



Telecommunication
Development Bureau (BDT)



Ref.: Circular BDT/DKH/CSTG-13

Geneva, 22 July 2021

To:

- Administrations of ITU Member States
- Observers pursuant to Resolution 99 (Rev. Dubai, 2018)
- 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

Subject: ITU-D study group plenaries and rapporteur group meetings for the seventh study period – Study Group 1: 11-15 October 2021 and Study Group 2: 18-22 October 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 study group plenaries and rapporteur group meetings, to be held from 11 to 15 October 2021 for SG1 and from 18 to 22 October 2021 for SG2.

These meetings will primarily focus on reaching consensus on the revised terms of reference of study group Questions, to be in force until the next WTDC, as agreed at the TDAG meeting of May 2021. Links to the revised Questions were presented to TDAG and are listed in Annex 1. In addition, a number of topics identified from the current Questions and proposed for further study are listed in Annex 2.

Membership is invited to submit contributions, in particular on the above, by the deadlines set in Annex 4. Representatives from your organization who hold positions of chairman and vice-chairman in the two study groups, and of rapporteur, co-rapporteur and vice-rapporteur for the 14 study Questions, are requested to 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 global COVID-19 situation, the format of these meetings will continue to be fully virtual. The time management plans and draft agendas will be shared in due course on the website of each meeting (see Annex 3). Detailed information on how to register and how to submit contributions, along with other practical information, can be found in Annex 4. Information on additional arrangements will be provided to registered participants. Should the COVID-19 situation evolve and the format of the meetings be reviewed, membership will be informed accordingly.

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

I look forward to your continued active participation and support in the work of our study groups.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

Annexes: **Annex 1:** Links to proposals on revised terms of reference of Questions
 Annex 2: List of proposed topics for further study until the next WTDC
 Annex 3: Draft agenda and schedule of meetings
 Annex 4: Information on registration, interpretation and access to virtual meeting rooms

ANNEX 1

Links to proposals on revised terms of reference of Questions

The table below provides a list of proposals to revise current Questions. They are aimed at refining the work objectives of the study groups only until the next WTDC. These proposals were presented to TDAG in Document [TDAG-21/10](#) (Rev.1).

Study Group	Question	Revision proposal
SG1	Q1/1	TDAG-21/DT/8
	Q2/1	1/460
	Q3/1	1/468
	Q4/1	1/444 (also TDAG-21/31)
	Q5/1	1/435
	Q6/1	1/467
	Q7/1	1/445 (also TDAG-21/32)
SG2	Q1/2	2/TD/42
	Q2/2	2/425 (Annex 1)
	Q3/2	(No change)
	Q4/2	2/TD/44
	Q5/2	2/425 (Annex 2)
	Q6/2	2/TD/43
	Q7/2	2/425 (Annex 3)

Contributions to reach consensus on these terms of reference (to be in force until the next WTDC) would be highly appreciated.

ANNEX 2

List of proposed topics for further study until the next WTDC

The table below provides a list of proposed topics for study until the next WTDC.

Study Group 1

Question	Topic and description
Q1/1	<p>In line with document TDAG-21/DT/8 (Section 2.2):</p> <ol style="list-style-type: none"> 1. Analysis of trends in the data traffic increasing, including investigation into whether the overall increase in data traffic prompted by the prevalent telework, e-education among others, will become new normal in the post-COVID world; 2. Policies and regulations to maintain the QoS (Quality of Service: latency, download speed, upload speed) of the network with increased data traffic; 3. Analysis of the impact of the expected delay in the deployment of advanced telecommunication infrastructures, such as 5G and optical fibre caused by the COVID-19 pandemic, and the consequent economic downturn as well as technological alternatives complementary to the existing network to accommodate increased data traffic; 4. Demand-side measures to increase the affordability of broadband services, including direct subsidies to consumers and supply-side measures to help operators by easing regulations and providing financial incentives, including flexible spectrum management and direct subsidies to operators; 5. National digital policies, strategies, and plans which seek to accelerate the deployment of advanced networks along with the promotion of e-education, e-health, and telework after the COVID-19 pandemic. 6. Co-deployment & sharing broadband infrastructure with other infrastructural networks
Q2/1	<p>In line with the ToR presented:</p> <ol style="list-style-type: none"> 1. Analysis of methods and issues for the transition from traditional digital broadcasting (sound and television) to video-centric converges service provisioning, including the deployment of new services and applications for consumers/viewers in various environments. 2. National experiences on strategies of the introduction of new broadcasting technologies, emerging services and capabilities, including regulatory, economic and technical aspects, reflecting the need of massive investments to cope with the ever-growing demand of video content. 3. Analysis of possible innovations for broadcasting in the UHF band, proposed by new systems for broadcasting, such as 5G Broadcast, ATSC 3.0 and other next generation systems. 4. The use of the digital-dividend frequency bands resulting from the transition to digital broadcasting (sound and television), including technical, regulatory and economic aspects (...)
Q3/1	A joint annual deliverable with other Question topics listed can be considered
Q4/1	<p>Overview of methods on saving the costs of provision of telecommunication/ICT services” with short description: "This document will be the compilation of various tools for reducing the costs like infrastructure sharing, spectrum sharing, regulatory incentives, using of data hubs, implication of AI on interconnection, SDN and cognitive radio, etc."</p>
Q5/1	<p>Universal Access model Policy framework to ensure rural, remote and underserved areas are not left behind in ICT Development.</p> <p>The work will cover:</p> <ol style="list-style-type: none"> 1. How universal service funds and related policies have evolved over time 2. The different types of universal access policy funds and policies that exist 3. Key components of such policy frameworks 4. Best Practice Guidelines and Proposed ideal model framework recommendation
Q6/1	<ol style="list-style-type: none"> 1. Measures/best practices adopted by NRAs and Service Providers towards Consumer Awareness and Education for Online Safety and Consumer Protection especially given the growing use of Digital Services in the wake of COVID-19.

