



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/DKH/CSTG-8

Geneva, 8 November 2019

To:

- Administrations of ITU Member States
- Resolution 99 (Rev. Dubai, 2018)
- ITU-D Sector Members, Associates and Academia
- Chairmen and Vice-Chairmen of ITU-D Study Group 1 and 2
- Observers (Regional and International Organizations)
- United Nations, Specialized agencies, and IAEA

**Subject: Third meetings of ITU-D study groups for the 2018-2021 study period -
Study Group 1: 17-21 February 2020 and Study Group 2: 24-28 February 2020**

Dear Sir/Madam,

In consultation with Ms Regina Fleur Assoumou Bessou (Côte d'Ivoire), Chairman of ITU-D Study Group 1 (SG1) and Dr Ahmad Sharafat (Islamic Republic of Iran), Chairman of ITU-D Study Group 2 (SG2), I am pleased to invite you to the 2020 meetings of ITU-D SG1 and SG2, which will be held from 17 to 21 February 2020 and from 24 to 28 February 2020 respectively. These meetings will take place at ITU headquarters in Geneva, Switzerland.

Management team meetings for the two study groups will take place on 16 and 23 February respectively, and the meeting of the ITU-D SG1 and SG2 joint management team on 23 February 2020. It is important for entities to ensure that individuals who have been appointed to positions of chairman and vice-chairman in the two study groups, and as rapporteur or vice-rapporteur for the 14 study Questions are present during the study group and rapporteur group meetings.

ITU-D study groups are open to participation by ITU Member States, ITU-D Sector Members, Associates and Academia, who are invited to attend these meetings and to provide contributions to the relevant study Questions. Membership is encouraged to submit contributions to the work of the study Questions in accordance with the outlines of the Question deliverables and scope of work.

Annual progress reports and contributions of relevance to the work of study groups, including case studies and lessons learned will be presented to these meetings. The meetings will also review the draft Question deliverables and approve annual deliverables and reports as applicable.

The time management plans and draft agendas for these meetings will be shared in due time on the website for each meeting (see Annex 1). Detailed information on how to register and apply for fellowships, and how to submit contributions, along with other practical information is attached in Annex 2.

Ms Christine Sund and Mr Kyung-Tak Lee, Advisers for ITU-D study groups, are at your disposal should you require further information. Tel.: +41 22 730 5999, fax.: +41 22 730 5484, e-mail: devsg@itu.int

I look forward to your continued active participation in the work of our ITU-D study groups.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

ANNEX 1**Draft agenda and schedule of meetings**

The draft agendas and schedules for the **ITU-D Study Group 1 and 2 meetings** can be found at the links below:

ITU-D Study Group 1 relevant websites:

- [Meeting page](#)
- [Draft agendas](#)
- [Draft time management plan](#)
- [Reports of the September/October 2019 meetings with work plans and draft outlines of deliverables](#)

ITU-D Study Group 2 relevant websites:

- [Meeting page](#)
- [Draft agendas](#)
- [Draft time management plan](#)
- [Reports of the October 2019 meetings with work plans and draft outlines of deliverables](#)

ANNEX 2

Registration, visa support and fellowship requests

Online registration

Registration will be carried out **exclusively online**. Each participant interested in attending the meetings in person or remotely should complete and submit a registration form to be accessed from the following link: <http://www.itu.int/net3/ITU-D/meetings/registration/>

With your TIES log-in credentials, you can register for the study group meetings. In case you do not have TIES access, you can create your user account by following the steps available at: <https://www.itu.int/en/ties-services/>

Note: If you already created your user account when you registered for previous ITU-D study group meetings, then your user account is still valid.

Online registration will open on **Friday, 8 November 2019** at the following link: <http://www.itu.int/net3/ITU-D/meetings/registration/>

All registration requests for participation in these 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.

