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| Ref.: | Circular BDT/IP/CSTG-2 | Geneva, 20 December 2017 |
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|  |  |  | To: * Administrations of ITU Member States
* Resolution 99 (Rev. Busan, 2014)
* ITU-D Sector Members, Associates, and Academia
* Chairmen and Vice-Chairmen of ITU-D Study Groups 1 and 2
* Observers (Regional and International Organizations)
* United Nations, Specialized agencies, and IAEA
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| **Subject:** | Convening of the first meetings of ITU-D study groups for the 2018-2021 study period − Study Group 1: 30 April - 4 May 2018 and Study Group 2: 7 - 11 May 2018 |
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| Dear Sir/Madam,In consultation with Ms Regina Fleur Assoumou Bessou (Côte d’Ivoire), Chairman of ITU-D Study Group 1 and Dr Ahmad Sharafat (Islamic Republic of Iran), Chairman of Study Group 2, who were appointed to their positions by the World Telecommunication Development Conference 2017 (WTDC-17) in Buenos Aires, I am pleased to invite you to the first meetings of the ITU-D study groups for the seventh study period (2018-2021). These meetings will take place at ITU Headquarters in Geneva.The ITU-D study groups are open to participation by ITU Member States, ITU-D Sector Members, Associates and Academia who are invited to attend Study Group and Rapporteur Group meetings and provide contributions to the relevant study Questions.With their new agreed scope of work and assigned study Questions, Study Group 1 will meet from 30 April to 4 May 2018 and Study Group 2 from 7 to 11 May 2018. The first meetings will look closer at the expected results agreed on by the membership at WTDC-17, identify methods for conducting their work and agree on detailed work plans for each study Question. These meetings will also appoint Rapporteurs and Vice-Rapporteurs for each of the study Questions. Induction sessions to the work of the ITU-D study groups, with details on the working methods and tools available to study group participants, will be provided both weeks. The time management plans and draft agendas for these meetings can be found on the website for each meeting (see **Annex 1**). Detailed information on how to register and apply for fellowships, how to submit contributions, along with other practical information is attached in **Annex 2**.Ms Christine Sund, Advisor for ITU-D study groups, is at your disposal should you require further information. Tel.: +41 22 730 5999, Fax: +41 22 730 5484, E-mail address: devsg@itu.intI look forward to a successful start of the new study period with your continued active participation in the work of our study groups.Yours faithfully,[Original signed]Brahima SanouDirectorcc:* Candidates to the posts of Rapporteurs and Vice-Rapporteurs for ITU-D Study Group 1 and 2 Questions
* ITU Regional Offices
* Focal Points at the headquarters and the Regional/Area Offices for ITU-D Study Group 1 and 2 Questions
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| **Annex 1**

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| Draft agenda and schedule of meetingsThe draft agendas and schedules for the meetings of the two **ITU-D** study groups can be found at the links below:Study Group 1Main meeting website: * [Meeting page](https://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2018&blk=20348)
* [Draft agenda](https://www.itu.int/md/D18-SG01-OJ/)
* [Draft time management plan](https://www.itu.int/md/D18-SG01-ADM/)

Study Group 2Main meeting website: * [Meeting page](https://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2018&blk=20349)
* [Draft agenda](https://www.itu.int/md/D18-SG02-OJ/)
* [Draft time management plan](https://www.itu.int/md/D18-SG02-ADM/)

