Telecommunication
Development Bureau (BDT)

Ref.:	Circular BDT/DDR/019	Geneva, 16 February 2024

To:
- ITU Member States
- Palestine (Resolution 99 (Rev. Dubai, 2018)
- ITU-D Sector Members
- Academia
- TDAG Bureau members
- Chairs and Vice-Chairs of ITU-D study groups
- Regional Telecommunication Organizations

Subject: **Invitation to the 31st meeting of the Telecommunication Development Advisory Group (TDAG), to be held in Geneva, from 20 to 23 May 2024**

Dear Sir/Madam,

It is my great pleasure to invite you to participate in the 31st meeting of the Telecommunication Development Advisory Group (TDAG), to be held physically in Geneva, at the ITU Headquarters, from 20 to 23 May 2024.

During this TDAG meeting, membership will be able to assess, through the various documents and reports submitted by the Secretariat, the alignment of the implementation of the Kigali Action Plan (KAP) with the Union's Strategic Plan. Reports will be presented to TDAG on the progress made at the various Regional Development Forums held since its last meeting as well as the many initiatives launched.

TDAG-24 will also discuss and decide on preparations for WTDC-25. Following the creation of two TDAG Working Groups on Streamlining Resolutions (TDAG-WG-SR) and on the future of Study Group Questions (TDAG-WG-futureSGQ) during the 30th meeting of TDAG, held in Geneva, from 19 to 23 June 2023, the chairs of these groups will report on the progress related to their work, as the groups are expected to meet before the meeting of TDAG. Membership will soon receive information on these meetings.

TDAG-24 will include a special session to recognize our new ITU-D Members and acknowledge our donors and partners who are contributing to our BTD4IMPACT journey through impactful human-centric projects.

The draft agenda is attached as **Annex 1**, and the preliminary time management plan is available as **Annex 2**. Detailed information about the submission of contributions by membership, registration and other logistics for the meeting is available in the attached **Annex 3**.

I look forward to your participation and contribution to this meeting of TDAG.

Yours faithfully,

(original signed)

Cosmas Luckyson Zavazava
Director

Annexes: Annex 1 - TDAG-24 draft agenda

Annex 2 - Preliminary time management plan of the TDAG-24 meeting

Annex 3 - Information note for participants

Annex 4 - Fellowship request form

ANNEX 1

Draft agenda for TDAG-24

1. Address by the Secretary-General

2. Address by other Elected Officials

3. Address by the Director of the Telecommunication Development Bureau

4. Opening remarks by the Chair of TDAG

5. Adoption of the agenda and Time Management Plan

6. Reporting on the implementation of the ITU-D Action Plan

    6.1   Implementation of the Kigali Action Plan (KAP)

    6.2   Preparation of the Operational Plan 2024 (OP-24)

    6.3   Study Group activities

    6.4   ITU-D Projects and special initiatives

    6.5   Membership, Partnerships, Private Sector-related matters

    6.6   Report by the Chair of the Group on Capacity Building Initiatives (GCBI)

7. Preparations for WTDC-25

8. Global Youth Summit

9. Collaboration with the other Sectors

10. Outcomes of RA-23 and WRC-23 relevant to the work of ITU-D

11. Preparations for WTSA-24

12. Contribution to the work of the Expert Group on the International Telecommunication Regulations (EG-ITR).

13   Calendar of ITU-D events

14. Any other business

ANNEX 2

Preliminary time management plan of the TDAG-24 meeting

Monday 20 May	Tuesday 21 May	Wednesday 22 May	Thursday 23 May
0930h-1030h TDAG Bureau meeting (only for Bureau members) **1100h-1230h** TDAG opening and first plenary	**0930h-1230h** TDAG plenary	**0930h-1230h** TDAG plenary	**0930h-1230h** TDAG plenary
1430h-1730h TDAG plenary	**1430h-1730h** TDAG plenary	**1430h-1730h** TDAG plenary	**1430h-1730h** TDAG plenary and closing

ANNEX 3

Information note for participants

Online registration

Registration for TDAG-24 will be carried out **exclusively online and is already open**.

Each delegate interested in attending the meeting should complete and submit a registration form that can be access here and **indicate if they intend to participate remotely**.

Delegates can register for the meeting using their ITU user account credentials (i.e. username and password). In case they do not have an ITU user account, they can create one by following the steps available here. A User account with TIES access allows delegates to access ITU information resources including contributions and other working documents.

Note: For delegates who already created their user account when registering to previous events on this same system can still use the same account.

All registration requests for participation in TDAG-24 must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of DFPs is available here. To modify the contact details of a DFP or to change the DFP, 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 TDAG-24. Furthermore, more than one person may participate from any one organization/country.

Badging

Badging will begin on **Monday, 20 May 2024** from 0800 hours in the lobby of the Montbrillant building (2 rue de Varembé, 1202 Geneva).

Registered delegates will only need to bring an official ID with photo and their "Confirmation of Registration" message received by email.

Delegates not registered online will require a letter of accreditation from the Designated Focal Point of their administration/entity in addition to the official ID with photo, in order to be able to register onsite.

Visa support for delegates representing ITU Members

When needed, **visa support must be requested by the delegate during the online registration process.**

Please note that a strict procedure for visas is in force in Switzerland and participants are urged to carefully read the visa procedure available on the TDAG website. Please note that the processing of a request for a Schengen visa takes a minimum of three weeks.