Visa support

Participants who require **visa support** must tick the box corresponding to "Visa" during their online registration. 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 at: <https://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 badging

On-site badging will begin at 15h00 on **Friday, 14 February 2020**, in the Montbrillant building. Registered delegates must present their "Confirmation of Registration" letter received from ITU, along with their identification card or passport.

Registration details and all other logistical information such as accommodation and visa arrangements can be found on the dedicated websites for the meetings: **SG1** website (<https://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2018&blk=24431>) and **SG2** website (<https://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2018&blk=24435>).

Fellowship requests

For each study group, one full or two partial fellowships per eligible country may be awarded, subject to available funding, to facilitate participation from developing countries. Priority will be given to participants who submit a written contribution of direct relevance to at least one specific Question under study. Note that such written contributions should be submitted concurrently with the fellowship application.

Fellowship applications, limited to one person per eligible country, must be authorized by the relevant administration of the ITU Member State and submitted by **2 January 2020 at the latest**.

Fellowship applicants must first **submit** their registration for the specific study group meeting in order to receive the fellowship form. This means that during the registration process, they should tick the box corresponding to "fellowships".

Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs when proposing candidates for fellowships.

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 2 January 2020**. Remember to submit your substantive written contribution(s) to the meetings by **2 January 2020** and mention your submission when you return the approved and signed fellowship form. Late contributions will not be considered in the fellowship selection process.

Forms received after the deadline will not be considered.

Interpretation

Interpretation will be provided based on the requests of participants. You are, therefore, invited to indicate on the registration form, by **2 January 2020 (23:59 hours Geneva time)**, whether you require a language other than English.

Remote participation in the meetings

Interactive remote participation services will be provided for ITU-D study group meetings in the languages requested by the deadline of 2 January 2020. Similarly, the webcast service will be provided in the languages requested by this deadline.

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 at: <https://www.itu.int/en/ties-services/>

Details on Questions under study

The 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 SGs website in all official languages: SG1 website (<https://www.itu.int/net4/ITU-D/CDS/sg/questions.asp?lg=1&sp=2018&stg=1>) and SG2 website (<https://www.itu.int/net4/ITU-D/CDS/sg/questions.asp?lg=1&sp=2018&stg=2>).

Contributions to the ITU-D study groups

Your contributions to the work of the ITU-D study 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), inputs to SGs or rapporteur groups 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 it 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 document. 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 the provision in § 13.2.2 of Resolution 1 (Rev. Buenos Aires, 2017), the deadline for the submission of contributions for translation has been set to **2 January 2020** for SG1 and **9 January 2020** for SG2. 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	Deadline for submission of documents without translation
SG1	17 – 21 February 2020	2 January 2020	2 January 2020	2 January 2020	4 February 2020
SG2	24 – 28 February 2020	2 January 2020	2 January 2020	9 January 2020	11 February 2020

Management team meetings for the two study groups will take place in the afternoon of 16 February and 23 February 2020 respectively. The SG1 and SG2 joint management team will meet on 23 February 2020.

Documentation, collaboration and networking

ITU-D study group meetings are 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 <https://www.itu.int/en/ITU-D/Study-Groups/2018-2021/Pages/delegate-resources/synchronization-application.aspx>

Various **collaborative tools** are available to facilitate collaborators' electronic participation in the work of the study groups. While **mailing lists** allow for the exchange of e-mails amongst experts interested in the topics under study, the collaborative SharePoint sites provide a virtual meeting place for participants, with a calendar of activities, announcements, and a document exchange area to facilitate the work in between and during the meetings. An area exclusively for the management teams of the study groups is also available with similar facilities. Information on the collaborative tools can be found here <https://www.itu.int/en/ITU-D/Study-Groups/2018-2021/Pages/collaborative-tools.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, collaborative sites and synchronization tool. Information on how to request a TIES account can be found at: <https://www.itu.int/en/ties-services/>

Practical information

A list of Geneva hotels offering preferential ITU rates can be found on the website at: <https://www.itu.int/net4/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 ITU-D study groups (by e-mail: devsg@itu.int or tel.: +41 22 730 5999).