



**Telecommunication  
Development Bureau (BDT)**

Ref.: Circular BDT/DKH/CSTG-12

Geneva, 18 December 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: Fourth annual meetings of ITU-D Study Groups 1 and 2, to be held in virtual format from 15 to 26 March 2021 (including a joint plenary meeting on 31 March and 1 April 2021), preceded by informal rapporteur group meetings from 22 February to 5 March 2021**

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 fourth annual meetings of these study groups, to be held as follows: ITU-D SG2 from 15 to 19 March 2021, and ITU-D SG1 from 22 to 26 March 2021.

These last annual meetings before the World Telecommunication Development Conference in 2021 (WTDC-21) will primarily focus on approving all deliverables for the 2018-2021 study period and on concluding their discussions on future topics for the next study period. It is therefore crucial to ensure that representatives from your organization, who hold positions of chairman or vice-chairman in the two study groups, and of rapporteur, co-rapporteur or vice-rapporteur for the 14 study Questions, participate fully in these meetings.

In order to ensure business continuity while protecting the health and well-being of our delegates and staff in the current COVID-19 situation, the format of these annual meetings will continue to be fully virtual, with daily sessions strictly from 1300 hours to 1600 hours (Geneva time), to take into account the time differences across the regions.

For optimal preparation of the rapporteur groups in this final stage, and for both study groups to jointly coordinate and reach common views on topics in preparation for WTDC-21 it has been decided, in consultation with the management teams of both study groups, to schedule the following additional meetings:

- informal rapporteur group meetings of SG2 from 22 to 26 February 2021 and for SG1 from 1 to 5 March 2021.
- joint plenary meeting of SG1 and SG2 on 31 March and 1 April 2021.

These meetings will follow the same virtual format and daily sessions as the annual meetings of SG1 and SG2, from 1300 hours to 1600 hours (Geneva time).

The time management plans and draft agendas for these virtual meetings will be shared in due course 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. Should the global COVID-19 situation evolve and the format of the meetings be reviewed, membership will be informed accordingly.

Membership is encouraged to submit contributions, in particular on aspects related to future study topics for the next study period, by the deadlines set in Annex 2.

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](mailto:devsg@itu.int)).

I thank you all for your understanding and flexibility, and I look forward to your continued active participation and support in the work of our ITU-D study groups.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin  
Director

Annexes:    **Annex 1:** Draft agenda and schedule of meetings  
              **Annex 2:** Information on registration, interpretation and access to virtual meeting rooms

## ANNEX 1

### Draft agenda and schedule of meetings

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

#### ITU-D Study Group 1 and rapporteur group relevant websites:

- [Meeting page for annual meeting of ITU-D SG1](#)
- [Meeting page for informal rapporteur group meetings of ITU-D SG1](#)
- [Draft agendas](#)
- [Draft time management plans](#)
- [Reports of the September-October 2020 meetings](#)

#### ITU-D Study Group 2 and rapporteur group relevant websites:

- [Meeting page for annual meeting of ITU-D SG2](#)
- [Meeting page for informal rapporteur group meetings of ITU-D SG2](#)
- [Draft agendas](#)
- [Draft time management plans](#)
- [Reports of the October 2020 meetings](#)

#### Joint ITU-D Study Group 1 and Study Group 2 plenary relevant websites:

- [Meeting page](#)
- [Draft agenda](#)
- Draft time management plan: included in management plans of SG1 ([link](#)) and SG2 ([link](#))

## ANNEX 2

### Registration, interpretation and access to virtual meeting rooms

#### Online registration

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**Registration** to the fourth annual meetings of ITU-D Study Groups 1 and 2 (including the joint plenary of SG1 and SG2) and to the informal rapporteur group meetings is mandatory, and will be carried out **exclusively online**. All of these are virtual meetings. Registration will open on Monday, 21 December 2020, via the following link:

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

Delegates can register to these meetings using their ITU user account credentials (i.e., username and password).

Delegates who do not have an ITU user account can create one by following the steps available at the following link: <https://www.itu.int/en/ties-services/>.

**Note:** For delegates who already created an ITU user account when they registered for previous ITU-D study group meetings or other recent ITU events, 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 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 the ITU-D study group meetings.

#### Interpretation

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Interpretation for the annual meetings and joint plenaries of ITU-D Study Groups 1 and 2 will be provided in the 6 official languages of the Union.

Interpretation for the informal rapporteur group meetings of ITU-D Study Groups 1 and 2 will be provided based on sufficient number of requests by participants and resources available. 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 **28 January 2021 (2359 hours Geneva time)**.

#### Access to virtual meeting rooms

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Instructions on how to connect to the platform for these virtual meetings will be sent to duly registered participants in a confirmation of registration 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 to be able to join the test.

#### Details on Questions under study

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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

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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 deadlines for the submission of contributions for translation have been set as **28 January 2021** for SG2, **4 February 2021** for SG1 and **13 February 2021** for the joint SG1 and SG2 plenary. No separate submission deadline is applicable to the informal rapporteur group meetings as they will be run based on the documents submitted to the formal meetings (SG1, SG2 and joint SG1 and SG2 plenary). 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
Informal SG2 rapporteur groups	22 – 26 February 2021	28 January 2021	N/A	N/A
Informal SG1 rapporteur groups	1 – 5 March 2021	28 January 2021	N/A	N/A
SG2	15 – 19 March 2021	28 January 2021	28 January 2021	2 March 2021
SG1	22 – 26 March 2021	28 January 2021	4 February 2021	9 March 2021
Joint SG1 and SG2 plenary	31 March – 1 April 2021	28 January 2021	13 February 2021	18 March 2021

### Documentation, collaboration and networking

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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 ITU user accounts with TIES access rights to be able to access the documents for the study group meetings through the website, collaborative sites and synchronization tool. Information on how to set up an ITU user account and request TIES access rights on it may be found at: <https://www.itu.int/en/ties-services/>.

### contact information

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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](mailto:devsg@itu.int) or tel.: +41 22 730 5999).

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