**ANNEX 2**Registration, visa support and fellowship requests***Registration online*****Registration** will be carried out exclusively **online by each participant** interested in attending the meetings in person or remotely, and **validated through the Focal Points** designated by each administration and entity entitled to participate. This platform had been piloted at the previous study group meetings. With your TIES log-in credentials, you can register for all meetings, namely ITU-D Study Group 1 and Study Group 2, including their Rapporteur Group meetings. In case you do not have a TIES account, user account creation is available at any time [here](http://www.itu.int/net3/ITU-D/meetings/registration/). Online registration will open in the registration system on **Thursday, 18 January 2018** at the following website: <http://www.itu.int/net3/ITU-D/meetings/registration/> . ***Visa support***When needed, **visa support** must also be requested by the participant during the online pre-registration process. Please note that a strict procedure for visas is in force in Switzerland and participants are urged to read carefully the visa procedure available on the [website](http://www.itu.int/en/ITU-D/Study-Groups/2018-2021/Pages/delegate-resources/visa-procedures.aspx). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks. ***On-site registration and badging*****On-site registration** and badging will begin on **Monday, 30 April 2018** at 08h00 and will take place in the Montbrillant building. Registered delegates will only need to bring their “Confirmation of Registration”letter received and a photo ID. Delegates who do not register online will also require a letter of accreditation from the Designated Focal Point of their entity to register onsite. As before, the role of the **Designated Focal Point** is to handle registration formalities for his/her respective administration/entity. The list of Designated Focal Points can be accessed using a **TIES** log-in at this [address](http://www.itu.int/net3/ITU-D/meetings/registration/). To modify the contact details of a Designated Focal Point or to change the 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 updated details: last name, first name and e-mail address.You will find registration details and all other logistical information such as accommodation and visa arrangements on the dedicated websites for the meetings: **Study Group 1** [meeting website](https://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2018&blk=20348) and **Study Group 2** [meeting website](https://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2018&blk=20349).***Fellowship requests***Within the budget available, **onefellowship or two partial fellowships per country for each study group** may be granted to participants from countries with a gross domestic product (GDP) per capita of less than USD 2'000, with priority to least developed countries (LDCs), and to participants who will present a contribution of direct relevance to at least one specific Question under study. Fellowship applications, limited to one person per eligible country, must be authorized by the relevant Administration of the ITU Member State and submitted before the deadline (**9 March 2018**).In order to maximize the participation of eligible Member States within the very limited budget, and taking into account the large number of fellowship requests, an appropriate **daily subsistence allowance** intended to cover cost of accommodation, meals and miscellaneous expenses will be provided. ITU will also provide **an economy class air ticket** by the most direct route. Please note that depending on the number of eligible requests, the countries that are beneficiaries of a fellowship may have to contribute partially to the cost of the fellowship.Please note that you must first **submit** your registration for the specific study group meeting before you can receive the fellowship form. During the pre-registration process, please **tick** the box “I will request support in obtaining a fellowship”. You will receive a separate fellowship form for each meeting.**The approved and signed fellowship form** must be returned to the Fellowship Service(by e-mail to fellowships@itu.int or by fax.: +41 22 730 57 78), **no later than** (**9 March 2018**). *Forms received after the deadline will not be considered.*InterpretationInterpretation will be provided based on the requests of participants. You are, therefore, invited to indicate on the registration form, before **9 March 2018** whether you require a language other than English.Remote participation in the meetingsInteractive remote participation services will be provided for the ITU-D Study Group 1 and 2 meetings. In parallel, the standard webcast in all languages of the respective meeting will be provided. A **TIES account** is required to access both the interactive remote participation and the webcast services. Information on how to request a TIES account can be found [here](http://www.itu.int/TIES/index.html).Details on Questions under studyThe titles and definitions of the Questions to be dealt with by the study groups, as approved by WTDC-17, can be found on the ITU-D Study Groups website in all official languages: Study Group 1 [website](https://www.itu.int/net4/ITU-D/CDS/sg/questions.asp?lg=1&sp=2018&stg=1) and Study Group 2 [website](https://www.itu.int/net4/ITU-D/CDS/sg/questions.asp?lg=1&sp=2018&stg=2).Contributions to the study groupsYour contributions to the work of the Study Group Questions will be highly appreciated. You may of course feel free to coordinate your proposals with other Administrations and organizations. A joint contribution requires the written approval of the parties involved in order to authorize its release.As per Resolution 1 (Rev. Buenos Aires, 2017), input to Study Group or Rapporteur Group meetings may be of three types: a) Contributions for action; b) Contributions for information; and, c) Liaison statements. The following applies:* All contributions *for action* received **45 calendar days** before a meeting shall be translated and published not less than seven calendar days before the said meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which they may have been translated by the author.
* All contributions received less than **45 calendar days but at least 12 calendar days** before a meeting shall be published but not translated. The secretariat shall publish these delayed contributions as soon as possible and not later than three working days after receipt.
* Contributions received less than **12 calendar days** before a meeting shall not be entered on the agenda. They shall not be distributed but shall be retained for the next meeting. No contributions shall be accepted after the opening of the meeting.
* All contributions should be submitted with an **abstract** providing an overview of the content of the document. If appropriate, present **lessons learned and suggested best-practices** in the contribution. The contribution should clearly indicate what kind of action the meeting is requested to take.
* Contributions submitted to a meeting *for information* are those which do not require any specific action under the agenda of the meeting (e.g. descriptive documents submitted by Member States, Sector Members, Associates, Academia, or duly authorized entities and organizations, general policy statements, etc.), as well as other documents considered by the Study Group Chairman and/or the Rapporteur, in consultation with the author, as being for information. These documents should be published in the original language only (and in any other official language into which they may have been translated by the author) and appear under a separate numbering scheme from the contributions submitted for action.
* Contributions *for information* need to be submitted with a **detailed abstract** which will be translated for the meeting.
* Documents submitted to the study groups as **contributions should not exceed five (5) pages**. For existing texts, cross-references should be used instead of repeating material *in extenso*. Information material can be placed in annexes or provided on request as an information document.

