



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/DDR/DER/042

Geneva, 21 October 2024

To:

- Administrations of ITU Member States
- State of Palestine (Resolution 99)
- ITU-D Sector Members
- ITU Academia
- TDAG Bureau members
- Chairs and Vice-Chairs of ITU-D study groups
- Regional Telecommunication Organizations

Subject: Invitation to the virtual Extra-ordinary Meeting of the Telecommunication Development Advisory Group (TDAG), 23 January 2025

Dear Sir/Madam,

I am pleased to invite you to participate in the upcoming virtual Extra-ordinary Meeting of the Telecommunication Development Advisory Group (TDAG) scheduled on 23 January 2025 from 1300 to 1600 hours (CEST).

This meeting is aimed at giving the [Informal Coordination Group on the Youth Summit and the Global Celebration \(TDAG-ICG-GYS\)](#) an opportunity to report to TDAG on its work prior to the holding of the GYS to be held in Varadero, Cuba from 11 to 13 March 2025. Taking this opportunity, the four Working Groups of TDAG will also report on their ongoing work:

- [TDAG Working Group on the Declaration \(TDAG-WG-DEC\)](#),
- [TDAG Working Group on the Future of Study Group Questions \(TDAG-WG-futureSQ\)](#),
- [TDAG Working Group on Streamlining Resolutions \(TDAG-WG-SR\)](#),
- [TDAG Working Group on the ITU-D Priorities \(TDAG-WG-ITUDP\)](#),

The proposed agenda for this meeting will be made available on the dedicated [website of the Extra-ordinary meeting of TDAG](#).

In line with the objectives set forth in WTDC [Resolution 55](#) (Rev. Kigali, 2022) and [Resolution 76](#) (Rev. Kigali, 2022), all member states are encouraged to foster an inclusive and gender-responsive environment. Your support in promoting the participation of women and young individuals in your delegation would be greatly appreciated.

Detailed information on how to participate and contribute to the meeting is available in **Annex**. Should you require any further information regarding this meeting, please do not hesitate to contact the TDAG secretariat at tdag-secretariat@itu.int.

I look forward to your active participation and valuable contributions at this extra-ordinary session of TDAG and thank all the Working Groups of TDAG for the ongoing work.

Yours faithfully,

(signed)

Cosmas Luckyson Zavazava
Director

Annex: Information note for participants

ANNEX

Information note for participants**Registration**

Advance registration is mandatory and carried out exclusively on-line following these steps:

1. [Create an ITU user account](#): (if you already have an account, go to step 2)
When creating an ITU user account affiliated to an ITU Member ([Member States](#), [Sector Members](#), [Associates](#), [Academia](#), and UN System), users must obtain approval of their affiliation from the corresponding TIES Focal Point prior to submitting a registration request.
2. [Register](#):
Log in with your ITU user account credentials and complete the corresponding registration request form. After successful submission, you will receive an acknowledgement of successful submission of the registration request.
3. Your registration request is automatically forwarded to the corresponding [Designated Focal Points \(DFPs\) for ITU-D event registration](#).
4. Upon the approval of the DFP, you will receive a confirmation of registration email.

Online registration is currently open under this [link](#).

For assistance with the registration process, please contact: BDTMeetingsRegistration@itu.int

Languages

The meeting will be conducted in English only.

Remote Participation and Webcast

Interactive remote participation will be provided for the meeting. Advance registration is required to participate remotely. Instructions on how to connect to the remote participation platform will be sent to registered participants.

Webcast will also be available ([TIES access](#) required). Registration is not required to follow the webcast.

Documentation and Contributions

ITU-D meetings are paperless. All documents will be posted on the meeting website. An ITU user account with [TIES access](#) is required to download the documents for the study group meetings.

Your contributions to the work of the TDAG will be highly appreciated. A joint contribution with other administrations and organizations requires the written approval of the parties involved to authorize its release.

As per WTDC [WTDC Resolution 1](#) (Rev. Kigali, 2022), contributions from membership should not exceed five pages.

Contributions must be submitted using the contribution submission tool available on the meeting website.

In accordance with provision 4.1.3.2 of WTDC Resolution 1, contributions for TDAG must be received at least 12 calendar days before the opening of the meeting. Contributions received less than 12 calendar days before the meeting shall not be included on the agenda.

Date of the TDAG Extra-Ordinary Meeting	Deadline for submission of contributions (-12 days, 2359 hours, Geneva time)
23 January 2025	11 January 2025

Mailing Lists

Interested members are invited to subscribe to the dedicated mailing list for TDAG at this [link](#). All communication related to the work of TDAG will be circulated through this mailing list.

Other Practical Information

You will find all other practical information on the dedicated websites for the website for the [Extra-ordinary meeting of TDAG](#).

Do not hesitate to contact the **TDAG secretariat** with any questions you may have regarding this meeting and the activities of the TDAG (e-mail: tdag-secretariat@itu.int).
