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| **Telecommunication Development Advisory Group (TDAG)**  **26th Meeting, Virtual, 16 June 2020** | C:\Users\comas\AppData\Local\Temp\Rar$DRa0.735\jpg\ITU official logo_blue_RGB.jpg | |
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|  | **Document** **TDAG-20****/2/DT/3-E** |
|  | **16 June 2020** |
|  | **English only** |
| Chairperson, Telecommunication Development Advisory Group | |
| Agreed Terms of reference  for working groups to prepare WTDC-21 | |
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| **Summary:**  This document contains the Terms of Reference for the two working groups to prepare WTDC-21 that were agreed at the extraordinary TDAG meeting on 16 June 2020. | |

In order to advance in the implementation of measures to improve WTDC-21, TDAG decides to create the following Working Groups with high-level Terms of Reference as described below, to assist the Director of the BDT on the implementation of the proposals and preparation for WTDC-21, with due consultation and collaboration with ITU membership and the TDAG Management Team.

1. TDAG Working Group on WTDC Preparations:

**Proposed Terms of Reference**

On the basis of contributions from Member States, Sector Members and others to TDAG-20, as well as the results of the two Web Dialogues on WTDC Reform, it is proposed that a dedicated TDAG Working Group be established with the following terms of reference:

* To review WTDC preliminary proposals on WTDC-21 preparatory process including responses to the BDT survey on WTDC reform that was discussed during the two TDAG web dialogues, as well as any other related Member contributions to TDAG-20 virtual meeting on WTDC;
* In consultation with ITU membership and the TDAG Bureau, make recommendations for arrangements with preparatory meetings and events prior to the conference;
* To develop proposals and make recommendations that might enhance the arrangements for the conference, including:
  + Conference content;
  + Determination of conference theme(s);
  + Consider the Thematic tracks;
  + Key stakeholders.
* To report to the next meeting of TDAG.

**Composition of the Group:**

* The Working Group is open to all ITU Member States and ITU-D Sector Members;
* The Working Group is chaired by USA Santiago Reyes-Borda (Canada);
* The Working Group may meet electronically, as required, and otherwise communicate electronically;
* The Working Group may meet during TDAG, normally not at the same time as another group.

2. TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities:

**Proposed Terms of Reference**

* To review WTDC resolutions, examine their number and subject matter, and consider streamlining, to avoid repetitions and duplication with the Resolutions of the Plenipotentiary Conference. The streamlining should take into account that some Sector resolutions are integrations of PP resolutions and therefore these resolutions should not be considered as repetition;
* To align the ITU-D thematic priorities, proposed regional initiatives and proposed study group questions, taking into account proposals of ITU-D Study Groups, outcomes of the Regional Preparatory Meetings for WTDC-21, relating to the 2030 Sustainable Development Goals and taking into consideration the WSIS Action Lines for which ITU has lead responsibility;
* To propose elements and make recommendations to ITU membership for the future draft Declaration;
* To report its outcomes to TDAG.

**Composition of the Group:**

* The Working Group is open to all ITU Member States and ITU-D Sector Members;
* The Working Group is chaired by Dr Ahmad Sharafat;
* The Working Group may meet electronically, as required, and otherwise communicate electronically;
* The Working Group may meet during TDAG, normally not at the same time as another group.

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