



Telecommunication  
Development Bureau (BDT)



Ref.: Circular BDT/DDR/DER/077

Geneva, 24 July 2025

- Administrations of ITU Member States
- ITU-D Sector Members
- Academia
- United Nations and its Funds and Programmes
- Regional Telecommunication Organizations
- Intergovernmental Organizations operating satellite systems
- Specialized Agencies of the United Nations

**Subject: Invitation to the second Inter-Regional Meeting (IRM-2) to prepare for the World Telecommunication Development Conference (WTDC), 29 September (virtually)**

Dear Sir/Madam,

I am pleased to invite you to participate in the second Inter-Regional Meeting (IRM-2) to prepare for the World Telecommunication Development Conference (WTDC) which is scheduled to take place on 29 September 2025.

IRM-2 will be a fully virtual meeting that will give ITU-D membership the opportunity to engage and exchange views on key issues ahead of WTDC-25 as we work toward consensus building pertaining to the Conference outputs.

I would like to remind you that IRMs are open to all ITU-D membership. Member States are therefore encouraged to include in their delegations, representatives from regulators, non-ICT policymakers, academia, Internet technical community, youth, and others as they deem necessary.

A draft agenda for IRM-2 is attached in Annex 1. Detailed information on the submission of contributions, registration and other logistics is available in the attached Annex 2.

I look forward to your participation and contribution to the second Inter-Regional Meeting.

Yours faithfully,

(Signed)

Cosmas Luckyson Zavazava  
Director

Attachments: Annex 1 – Draft agenda  
Annex 2 - Information on submission of contributions, registration and other logistics

ANNEX 1

**Draft agenda for IRM-2**

1. Opening of the meeting
2. Approval of the agenda
3. Update by RTOs on the status of preparations for WTDC-25
4. Contributions from membership
  - a. WTDC-25 Declaration
  - b. ITU-D Priorities
  - c. Regional Initiatives
  - d. Future Study Group Questions
  - e. Proposals on WTDC resolutions
5. WTDC-25 Committee Vice Chair Persons
6. Any other business
7. Closing

## ANNEX 2

**Information on submission of contributions, registration and other logistics for IRM-2****Registration, access and participation**

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Registration for IRM-2 is now open and will be carried out exclusively online.

Each delegate interested in attending the meeting should complete and submit a registration form that can be accessed [HERE](#).

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 IRM-2 must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available [HERE](#). To modify the contact details of a Designated Focal Point or to change the Designated Focal Point, an official letter from an authorized official should be sent to the BDT Meetings Registration Service (by e-mail to: [bdtmeetingsregistration@itu.int](mailto: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 IRM-2. Furthermore, more than one person can participate from an organization/country.

**Working hours**

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The meeting will follow these working hours:

Monday, 29 September 2025	1200h-1500h (Geneva time)
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**Interpretation and captioning**

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Interpretation in the six ITU official languages will be provided for IRM-2.

The standard captioning service will be provided through the virtual meeting room. For those participants wishing to access the captioning script directly, the link will be available at the [IRM-2 website](#).

**Access to the virtual meeting room**

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

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

**Contributions to IRM-2**

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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 [IRM-2 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 WTDC Res. 1 (Rev. Kigali, 2022), section 4.1.3.2, contributions for IRM-2 must be received no later than 45 calendar days before the start of the event, that is by **15 August 2025** (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 **17 September 2025**) shall be published but not translated.

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

### Documentation

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All documents will be posted on the [IRM-2 website](#).

Delegates are asked to ensure that they have TIES access rights to be able to access the documents for the IRM-2 through the website. Information on how to request TIES access rights can be found at <http://www.itu.int/TIES/>.

### Summary of deadlines

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<b>Date of IRM-2</b>	<b>Deadline to submit contributions with guaranteed translation (-45 days)</b>	<b>Final deadline for submission of contributions without translation (-12 days)</b>
29 September 2025	15 August 2025	17 September 2025