



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/DKH/CSTG-9

Geneva, 24 June 2020

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: Virtual rapporteur group meetings of ITU-D study groups for the 2018-2021 study period - Study Group 1: 21 September - 2 October 2020 and Study Group 2: 5-16 October 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 rapporteur group meetings, which will be held from 21 September to 2 October 2020 and from 5 to 16 October 2020 respectively.

In view of the continued global concern over the COVID-19 pandemic, and in order to ensure business continuity in the ITU Development Sector while protecting the health and well-being of our delegates and staff, in agreement with the Chairmen of ITU-D SG1 and SG2, the format of these rapporteur group meetings will be fully virtual. In this regard, the arrangements being put in place include scheduling daily sessions strictly from 13:00 to 16:00 hours (Geneva time) to take into account the time differences across the regions. The time management plans and draft agendas for these virtual meetings will be shared in due time on the website of each meeting (see Annex 1). Detailed information on how to register and how to submit contributions, along with other practical information can be found in Annex 2. Information on additional arrangements will be provided to registered participants. The format of the meetings may be reviewed and adapted depending on the evolution of the global COVID-19 situation. Membership will be informed of any change in due course.

These meetings will primarily focus on the completion of all output reports for the 2018-2021 study period and discuss future topic proposals for the next study period. In the light of these objectives, 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 participate in these rapporteur group meetings and in meetings of the respective management teams.

Membership is encouraged to submit contributions in accordance with the outlines of the Question deliverables and scope of work, including aspects related to COVID-19 as appropriate, by the deadlines set in

Annex 2. In particular, contributions relevant to output reports should be submitted by these deadlines so that they can be considered before these reports are finalized.

The ITU-D Study Group Secretariat is at your disposal should you require further information (tel.: +41 22 730 5999, e-mail: devsg@itu.int).

I would like to take this opportunity to thank you all for your understanding and flexibility, and for your continued support.

In the meantime, stay healthy, stay safe and I wish you all courage in navigating this very difficult period.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DBM', with a large, stylized flourish extending from the end of the signature.

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 rapporteur group meetings** can be found at the links below:

ITU-D Study Group 1 rapporteur group relevant websites:

- [Meeting page](#)
- [Draft agendas](#)
- [Draft time management plan](#)
- [Reports of the February 2020 meetings](#)

ITU-D Study Group 2 rapporteur group relevant websites:

- [Meeting page](#)
- [Draft agendas](#)
- [Draft time management plan](#)
- [Reports of the February 2020 meetings](#)

ANNEX 2

Registration, interpretation and access to virtual meeting rooms

Online registration

Registration to these virtual meetings is mandatory, and will be carried out **exclusively online**. Registration will open on Monday, 8 June 2020 via the following link:

<http://www.itu.int/net3/ITU-D/meetings/registration/>

Participants with TIES access can register for the ITU-D SG1 and SG2 rapporteur group meetings using their TIES login credentials (username and password).

Participants who do not have TIES access can create their user account by following the steps available at: <https://www.itu.int/en/ties-services/>

Note: For participants who already created a user account when they registered for previous ITU-D study group meetings, their user account is still valid.

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.

Interpretation

Interpretation will be provided using Interprefy (a simultaneous interpretation platform) and will be based on the requests of participants. At the time of registration, participants who require a language other than English must select their choice from the list on the form (Arabic, Chinese, French, Russian or Spanish). The deadline for requests for interpretation through the registration system is **6 August 2020 (23:59 hours Geneva time)**.

Access to virtual meeting rooms

Instructions on how to connect to the platform for these virtual meetings will be sent to duly registered participants in a confirmation of registration letter via e-mail. Only participants who are duly registered for the meetings will be able to access the virtual meeting rooms.

Closer to the start of the virtual meetings, all registered participants will be contacted via e-mail for an online platform test. In this context, participants are requested to register early.

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) of WTDC, 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) of WTDC, the deadline for the submission of contributions for translation has been set to **6 August 2020** for SG1 and **20 August 2020** for SG2. Documents arriving after these deadlines will be distributed in the original language only.

Meeting	Date	Deadline for interpretation requests	Deadline for submission of documents for translation	Deadline for submission of documents without translation
SG1 rapporteur groups	21 September – 2 October 2020	6 August 2020	6 August 2020	8 September 2020
SG2 rapporteur groups	5-16 October 2020	6 August 2020	20 August 2020	22 September 2020

Documentation, collaboration and networking

ITU-D study group meetings are paperless. Delegates are urged to use their computers 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/>

Contact information

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).
