



**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/DKH/RME/DM/001

Geneva, 21 March 2023

Regulatory Authorities of ITU Member States
(ADMIN Related)

**Subject: Global Symposium for Regulators (GSR-23), Sharm el-Sheikh, Egypt, 5 to 8 June 2023
Validation Procedure for Designated Focal Points (DFPs) of Regulatory Authorities of ITU
Member States (ADMIN Related)**

Dear Sir/Madam,

ITU's Customer Relationship Management system (CRM) for Delegate Registration has been successfully deployed for GSR events since 2020 to facilitate delegates registration for this conference.

The first step is that delegates submit their online registration, and the second step is for Designated Focal Points (DFPs) of Administrations/Entities of ITU-Members to review the registration requests under their responsibility, either by approving or rejecting the registration.

Starting this year, we have improved the procedure for GSR events only, where DFPS of Regulatory Authorities of ITU Member States (ADMIN Related) can directly validate their representative's registration requests. Therefore, they will receive an automatic message with a CRM validation link [here](#) (accessible only with their ITU User account or email address), in order to **Approve/Reject** registration requests submitted online by delegates representing their Administration.

Detailed instructions for each step of the validation process are in **annex 1** for reference.

Should you wish to inform us about any change in a DFP's information, please complete the information form in **Annex 2** to be send to bdtmeetingsregistration@itu.int.

Should you require any assistance, please contact bdtmeetingsregistration@itu.int.

Yours faithfully,

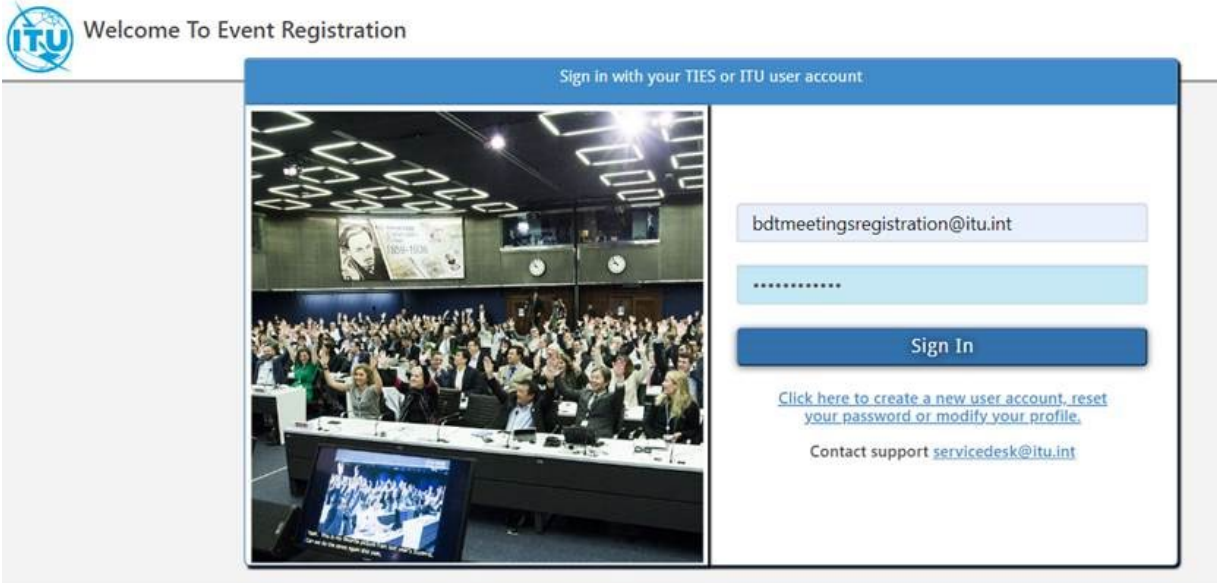
(Original signed)

Cosmas Luckyson Zavazava
Director

Annex 1

HOW SHOULD FOCAL POINTS OF REGULATORY AUTHORITIES PROCEED WITH REGISTRATION REQUESTS REVIEW AND VALIDATION

- 1) Focal points can access the [provided link](#) and input either their username or e-mail address:



Welcome To Event Registration

Sign in with your TIES or ITU user account

bdtmeetingsregistration@itu.int

.....

