



Telecommunication  
Development Bureau (BDT)



Ref.: Circular BDT/DDR/TDAG/075

Geneva, 2 February 2021

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 meeting of the TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities, Virtual, 3 March 2021**

Dear Sir/Madam,

I am pleased to invite you to the fourth meeting of the TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities (TDAG-WG-RDTP), which will take place online on 3 March 2021, and not on 4 March, as previously announced.

The group met on 21 January for its 3rd meeting and the report is available as document [TDAG-WG-RDTP/21](#).

The agenda for the next meeting, which will allow the group to further progress its work, is attached as **Annex 1**.

Please note that the meeting will be conducted in English only.

In **Annex 2**, you will find useful information for participants to the 4th meeting.

Members are encouraged to submit contributions to the work of this group through the online submission system available on the [TDAG-WG-RDTP webpage](#).

I look forward to meeting all of you online.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin  
Director

Annexes: Annex 1: Draft agenda for the 4th meeting of TDAG-WG-RDTP  
Annex 2: Information note for participants of the 4th meeting of the TDAG-WG-RDTP

## ANNEX 1

**Draft agenda for the 4th meeting of the TDAG-WG-RDTP**

1. Opening of the meeting and welcome remarks
2. Approval of the agenda
3. report of the previous meeting of TDAG-WG-RDTP
4. Thematic Priorities
5. Declaration
6. Streamlining WTDC Resolutions
7. Progress report by Regional Telecommunication Organizations:
  - APT
  - ATU
  - CEPT
  - CITEL
  - LAS
  - RCC
8. Any other business
9. Closing

## ANNEX 2

## Information note for participants of the 4th meeting of TDAG-WG-RDTP

### Registration, access and participation

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Registration for the 4th meeting of TDAG-WG-RDTP will be carried out **exclusively online and will open on 29 January 2021**.

Each delegate interested in attending the meeting should complete and submit a [registration form that can be accessed here](#).

Delegates can register for the meeting using their ITU user account credentials (i.e. username and password). In case they do not have an ITU user account, they can create one by following the steps available [HERE](#). A User account with TIES access allows delegates to access ITU information resources including contributions and other working documents.

**Note:** For delegates who already created their user account when registering to previous events on this same system can still use the same account.

All registration requests for participation in TDAG-WG-RDTP must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available [HERE](#). 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 e-mail to: [bdtmeetingsregistration@itu.int](mailto: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 meeting of TDAG-WG-RDTP.

### Interpretation

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The meeting of TDAG-WG-RDTP will be in English only.

### Access to the virtual meeting room and captioning

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The meeting will take place from 1300h to 1600h CET.

Information to access the virtual meeting room will be provided to duly registered participants through their confirmation of registration message.

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 [TDAG-WG-RDTP webpage](#).

### Contributions to the TDAG meeting

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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 **20 February 2021**.

### **Documentation**

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Delegates are asked to ensure that they have TIES access rights to be able to access all the documents for the TDAG meeting through the website. Information on how to request TIES access rights can be found [HERE](#).

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