



**Telecommunication  
Development Bureau (BDT)**

Ref.: BDT/DM/194

Geneva, 27 July 2016

To:

- Administrations of ITU Member States from Europe
- ITU-D Sector Members from Europe
- Academia from Europe
- The United Nations and its Funds and Programmes
- Regional telecommunication organizations from Europe
- Intergovernmental organization operating satellite systems
- Specialized agencies of the United Nations

Subject: **Regional Development Forum (RDF-EUR), 26 April 2017, and Regional Preparatory Meeting (RPM-EUR) for the World Telecommunication Development Conference 2017 (WTDC-17) for Europe, 27-28 April 2017  
Vilnius, Republic of Lithuania**

Dear Sir/Madam,

I am pleased to invite you to participate in the Regional Preparatory Meeting for Europe (RPM-EUR) for the World Telecommunication Development Conference 2017 (WTDC-17) which will take place in Vilnius, Lithuania, from 27-28 April 2017 at the kind invitation of the Communications Regulatory Authority of the Republic of Lithuania.

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-EUR 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-EUR agenda has been prepared and can be found in **Annex 1**.

Members participating in 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-EUR [website](#), are intended to assist in the written formulation of the issues and priorities for each region.

The RPM-EUR will be preceded by the Regional Development Forum for Europe (RDF-EUR) at the same venue, on 26 April 2017. 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-EUR will be available soon on the RPM-EUR [website](#).

**Annex 2** to this letter provides detailed information about the submission of contributions, registration 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 relating to sponsorship issues, BDT remains at your disposal and can be contacted by e-mail: [bdtpartners@itu.int](mailto:bdtpartners@itu.int).

Should you require any further information, please contact:

**ITU**

Mr Jaroslav Ponder  
Coordinator Europe  
Tel.: +41 79 599 1405  
E-mail: [eurregion@itu.int](mailto:eurregion@itu.int)

**Host country**

Mr Paulius Vaina  
Acting Head of International and Public Relations Division  
Communications Regulatory Authority  
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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 Europe, 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 of RPM-EUR**

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

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The two events will take place at the following venue:

Holiday Inn Vilnius  
Šeimyniškių str. 1  
Vilnius, LT-09312  
[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 will open on **18 July 2016** at the following website: <http://www.itu.int/go/regitud>.

On-site registration will begin on Tuesday, 25 April 2017 at 1400h at the venue of the events. 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 (DFP) 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:

Mr Paulius Vaina  
Acting Head of International and Public Relations Division  
Communications Regulatory Authority  
Tel.: +370 5 210 5684  
E-mail: [paulius.vaina@rrt.lt](mailto:paulius.vaina@rrt.lt)

Please allow enough time for the visa to be processed. Additional information concerning visas is available from the RPM-EUR [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.

### Contributions

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

Contributions must be submitted using the **online template** available at the RPM-EUR [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: 26 April 2017 RPM: 27-28 April 2017	28 March 2017	15 April 2017

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## Languages

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

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

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## 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-EUR [website](#).

It is to be noted that a TIES account will be required to access documents for RPM-EUR. 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-EUR [website](#), as will a **synchronization tool**.

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## Practical information

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

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## Contacts

### ITU

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Coordinator Europe  
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