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| **Telecommunication Development Advisory Group (TDAG)****23rd Meeting, Geneva, 9-11 April 2018** | P:\SUP\Logos\Post-150th Anniv\ITU-logo-UNblue.jpg |
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|  | **Document** **TDAG-18/7-E** |
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| Director, Telecommunication Development Bureau |
| TDAG’s scope and WORKING METHODS |
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| **Summary:** The duties of the Telecommunication Development Advisory Group (TDAG) are specifified in the ITU Convention. TDAG’s scope of work is outlined in Resolution 24 (Rev. Dubai, 2014) entitled “Authorization for the Telecommunication Development Advisory Group to act between world telecommunication development conferences”. This document provides a summary of the scope of work and working methods of TDAG.**Action required:**TDAGis invited to note the document and to provide guidance as deemed appropriate.**References:** Nos 17A, 213A, 215C and 215JA of the ITU Convention*,* WTDC Resolutions 24 and 61 (Rev. Dubai, 2014), and WTDC Resolution 1 (Rev. Buenos Aires, 2017) and the Buenos Aires Action Plan. |

**1. Introduction**

1.1 TDAG is open to representatives of administrations of Member States, representatives of ITU-D Sector Members, and to chairmen and vice-chairmen of study groups and other groups. TDAG acts through the Director of the Telecommunication Development Bureau (BDT). Academia may participate in accordance with Resolution 169 (Rev. Busan, 2014) of the Plenipotentiary Conference. The Director can also invite representatives of bilateral cooperation and development aid agencies and multilateral development institutions to participate in TDAG’s meetings.

1.2 WTDC-17 appointed the TDAG bureau for 2018-2021, comprising the TDAG chairman and vice-chairmen. In making these appointments, particular consideration was given to the requirements of competence and the need to promote gender balance in leadership positions and equitable geographical distribution, and to the need to promote more efficient participation by developing countries. The chairmen of ITU‑D study groups are also members of the TDAG bureau.

**2. Scope of TDAG**

2.1 In accordance with Article 17A of the ITU Convention, TDAGreviews priorities, programmes, operations, financial matters and strategies for activities in the Telecommunication Development Sector (ITU-D). TDAG also reviews the implementation of the operational plan of the preceding period and advises the Director on any necessary measures.

2.2 In addition, TDAG reviews progress in the implementation of the programme of work established under No. 209 of the Convention. It provides guidelines for the work of study groups and recommends measures to foster cooperation and coordination with the Radiocommunication Sector, the Telecommunication Standardization Sector and the General Secretariat, as well as with other relevant development and financial institutions.

2.3 WTDC Resolution 24 (Rev. Dubai, 2014) on “Authorization for the Telecommunication Development Advisory Group to act between world telecommunication development conferences” assigned to TDAG the following specific matters between two consecutive WTDCs:

i) continue to maintain efficient and flexible working guidelines, and update them as necessary, including to provide opportunities for cross-regional sharing of experiences on the implementation of regional actions, initiatives and projects;

ii) review, on an ongoing basis, the relationship between the ITU‑D objectives outlined in the strategic plan for the Union and the budgetary appropriations available for activities, particularly programmes and regional initiatives, with a view to recommending any measures necessary to ensure the efficient and effective delivery of the principal products and services (outputs) of the Sector;

iii) review, on an ongoing basis and in accordance with No. 223A of the Convention, the implementation of the rolling four-year operational plan for ITU‑D and provide guidance to BDT on the elaboration of the draft ITU‑D operational plan to be approved by the following ITU Council session;

iv) evaluate, and update as necessary, working methods and guidelines to ensure the most efficient and flexible implementation of the key elements of the WTDC Action Plan;

v) evaluate periodically the working methods and functioning of the ITU‑D study groups, to identify options for maximizing programme delivery and to approve appropriate changes thereto following an assessment of their work programme, including strengthening of the synergy between Questions, programmes and regional initiatives;

vi) conduct the assessment pursuant to v) above, taking into account the following actions in relation to the current work programme of the study groups, if needed:

• redefinition of the terms of reference of Questions in order to provide focus and eliminate overlap;