	<p>2. Special measures and best practices adopted by NRAs and Service Providers to Educate and Protect Especially Vulnerable Consumers (aged, children PwDs, women, first-time users etc.) to ensure Safe and Fair use of Digital Services.</p> <p>The latter (2) could be carried out in collaboration with other Questions such as Q7/1.</p>
Q7/1	Availability and implementation of ICT accessibility policies and technological solutions to improve the accessibility, compatibility and usability of telecommunication/ICT services during the COVID pandemic

Study Group 2

Question	Topic	Description
Q1/2	Assessment of business models and policy approaches for creating smart cities and societies, including responsiveness to pandemics.	Contributions to assess current business models and policy approaches for creating an all-inclusive growth oriented smart cities and societies. This assessment includes ways to efficiently respond to pandemics such as COVID-19. More information can be found in Document 2/TD/46 .
Q2/2	ICT technologies to fight against pandemics and e-health difficulties	Case studies and best practices on how ICT responds to problems linked with COVID-19 and e-health
Q3/2	Cybersecurity awareness campaigns, especially in light of COVID-19 and persons with disabilities and special needs.	Study Group 3/2 would like to focus its session on contributions that provide information on cybersecurity awareness campaigns, especially in light of COVID-19. The Question also did not receive many contributions on persons with disabilities and welcomes additional contributions with lessons learned on that topic.
Q4/2	New technologies (IoT, 5G, among others) and their impact to national C&I frameworks	Case studies and best practices related to certification of new technology platforms and devices, as well as assessment of their conformity with international standards and regulations. Certain issues and challenges have to be addressed in order to meet the specific needs of the new technology, which include quality, reliability, coverage and low power consumption.
Q5/2	Telecommunications/ICTs in response to recent disaster events including COVID 19	Case studies on uses of telecommunications/ICTs in response to recent disaster events including COVID 19, successful practices followed and lessons learnt. The case studies may be on enabling policy and regulations, practices followed and ICT technologies used to address disaster events.
Q6/2	ICTs and climate change in context of increasing global temperatures, mitigation and adaptation. Facing e-waste challenge	Case studies and best practices on how ICTs can help reduce overall GHG emissions, as well as predict and mitigate the rise in global temperatures. Case studies and best practices on careful treatment of e-waste to maximize recovery of scarce natural resources.
Q7/2	(No specific topic)	Topics from the current Question are available at the following link .

Contributions on case studies, lessons learnt and experiences on the above topics would be highly appreciated.

ANNEX 3**Draft agenda and schedule of meetings**

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:

Study Group 1 and rapporteur group relevant websites:

- [Meeting page for SG1 plenary and rapporteur group meetings](#)
- [Draft agendas](#)
- [Draft time management plan](#)
- [Reports of the SG1 and rapporteur group meetings \(March 2021\)](#)

Study Group 2 and rapporteur group relevant websites:

- [Meeting page for SG2 plenary and rapporteur group meetings](#)
- [Draft agendas](#)
- [Draft time management plan](#)
- [Reports of the SG2 and rapporteur group meetings \(February-March 2021\)](#)

ANNEX 4

Registration, interpretation and access to virtual meeting rooms

Online registration

Registration to the ITU-D Study Groups 1 and 2 plenaries and rapporteur group meetings is mandatory, and will be carried out **exclusively online**. All of these are virtual meetings. Registration will open on Monday, 19 July 2021, 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), 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

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

Interpretation for the 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 **26 August 2021 (2359 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 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

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](#) and [SG2 website](#).

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. Exceptionally, contributions considered to be of extreme importance and urgency may be admitted by the chairman in derogation to the above deadlines, provided that these contributions are available to participants at the opening of the meeting.
- No contributions for action 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, 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** (including the cover page). 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 on the SG website. 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 WTDC Resolution 1, the deadlines for the submission of contributions for translation have been set as **26 August 2021** for SG1 and **2 September 2021** for SG2. Documents arriving after these deadlines will be distributed in the original language only (and in any other official language into which they may have been translated by the author).

Meeting	Date	Deadline for interpretation requests	Deadline for submission of documents for translation	Deadline for submission of documents without translation
SG1	11 – 15 October 2021	26 August 2021	26 August 2021	28 September 2021
SG2	18 – 22 October 2021	26 August 2021	2 September 2021	5 October 2021

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 on [the website](#).

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](#).

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 [this webpage](#).

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).