The deadline for ITU visa support request is **30, April 2024**.

Designated Focal Points and delegates having made the request will receive the confirmation of visa support message, in order to arrange any necessary formalities at their end.

Fellowships

To encourage the participation of developing countries and subject to availability of funds, one full, or two partial fellowships may be granted per eligible Member State. Full fellowships will cover the cost of air ticket (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), and appropriate daily subsistence allowance intended to cover accommodation, meals and incidental expenses. Member States shall cover the remainder of the cost of the participation.

Member States are encouraged to select their candidates taking into consideration the inclusion of persons with disabilities and persons with specific needs, and bearing in mind gender balance.

The duly validated fellowship request form and its annexes, if any, must be returned to the Fellowships Service by e-mail to fellowships@itu.int or by fax: 41 22 730 5778, **by 8 April 2024**. Registration prior to submitting the fellowship request is mandatory.

Interpretation and captioning

Interpretation in the six ITU official languages and captioning in English will be provided for TDAG-24.

For those participants wishing to access the captioning script directly, the link will be available on the TDAG-24 website.

Access to the virtual meeting room

Information to access the virtual meeting room will be provided to duly registered participants through a separate e-mail.

Only those participants duly registered for the meeting will be able to access the virtual meeting room.

Contributions to TDAG-24

As per WTDC Resolution 1 (Rev. Kigali, 2022), contributions from membership should not exceed five pages and must be submitted using the online template available at the TDAG-24 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 provision 4.1.3.2 of WTDC Resolution 1, contributions for TDAG must be received no later than 45 calendar days before the start of the event, that is, by **5 April 2024 (2359 hours, Geneva time)**, in order to be translated for the meeting.

Contributions that do not meet this 45-day deadline but are received at least 12 calendar days before the opening of the meeting (i.e., by 8 May 2024) shall be published but not translated.

Contributions received less than 12 calendar days before the meeting shall not be included on the agenda.

Documentation

All documents will be posted on the TDAG-24 website.

Delegates are asked to ensure that they have TIES access rights to be able to access the documents for the TDAG meeting through the website. Information how to request TIES access rights can be found here.

Summary of deadlines

Date of TDAG-24	Deadline to submit contributions with guaranteed translation (-45 days)	Final deadline for submission of contributions without translation (-12 days)	Deadline to request a fellowship	Deadline to request visa support
20-23 May 2024	5 April 2024	8 May 2024	8 April 2024	30 April 2024

ANNEX 4

Fellowship request form

APPLICATION FOR A FELLOWSHIP

Participation of women is encouraged

**31st meeting of the Telecommunication Development Advisory Group (TDAG-24)
Geneva, Switzerland – 20-23 May 2024**

Deadline: **8 April 2024** (2359 hours, Geneva CH time)
Any application received after this date will not be considered.

Country
Name of the Administration

Personal information
Gender   ☐ Female   ☐ Male
Family name (**as in passport**)
Middle name (*if any*, **as in passport**)
First/given name (**as in passport**)
Date of birth   *DD/MM/YYYY*
Place of birth   *DD/MM/YYYY*
Additional information
Accessibility needs/Specific needs (*please specify*)
Contact details
E-mail
Phone number
Passport information
Nationality
Passport number

Date of issue	*DD/MM/YYYY*
Place of issue	
Valid until	*DD/MM/YYYY*

Education
Degree/Diploma/Field of study

Work experience
Exact title of post
Years of service

Brief description of your current functions *(add pages if necessary)*

Your experience in the field of the activity/event *(add pages if necessary)*

Practical use of the knowledge upon return to your administration *(add pages if necessary)*

Have you already benefited from fellowship(s) during the <u>current</u> year?   **If yes, please list each activity below***

Annex(es)   *(select the appropriate option(s) and indicate number of pages annexed)*
Any document/information in direct relation with the application, if any
CV, if any

Conditions
Criteria of selection
- Selection criteria are announced in the invitation letter;   - Fellowships will be awarded with a view to maintaining equitable geographical distribution, gender balance and the inclusion of participants with disabilities and with specific needs, within budgetary constraints;   *To ensure good governance in the use of fellowships, any one individual may not be awarded more than one full fellowship, or two partial fellowships in a financial year.
Composition of the fellowship
- One full fellowship (air ticket + appropriate daily subsistence allowance).   - For partial fellowships, please select your preference: - one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue;   - appropriate daily subsistence allowance (intended to cover accommodation, meals and miscellaneous).   - Any other expenses not included in the fellowship offer must be borne by the participant's Administration.
I hereby certify that the statements made by me in this application are true and complete. If selected for a fellowship, I undertake to:
- Attend the entire meeting;   - Inform ITU whenever there are changes in my availability that will affect the terms of my ITU award.

In signing the form, both, the candidate and the approving officer certify that they have read the conditions and accept them in their entirety.
Date
Signature of the candidate

The fellowship candidature shall be considered valid only if submitted and duly signed by the national designated focal point of an administration of a Member State.
Date
Name of the national designated focal point
Job title
Signature
Stamp of the administration

The form must be duly completed and validated by the relevant authority and must be returned together with any annexes within the established deadline, to *By email to* fellowships@itu.int *or by fax +41 22 730 57 78* *Any request which does meet the above requirements will not be considered.*

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