of accreditation from their respective Designated Focal Point.**

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

When needed, visa support must also be requested to the host country by the Designated Focal Point. The contact details for the person from the host country dealing with visa support are:

Ms Janet Umutesi
Rwanda Utilities Regulatory Authority (RURA)
Tel: +250 788 854 592
Email: rachel.muganga@rura.rw

Please allow enough time for the visa to be processed. Additional information concerning visas is available from the [RPM-AFR](#) website.

If your Administration/Entity does not have a Designated Focal Point or wishes to modify the contact details and/or change the Designated Focal Point, you are kindly requested to send an official letter from an authorized official to the BDT Meetings Registration Service (by fax to +41 22 730 5545/+41 22 730 5484 or by email to: BDTMeetingsRegistration@itu.int) providing the updated details: the person's family name, given name and email address.

Participation fees

No participation fee is required for these events. However, all participants are to cover their own expenses for travel, accommodation and insurance.

Fellowships

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

Fellowship applications, limited to one full or two partial fellowships per eligible country, must be authorized by the relevant Administration of the ITU Member State and be submitted before the deadline **(6 November 2016)**.

In order to maximize the participation of eligible Member States within the very limited budget, and taking into account the potentially large number of fellowship requests, an appropriate **daily subsistence allowance** intended to cover the cost of accommodation; meals and miscellaneous expenses will be provided. ITU will also provide **an economy class air ticket by the most direct route**.

Please note that you will only receive the fellowship request form after your registration has been submitted.

The **approved and signed fellowship form(s)** must be returned to the Fellowship Service no later than **6 November 2016**.

Forms received after the deadline will not be considered.

Contributions

Your contributions to the Regional Preparatory Meetings are the basis of its work.

Contributions must be submitted using the **online template** available at the [RPM-AFR](#) website in the languages of the meeting. Please 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 12.1 of WTDC Resolution 1 (Rev. Dubai, 2014), the deadlines for the submission of contributions have been set as follows.

Dates of RPM	Deadline for submission of contributions with guaranteed translation	Final deadline for submission of contributions
RDF: 5 December 2016 RPM: 6-8 December 2016	6 November 2016	21 November 2016

Languages

Both events will be conducted in English and French. Simultaneous interpretation will be provided into those languages.

Documents received within the deadlines will be translated into English and French, as per provision 12.1 of WTDC Resolution 1 (Rev. Dubai, 2014) (30 days before the start of RPM-CIS).

Paper policy and access to documents

Please note that both events will be **paperless**: all material, including contributions and presentations, will be available at the [RPM-AFR](#) website.

It is to be noted that a TIES account will be required to access documents for RPM-AFR. If you do not yet hold one, you may request it at <http://www.itu.int/TIES/>.

Delegates are urged to bring their laptops in order to download all documents locally and to access the website for new documents.

The “**ITU-D Event**” application will be available, both for mobile devices and for computers, from the [RPM-AFR](#) website, as will a **synchronization tool**.

Practical information

Information on available hotels near the venue of the events, as well as practical information is available from the [RPM-AFR](#) website.

Contacts

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