**Telecommunication
Development Bureau (BDT)**

Ref.:   Circular BDT/DDR/TDAG/061(Rev.1)   Geneva, 5 October 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: Invitation to the fourth block of virtual meetings of the TDAG Working Groups,
        20-21 October 2020 – Extended deadline for submission of contributions to TDAG-WG-Prep**

Dear Sir/Madam,

I refer to the conclusions of the two TDAG meetings held so far this year, on 2-5 and 16 June 2020. I am pleased to invite you to attend the fourth block of virtual meetings of the TDAG Working Groups to be held as follows:

TDAG Working Group on WTDC Preparations (TDAG-WG-Prep)	20 October 2020, 1300h-1600h
TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities (TDAG-WG-RDTP)	21 October 2020, 1300h-1600h

While TDAG-WG-RDTP will continue its work beyond the extraordinary meeting of TDAG to be held on 23 November, TDAG-WG-Prep will conclude its work at this, its fourth meeting, submitting its final report to the TDAG-20/3. A separate invitation letter was sent out for the TDAG-20/3 meeting (circular letter 53).

The reports of the previous meetings of TDAG-WG-Prep and TDAG-WG-SOP will be available at the following links by **11 October** and will be open to comments until **18 October**:

TDAG-WG-Prep	TDAG-WG-SOP

In **Annexes 1 to 3** to this circular letter you will find the agendas for the meetings and other useful information for participants.

Members wishing to submit contributions to TDAG-WG-Prep are reminded of the guiding questions contained in document TDAG-WG-Prep/DT/3 which have been used to frame the contributions submitted to date.

I would like to remind you to subscribe to the mailing lists that have been created for the two groups, as these tools will soon start to be used to share information with all interested collaborators: Link to subscribe. Instructions on how to subscribe are provided in **Annex 4**.

I look forward to meeting all of you online.

Yours faithfully,

[original signed]

Doreen Bogdan-Martin
Director

Annexes: Annex 1: Draft agenda for the meeting of TDAG-WG-Prep
Annex 2: Draft agenda for the meeting of TDAG-WG-RDTP
Annex 3: Information note for participants of the 4th block of TDAG WG meetings
Annex 4: Instructions to subscribe to the WG mailing lists

ANNEX 1

Draft agenda for the meeting of the TDAG-WG-Prep

1. Opening of the meeting and welcome remarks
2. Approval of the agenda
3. Presentations of contributions received
4. Discussion of contributions and agreement on proposal to TDAG-20/3
5. Any other business

ANNEX 2

Draft agenda for the meeting of the TDAG-WG-RDTP

1.   Opening of the meeting and welcome remarks

2.   Approval of the agenda

3.   Mainstreaming of Resolutions

4.   Thematic Priorities

5.   Declaration

6.   Any other business

7.   Closing

ANNEX 3

Information note for participants
of the 4th block of TDAG Working Group meetings

Registration, access and participation

Registration for the 4th block of TDAG WG meetings will be carried out **exclusively online and will open on 5 October 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 also valid). In case they do not have an ITU user account, they can create one by following the steps available at: https://www.itu.int/en/ties-services/.

Note: For delegates who already created their user account when registering for the previous ITU-D meetings, their user account is still valid.

All registration requests for participation in the 4th block of 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 Designated Focal Point or to change the Designated 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 new DFP's last name, first name and e-mail address.

Membership is encouraged to consider gender balance when deciding their delegations to 4th block of TDAG WG meetings.

Interpretation

Given that the meeting on 20 October 2020 will be the last one for the TDAG-WG-Prep, interpretation will be provided in the six official ITU languages in order to allow the group to review in detail its final report to be submitted to TDAG-20/3.

Interpretation for the meeting of TDAG-WG-RDTP will be provided based on the requests of participants upon registration. The deadline for the submission of interpretation requests is **4 October 2020**.

Access to the virtual meeting room and captioning

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

Only those participants duly registered for the meeting will be able to access the virtual meeting room.

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 two working group webpages TDAG-WG-Prep and TDAG-WG-RDTP.

Contributions to the TDAG meeting

As per WTDC Resolution 1 (Rev. Buenos Aires, 2017), contributions should not exceed five pages and must be submitted using the online template available at TDAG website at: http://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/default.aspx

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 order to be included in the agenda of the meeting, contributions must be received no later than:

TDAG-WG-Prep	11 October 2020
TDAG-WG-RDTP	8 October 2020

Documentation

Delegates are asked to ensure that they have TIES access rights to be able to access the documents for the TDAG meeting through the website. Information on how to request TIES access rights can be found at http://www.itu.int/TIES/.

ANNEX 4

How to subscribe to TDAG WG mailing lists

− Open link to the mailing list subscription service page
− Login with your TIES username and password, or your Guest account username and password.

− Once logged in, under the Service Catalog expand ITU-D and select TDAG to find the mailing list for the three working groups
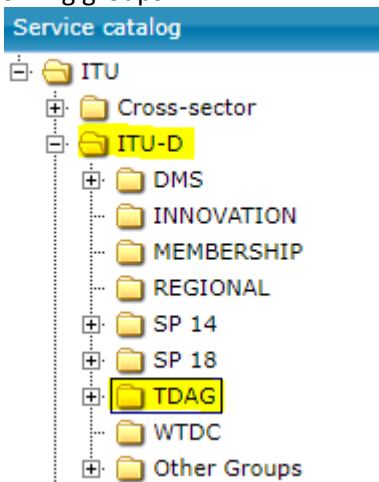
− To subscribe, simply tick on the check box next to the TDAG-WG-Prep and click on the Subscribe/Request subscription button

...	Type	Name	Descripti
☐	Mailing List	int-sect-team	[Inter-sectoral team on issues of mutual interest]
☐	PMS	tdag	Proposal Management System for the TDAG
☑	Mailing List	tdag-wg-prep	TDAG Working Group on WTDC Preparations (TDAG-WG-Prep)
☐	Mailing List	tdag-wg-rdtp	TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priori
☐	Mailing List	tdag-wg-sop	TDAG Working Group on Strategic and Operational Plans (TDAG-WG-SOP)

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− Depending on your ITU membership, your request to subscribe will be automatically recorded and sent to the service owner for approval.

− Shortly afterwards you will receive an e-mail confirmation to your default e-mail address.

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