



Telecommunication
Development Bureau (BDT)



Ref.: BDT/DDR/DER/DM/072

Geneva, 1 April 2025

To :
Regional Telecommunication Organizations

Subject: Invitation to the 32nd meeting of the Telecommunication Development Advisory Group (TDAG), 12 to 16 May 2025, Geneva, Switzerland

Dear Sir/Madam,

I have the honour to invite you to the upcoming Telecommunication Development Advisory Group (TDAG) meeting to be held from 12 to 16 May 2025 in Geneva, Switzerland.

As part of this meeting, a special roundtable session will be organized for the Regional Telecommunication Organizations (RTOs) representatives to share their insights on the state of preparedness for the upcoming World Telecommunication Development Conference 2025 (WTDC-25) to be held in Baku, Azerbaijan from 17 to 28 November 2025.

The date and time of this special session will be communicated to you shortly to facilitate your preparations.

This TDAG meeting, being the final one prior to the WTDC-25, will serve as an important forum to report on the progress made in implementing the Kigali Action Plan, and to finalise preparations for the WTDC-25. The agenda has been structured to address all key issues that require discussion ahead of the WTDC-25.

Please find attached the draft agenda (**Annex 1**), and the preliminary time management plan (**Annex 2**) for your perusal.

Detailed information on the submission of contributions by membership, registration and other logistics related to the meeting is available in the attached **Annex 3**.

For further updates and relevant documents, please visit:

<https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/2025/TDAG-25.aspx>

I look forward to your active participation and valuable contribution to this important meeting of the TDAG.

Yours faithfully,

(Signed)

Cosmas Luckyson Zavazava
Director

ANNEX 1

TDAG-25 Draft agenda

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)
 - Report on the Regional Initiatives
 - 6.2 Operational Plan 2025 (OP-25)
 - 6.3 ITU-D Projects
 - 6.4 Study Group Activities
 - 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
 - 7.1 Update on the preparations for WTDC-25
 - 7.2 Report of the Regional Preparatory Meetings (RPMs) Coordination Meeting
 - 7.3 Structure of WTDC-25
 - 7.4 Report by the TDAG Working Group on the Declaration (TDAG-WG-DEC)
 - 7.5 Report by the TDAG Working Group on the Future of Study Group Questions (TDAG-WG-futureSQ)
 - 7.6 Report by the TDAG Working Group on Streamlining Resolutions (TDAG-WG-SR)
 - 7.7 Report by the TDAG Working Group on the ITU-D Priorities (TDAG-WG-ITUDP)
8. Global Youth Summit
9. Collaboration with the other Sectors
10. Outcomes of RA-23 and WRC-23: Updates relevant to the work of ITU-D
11. Outcomes of WTSA-24: Updates relevant to the work of ITU-D
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

TDAG-25 Preliminary time management plan

Sunday 11 May	Monday 12 May	Tuesday 13 May	Wednesday 14 May	Thursday 15 May	Friday 16 May
	0900h-1000h RPMs Coordination meeting	0930h-1230h TDAG plenary	0930h-1230h TDAG plenary	0930h-1230h TDAG plenary	0900h-1200h TDAG plenary
	1000h-1215h TDAG opening and first plenary				
1600h-1700h TDAG Bureau meeting (only for Bureau members)	1430h-1730h 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

Summary of deadlines

Dates TDAG-25	Fellowship requests	Deadline for the submission of contributions (WTDC Res. 1 (Rev. Kigali, 2022), section 4.1.3)		Deadline for Secretariat documents (WTDC Res. 1 (Rev. Kigali, 2022), section 4.1.2) (-35 days)
		With translation (-45 days)	Without translation (-12 days)	
12-16 May 2025	31 March 2025	28 March 2025	30 April 2025	7 April 2025

TDAG-25 website: <https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/2025/TDAG-25.aspx>

Registration and Visa

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, 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 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 open at the following link:

<https://www.itu.int/net4/ITU-D/CDS/meetings/registration/index.asp>

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 support procedure](#).

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

Badging

Badging will begin on **Monday, 12 May 2025** from 0800 hours in the lobby of the [Montbrillant building](#) (2 rue de Varembe, 1202 Geneva).

The registration confirmation email, together with an official photo identification, must be presented at the registration desk to be issued a meeting participant badge.

Fellowships

Subject to availability of funds, one full fellowship or two partial fellowships may be awarded per eligible Member State.

Please refer to the [ITU Fellowships Portal](#) for the Policy for awarding fellowships for events and activities funded through the ITU regular budget and for the [list of Member States eligible](#) to receive ITU fellowships. The decision criteria to grant a fellowship include:

- available ITU budget;
- equitable distribution among countries and regions;
- gender balance and the inclusion of persons with disabilities and persons with specific needs.
- 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. In this respect, the amount granted to any one individual shall not exceed ten thousand (10 000) Swiss Francs in a financial year.
- Member States wishing to apply for an ITU fellowship must not have any type of debt related to the contributions derived from their contributory unit, except those who have agreed to a repayment plan and are in compliance with their obligations.
- Highest-ranking officials (Head of State, Head of Government, Minister, Vice-Minister, Secretary of State or equivalent, high-ranking diplomats) shall not be considered for fellowships.

To request a fellowship, the participant must first register to the meeting and obtain focal point approval.

Deadline for fellowships application for TDAG-25: **31 March 2025**

[TDAG-25 Fellowship application Form](#)

Interpretation captioning

Interpretation will be provided in the six languages of the Union.

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

Remote Participation and Webcast

Interactive remote participation will be provided for all meetings. Advance registration is required to participate remotely.

Webcast in the six official languages of the Union will also be available ([TIES access required](#)). Registration is not required to follow the webcast.

Contributions to TDAG

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 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 **28 March 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 **30 April 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

TDAG meetings are paperless. An [ITU user account with TIES access](#) is required to download the meeting documents and other on-line resources available on the meeting website.