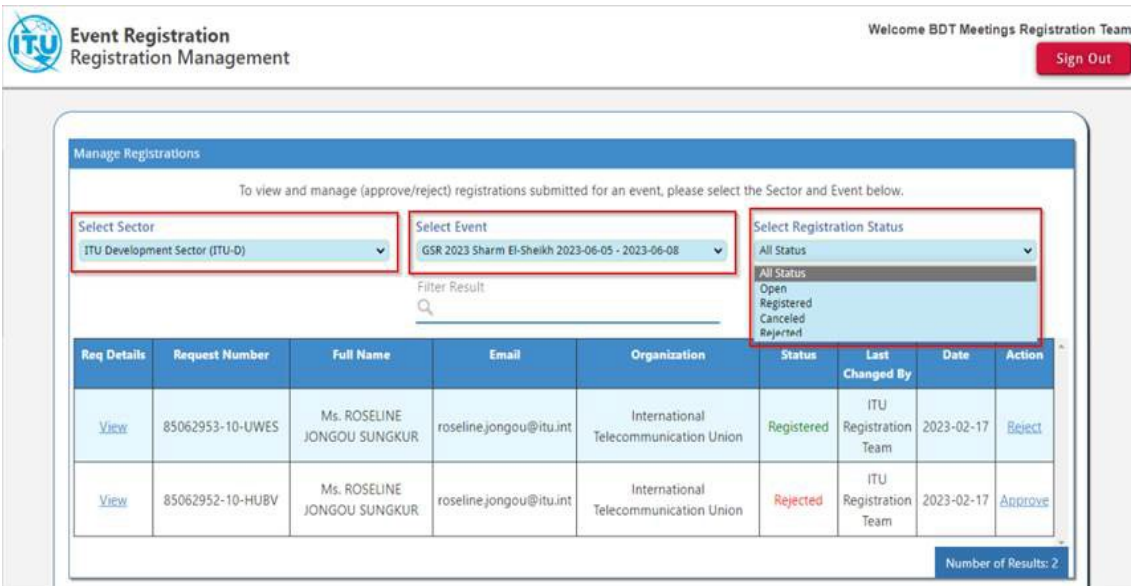
Sign In

[Click here to create a new user account, reset your password or modify your profile.](#)

Contact support servicedesk@itu.int

- 2) Focal Points should select the below choices:

- For “Sector’s block”: ITU Development Sector (ITU-D)
- For “Event’s block”: GSR 2023
- “Registration Status” is optional
- Focal Points should choose: Approve or Reject



Event Registration
Registration Management

Welcome BDT Meetings Registration Team

Sign Out

Manage Registrations

To view and manage (approve/reject) registrations submitted for an event, please select the Sector and Event below.

Select Sector: ITU Development Sector (ITU-D)

Select Event: GSR 2023 Sharm El-Sheikh 2023-06-05 - 2023-06-08

Select Registration Status: All Status

Filter Result

Req Details	Request Number	Full Name	Email	Organization	Status	Last Changed By	Date	Action
View	85062953-10-UWES	Ms. ROSELINE JONGOU SUNGKUR	roseline.jongou@itu.int	International Telecommunication Union	Registered	ITU Registration Team	2023-02-17	Reject
View	85062952-10-HUBV	Ms. ROSELINE JONGOU SUNGKUR	roseline.jongou@itu.int	International Telecommunication Union	Rejected	ITU Registration Team	2023-02-17	Approve

Number of Results: 2

Annex 2

REGULATORY AUTHORITIES FOCAL POINT'S UPDATE

Name of Member State: _____	
Name of Regulatory Authority of ITU Member States (ADMIN Related): _____ _____	
Designated Focal Point:	
_____	_____
<i>First name</i>	<i>Last name</i>

<i>e-mail address</i>	

<i>Telephone</i>	

For submission of new DFP's information or for any additional information, please complete and return the above form to bdtmeetingsregistration@itu.int.
