Ref.:   Circular BDT/DDR/DER/054   Geneva, 27 February 2025

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: Reminder: Upcoming virtual meetings of the TDAG Working Groups and change of date for TDAG-WG-ITUDP

Dear Sir/Madam,

I refer to the Circular letter dated 20 December 2024 on the Upcoming virtual meetings of the TDAG Working Groups and the Informal Coordination Group on the Youth Summit and the Global Celebration.

You are kindly reminded to participate in the remaining virtual meetings of the TDAG related groups in 2025:

Group	Date and Time
TDAG Working Group on the Declaration (TDAG-WG-DEC) Website	5 March 2025, 1300h-1600h CET
TDAG Working Group on the Future of Study Group Questions (TDAG-WG-futureSGQ) Website	4 March 2025, 1300h-1600h CET
TDAG Working Group on Streamlining Resolutions (TDAG-WG-SR) Website	26 March 2025, 1300h-1500h CET 2 May 2025, 1300h-1400h CET

Please be informed on the date change for the TDAG Working Group on the ITU-D Priorities (TDAG-WG-ITUDP):

TDAG Working Group on the ITU-D Priorities (TDAG-WG-ITUDP) Website	~~6 March 2025, 1300h-1600h CET~~ 26 March 2025*, 1600h-1800h CET

*Please note that the registration remains valid for registered delegates despite the date changed.

In line with WTDC Resolutions 55 (Rev. Kigali, 2022) and 76 (Rev. Kigali, 2022), and with the aim to organize inclusive and gender-responsive meetings, you are invited to support and encourage the participation of women and young people in your delegation.

The draft agenda for the meetings will be posted on the respective web pages.

Detailed information on how to participate and contribute to these meetings is available in **Annex**.

The TDAG secretariat is at your disposal for further information or clarification, as required (e-mail: tdag-secretariat@itu.int).

I look forward to your active participation in the work of the TDAG Working Groups.

Yours faithfully,

(Signed)

Cosmas Luckyson Zavazava
Director

Annex: Information note for participants

ANNEX

Information note for participants

Registration

Advance registration is mandatory, 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 here** : 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.

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

Remote Participation and Webcast

Advance registration is required to participate remotely. Instructions on how to connect to the remote participation platform will be sent to registered participants and made available on the meeting websites. Further information on remote participation will be available on the corresponding meeting website.

Zoom is the remote participation platform that will be used for the meetings.

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

Language and Captioning

Meetings of the TDAG Working Groups will be held in English only.

Captioning will be provided in English and displayed in the meeting room, on the remote participation platform, and on the event website.

Documentation and Contributions

ITU-D meetings are paperless. An ITU user account with TIES access is required to download the meeting documents.

Your contributions to the work of the TDAG Working Groups and Informal Coordination Group will be highly appreciated. A joint contribution with other administrations and organizations requires the written approval of the parties involved, in order to authorize its release.

Contributions must be submitted using the online template available on the event website. Please attach the original Word version of your contribution to the online submission form available on the event website to ensure that all hyperlinks, graphics and tables are correctly displayed.

The deadline for submission of contributions to the meetings is 12 days before the start of each meeting, as established in WTDC Resolution 1 (Rev. Kigali, 2022):

Group	Date and Time of fully virtual meetings	Deadline for submission of contributions
TDAG Working Group on the Declaration (TDAG-WG-DEC)	5 March 2025, 1300h-1600h CET	21 February 2025
TDAG Working Group on the Future of Study Group Questions (TDAG-WG-futureSGQ)	4 March 2025, 1300h-1600h CET	20 February 2025
TDAG Working Group on the ITU-D Priorities (TDAG-WG-ITUDP)	26 March 2025, 1600h-1800h CET	14 March 2025
TDAG Working Group on Streamlining Resolutions (TDAG-WG-SR)	26 March 2025, 1300h-1500h CET	14 March 2025
	2 May 2025, 1300h-1400h CET	20 April 2025

Mailing Lists

Interested members are invited to subscribe to the dedicated mailing lists for these groups at this link. All communication related to the work of these groups will be circulated through these mailing lists.

Other Practical Information

You will find all other practical information on the dedicated websites for the TDAG Working Groups:

TDAG-WG-DEC – TDAG-WG-ITUDP – TDAG-WG-futureSGQ – TDAG-WG-SR – TDAG-ICG-GYS

Do not hesitate to contact the **TDAG secretariat** with any questions you may have regarding these meetings and the activities of the TDAG Working Groups and Informal Coordination Group (by e-mail: tdag-secretariat@itu.int).

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