Contributions must be submitted using the online template available at: <http://www.itu.int/ITU-D/CDS/contributions/sg/index.asp> . 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 in § 13.2 of Resolution 1 (Rev. Buenos Aires, 2017), the deadline for the submission of contributions has been set for **15 March 2018** for Study Group 1 and **22 March 2018** for Study Group 2. Documents arriving after the deadline will be distributed in the original language only.

| **Meeting** | **Date** | **Deadline for fellowship applications** | **Deadline for interpretation requests** | **Deadline for submission of documents for translation** |
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| **Study Group 1:** | 30 April-4 May 2018 | 9 March 2018 | 9 March 2018 | 15 March 2018 |
| **Study Group 2:**  | 7-11 May 2018 | 9 March 2018 | 9 March 2018 | 22 March 2018 |

DocumentationThe Study Group related meetings will be paperless. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A user guide to synchronize documents is available [here](http://www.itu.int/en/ITU-D/Study-Groups/2014-2018/Pages/delegate-resources/synchronization-application.aspx).The **ITU-D Events Mobile and Desktop Application** provide meeting participants with a simple and fast way to access, on computers, smart-phones and tablets, all relevant documents and other practical information related to the meetings. Details on how to download the application can be found [here](http://www.itu.int/en/ITU-D/Conferences/Pages/mobileapp.aspx).Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the Study Group meetings through the website, synchronization tool and ITU-D Events Mobile and Desktop Application. Information on how to request a TIES account can be found at [here](http://www.itu.int/TIES/index.html).Sponsorship opportunitiesPlease be informed that sponsorship opportunities are proposed for activities taking place around the ITU-D Study Group 1 and 2 meetings (e.g. exhibition, workshop, coffee/tea breaks, receptions, etc.).This is a great opportunity for your entity to enhance visibility and promote your brand.Details on these opportunities and related benefits can be found online at: <http://www.itu.int/go/itudsponsorships> . **If you have any questions, BDT remains at your disposal and can be contacted by e-mail:** bdtpartners@itu.int**.** Practical informationA list of Geneva hotels offering preferential ITU rates can be found on the website [here](http://www.itu.int/travel/).Do not hesitate to contact the **ITU-D Study Group Secretariat** with any questions you may have regarding these meetings and the activities of the ITU-D Study Groups (by e-mail: devsg@itu.int or tel.: +41 22 730 5999). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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