• deletion or merging of Questions as appropriate; and

• evaluation of criteria to measure the effectiveness of Questions, both in qualitative and quantitative terms, including a periodical review based on the ITU‑D strategic plan with a view to further exploring performance measures in order to more effectively implement actions referred to in v) above;

vii) restructure ITU‑D study groups, if required, and, as a result of a restructuring or creation of ITU‑D study groups, appoint chairmen and vice‑chairmen to act until the next WTDC in response to the needs and concerns of the Member States, within the agreed budgetary limits;

viii) issue advice on study group schedules that meet development priorities;

ix) advise the Director of BDT on relevant financial and other matters;

x) approve the programme of work arising from the review of existing and new Questions and determine the priority, urgency, estimated financial implications and time-scale for the completion of their study;

xi) in order to promote flexibility in responding rapidly to high-priority matters, if required, create, terminate or maintain other groups, appoint their chairmen and vice-chairmen, and establish their terms of reference with a defined duration, in accordance with Nos 209A and 209B of the Convention and taking into account the leading role of the study groups in carrying out the studies on such matters; such other groups shall not adopt Questions or Recommendations;

xii) consult the Director of BDT on the development and implementation of an action plan on electronic working methods and, going forward, procedures and rules for electronic meetings, including legal aspects, taking into account the needs and the means of developing countries and in particular the least developed countries. “

2.4 TDAG is required to consider, promptly, at its meetings aspects of the decisions of the Plenipotentiary Conference and other conferences and assemblies of the Union that relate to the work of ITU‑D.

2.5 A WTDC may, in accordance with No. 213A of the Convention, assign specific matters within its competence to TDAG indicating the recommended action on those matters.

**3. Working methods**

3.1 In terms of working methods, WTDC Resolution 1 (Rev. Buenos Aires, 2017) provides guidelines, some of which are summarized below.

3.2 TDAG holds regular scheduled meetings, included in the ITU‑D calendar of events. Physical meetings are held at least once a year. The timing of these yearly meetings is planned in such a way as to allow TDAG to effectively review the draft operational plan before its adoption by the ITU Council and its implementation by BDT. In the planning process, every effort is also made to ensure thatTDAG meetings are not held in conjunction with study group meetings. Whenever possible, TDAG, RAG and TSAG meetings are held consecutively.

3.3 In the interest of minimizing the length and costs of the meetings, the chairman of TDAG collaborates with the Director of BDT in making appropriate advance preparation, for example by identifying the major issues for discussion.

3.5 In general, the same rules of procedure as for study groups outlined in WTDC Resolution 1 (Rev. Buenos Aires, 2017) also apply to TDAG and its meetings, for example, in respect of the submission of contributions.

3.6 TheTDAG bureau maintains contact among themselves and with BDT by electronic means to the extent practicable and meets not less than once per year, in order to properly organize the coming meeting, including the review and approval of a time-management plan.

3.7 TDAG may complement the working procedures contained in WTDC Resolution 1 (Rev. Buenos Aires, 2017) with additional or revised procedures in order to facilitate its task. TDAG can establish other groups to study a particular topic, where appropriate, as provided in WTDC Resolution 24 and within existing financial resources.

3.8 In addition to other duties, the TDAG vice-chairmen should engage with their respective regional and area offices, and with membership in their region in order to follow the progress of regional initiatives.

3.9 After each TDAG meeting, the BDT secretariat, in collaboration with the TDAG chairman draws up a concise summary of conclusions. This summary contains only TDAG proposals, recommendations and conclusions in respect of the items on its agenda.

**4. TDAG outputs: reports for the Director of BDT and for WTDC**

4.1 The Buenos Aires Action Plan adopted by WTDC-17 delineates the mandate of ITU-D for the period 2018‑2021. However, TDAG may update or modify this mandate to reflect changes in the telecommunication/information and communication technology (ICT) environment and/or as a result of the performance evaluation conducted each year.

4.2 In terms of outputs, TDAG prepares a report for the Director of BDT indicating action in respect of working procedures; cooperation and coordination with the Radiocommunication Sector, the Telecommunication Standardization Sector and the General Secretariat; guidelines for the work of study groups; progress in the implementation of the programme of work, and implementation of the operational plan of the preceding period.

4.3 TDAG also prepares a report for WTDC on matters assigned to it in accordance with No. 213A of the Convention, and transmits it to the Director for submission to WTDC.

4.4 TDAG may also identify priority areas, including in respect of the draft WTDC Declaration, draft WTDC contribution to the ITU strategic plan, draft WTDC action plan and study groups.

4.5 At its last meeting prior to a WTDC, TDAG shall prepare a report summarizing its activities on matters assigned to it by WTDC, including its work to facilitate linkages to the strategic plan of the Union and the four-year rolling operational plan for ITU-D, its advice on allocation of work, proposals on ITU‑D working methods and strategies and relations with other relevant bodies inside and outside ITU, as well as on the implementation of regional actions, initiatives and projects. Such a report is also transmitted to the Director for submission to WTDC.

4.6 The last TDAG meeting before a WTDC should be convened not less than three months and not more than four months before the WTDC in question, in order to also study, discuss and adopt, in final form, the consolidated report presenting the outputs of the six regional preparatory meetings for submission to WTDC.

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