![ITU logo]

**Telecommunication
Development Bureau (BDT)**

Ref.:	Circular BDT/DDR/TDAG/050	Geneva, 2 July 2020

To:
- Administrations of ITU Member States
- State of Palestine (Resolution 99)
- ITU-D Sector Members
- ITU Academia
- TDAG Bureau members
- Chairmen and Vice-Chairmen of ITU-D study groups
- Regional Telecommunication Organizations

Subject: **Follow up to June 2020 TDAG meetings and creation of TDAG working groups to prepare WTDC-21**

Dear Sir/Madam,

I would like to thank all those Members that connected to the two TDAG meetings that took place in early June for their participation. Figures were record-breaking: 383 participants for the first meeting on 2-5 June, and 168 participants for the second one on 16 June.

Despite this being the first fully virtual TDAG meetings, discussions flowed and were fruitful, thanks to the very able steering by the Chairperson, to the patience and discipline of all participants, and to the backstage support of our hardworking ITU staff. Reports on the conclusions of the two meetings are available as follows:

Meeting on 2-5 June	TDAG-20/59(Rev.1)
Meeting on 16 June	TDAG-20/2/5 (will be available on 06/07/20)

These two reports are now open to comments from membership for a period of two weeks, **until 15 July, 2020** at which time comments will be incorporated and the reports will be considered approved.

A major highlight of the meetings was the approval of three TDAG working groups and their terms of reference:

Working Group	Chairmanship	Terms of reference
TDAG Working Group on Strategic and Operational Plans	Ms Blanca González (Spain), assisted by Mr Christopher Kemei (Kenya) and Mr Wim Rullens (Netherlands)	TDAG-20/DT/7
TDAG Working Group on WTDC Preparations	Mr Santiago Reyes-Borda (Canada)	TDAG-20/2/DT/3
TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities	Dr Ahmad R. Sharafat (Iran)	TDAG-20/2/DT/3

In order for these working groups to be able to start working, kick-off meetings have been scheduled for the following dates:

Working Group	Date of kick-off meeting
TDAG Working Group on WTDC Preparations	16 July, 1300h-1430h CET
TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities	16 July, 1430h-1600h CET
TDAG Working Group on Strategic and Operational Plans	17 July, 1300h-1500h CET

Agendas for the meetings are available in **Annex 1**.

Participants are kindly requested to indicate upon registration **by 8 July**, if they will require interpretation in one of the six official ITU languages.

Detailed information on how to participate and contribute to these events is available in **Annex 2**.

In the meantime, stay healthy and stay safe.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

Annexes: Annex 1 : Agendas for the three TDAG working groups
            Annex 2: Information note for participants

ANNEX 1

Agendas for the three TDAG working groups

Agenda - TDAG Working Group on WTDC Preparations

1. Opening of the meeting and welcome remarks
2. Approval of the agenda
3. Working methods
   a. Virtual meetings with/without interpretation
   b. Document submission and publication in English
   c. Language of documents: English – only reports translated
   d. Email correspondence/mailing list/Sharepoint Site
   e. Recommendation for RTOs to designate focal points for regional coordination
4. Workplan
   a. Date for submission of report to TDAG
   b. Date for draft report for comments
   c. Dates of meetings
   d. Deadlines for submission of written contributions
5. Conclusion
6. Any other business

Agenda - TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities

1. Opening of the meeting and welcome remarks
2. Approval of the agenda
3. Working methods
   a. Virtual meetings with/without interpretation
   b. Document submission and publication in English
   c. Language of documents: English – only reports translated
   d. Email correspondence/mailing list/Sharepoint Site
   e. Recommendation for RTOs to designate focal points for regional coordination
4. Workplan
   a. Date for submission of report to TDAG
   b. Date for draft report for comments
   c. Dates of meetings
   d. Deadlines for submission of written contributions
5. Conclusion
6. Any other business

Agenda - TDAG Working Group on Strategic and Operational Plans

1. Opening of the meeting and welcome remarks
2. Approval of the agenda
3. Working methods
   a. Virtual meetings with/without interpretation
   b. Document submission and publication in English
   c. Language of documents: English – only reports translated
   d. Email correspondence/mailing list/Sharepoint Site
   e. Recommendation for RTOs to designate focal points for regional coordination
4. Workplan
   a. Date for submission of report to TDAG
   b. Date for draft report for comments
   c. Dates of meetings
   d. Deadlines for submission of written contributions
5. Conclusion
6. Any other business

ANNEX 2

Information note for participants

Registration, access and participation

Registration for the TDAG WG meetings will be carried out **exclusively online and will open on Thursday, 2 July 2020**.

Each delegate interested in attending the meeting should complete and submit a registration form that can be accessed from the following link:
http://www.itu.int/net3/ITU-D/meetings/registration/

Delegates can register to the meeting using their ITU user account credentials (i.e. username and password), old TIES accounts are also valid. Potential delegates who do not have an ITU user account can create one by following the steps available at: https://www.itu.int/en/ties-services/.

Note: For delegates who created a user account when registering for the previous TDAG meeting, their user account is still valid.

All registration requests for participation in the TDAG WG meetings must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available at the following link: http://www.itu.int/net3/ITU-D/meetings/registration/.

To modify the contact details of a DFP or to change the DFP, 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 new DFP's last name, first name and e-mail address.

Membership is encouraged to consider gender balance when deciding their delegations to TDAG WG meetings.

Interpretation

Participants are kindly requested to indicate upon registration **by 8 July**, if they will require interpretation in one of the six official ITU languages.

Access to the virtual meeting room and captioning

Information to access the virtual meeting room will be provided upon registration to participants through a separate email.

Only those participants duly registered for the meeting will be able to access the virtual meeting room. Participants are advised to take into account the following:

- Supported web browsers: **Google Chrome, Firefox** or **Microsoft Edge** (79+) - note that Internet Explorer is NOT a supported browser. **Google Chrome** is the recommended choice. Please ensure that you have downloaded the most up-to-date version of your browser;
- It is not recommended to use tablets and mobile devices;
- Please shut down any other application that might be using your microphone and/or camera (SfB, Teams, Zoom, etc.) if you plan to take the floor;
- Please use a **headset,** especially during interventions (it prevents echo). The use of video when making an intervention is optional**;**
- Kindly ensure you are not on a VPN;
- To log into the platform, please use the username (and not the email) of the user account you registered with.

Guidelines for the use of Interprefy are available on the Remote Participation Service webpage;

Test your settings at https://itu.interpret.world/test, using a supported web browser;

Technical assistance: remote.participation@itu.int.

The **standard captioning** service will be provided through the virtual meeting room. For those participants wishing to access the captioning script directly, the link will be available from the individual working group webpages:

TDAG-WG-Prep	TDAG-WG-RDTP	TDAG-WG-SOP

_____