



**Telecommunication  
Development Bureau (BDT)**

Ref.: BDT/DM/186(Add.1)

Geneva, 21 November 2016

To:

- Administrations of ITU Member States from the Americas region
- ITU-D Sector Members from the Americas region
- Academia from the Americas region
- The United Nations and its Funds and Programmes
- Regional Telecommunication Organizations from the Americas region
- Intergovernmental organizations operating satellite systems
- Specialized agencies of the United Nations

**New dates:**

Subject: **Regional Development Forum (RDF-AMS), 21 February 2017, and Regional Preparatory Meeting (RPM-AMS) for the World Telecommunication Development Conference 2017 (WTDC-17) for the Americas, 22-24 February 2017**  
**Asunción, Paraguay**

Dear Sir/Madam,

I would like to refer to my letter reference BDT/DM/186 and dated 8 July 2016, inviting you to participate in the Regional Preparatory Meeting for the Americas region (RPM-AMS) for the World Telecommunication Development Conference 2017 (WTDC-17), which will take place in Asunción, Paraguay, at the kind invitation of the *Comisión Nacional de Telecomunicaciones (CONATEL)* of Paraguay.

Given the busy calendar within the telecommunications/ICT world and to allow all countries in the region to have the best possible opportunity to participate adequately in such a key event, it has been agreed to bring forward the holding of the **Regional Preparatory Meeting by one week to 22-24 February 2017**, preceded by the **Regional Development Forum on 21 February 2017**.

Attached as Annex 1 you will find a revised text containing the detailed information, with new deadlines for fellowship requests and document submission.

I look forward to receiving the region's submissions for a thorough preparation of the World Telecommunication Development Conference.

Yours faithfully,

[Original signed

Brahima Sanou  
Director

Annex 1: Detailed information (revised)

## ANNEX 1 (revised)

### Venue

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

### Registration and visa support

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Pre-registration will be carried out exclusively online through the Focal Points designated by each administration and entity entitled to participate. Online registration is now open at the following website: <http://www.itu.int/go/regitud>.

On-site registration will begin on Monday, 20 February 2017 at 1400h at the venue of the event. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID (passport, driving licence, etc.). **Any participant registering directly on-site must present a letter of accreditation from their respective Designated Focal Point.**

The role of a Designated Focal Point (DPF) is to handle registration formalities for his/her respective administration/entity. The list of 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 Liliana Zena  
Chief, Protocol Unit  
International and Inter-Institutional Management  
Comisión Nacional de Telecomunicaciones (CONATEL)  
Tel.: +595 21 438 2635  
Fax.: +595 21 451 029  
E-mail: [lzena@conatel.gov.py](mailto:lzena@conatel.gov.py)

Please allow enough time for the visa to be processed. Additional information concerning visas is available from the RPM-AMS [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 e-mail to: [BDTMeetingsRegistration@itu.int](mailto:BDTMeetingsRegistration@itu.int)) providing the updated details: the person's family name, given name and e-mail address.

### Participation fees

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

### Fellowships

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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 **(25 January 2017)**.

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. If applicable, 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 **25 January 2017**.

*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-AMS 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 events	Deadline for submission of contributions with guaranteed translation	Final deadline for submission of contributions
RDF: <u>21 February 2017</u> RPM: <u>22-24 February 2017</u>	<u>23 January 2017</u>	<u>8 February 2017</u>

## Languages

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

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

## 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-AMS [website](#)

It is to be noted that a TIES account will be required to access documents for RPM-AMS. 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-AMS 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-AMS [website](#).

**Contacts**

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**ITU**

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**Host country**

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