**Telecommunication
Development Bureau (BDT)**

Ref.:   BDT/DDR/DER/DM/093   Geneva, 12 June 2025

To:
- United Nations;
- Specialized agencies of the United Nations and the International Atomic Energy Agency;
- Regional telecommunication organizations;
- Intergovernmental organizations operating satellite systems;
- Other regional or international organizations

Subject: Organizational arrangements for the World Telecommunication Development Conference (WTDC-25), Baku, Republic of Azerbaijan, 17 to 28 November 2025

Dear Sir/Madam,

Following the ITU Secretary-General's invitation letter of 31 October 2024 (Circular No.CL-24/61 - SG/BDT), I am pleased to provide herewith information on the organizational and practical arrangements for the forthcoming World Telecommunication Development Conference (WTDC-25), to be held at the Baku Convention Centre, Baku, Republic of Azerbaijan, from 17 to 28 November 2025.

The theme selected for WTDC-25 is "**Universal, Meaningful, and Affordable Connectivity for an Inclusive and Sustainable Digital Future**". The draft agenda of WTDC-25, as approved by the ITU Council and the Member States, and the draft structure of the conference are shared for information purposes in **Annexes 1 and 2**, respectively.

As in the case of previous WTDCs, there will be a High-Level Segment that will provide a unique platform for high-ranking officials from Member States to present their policy statements and express their views on emerging trends and on matters of strategic importance to the development of telecommunications and information and communication technologies for universal connectivity and sustainable digital transformation. Policy statements will be at the level of Ministers, Vice, Deputy or Assistant Ministers or Cabinet Secretaries and the speaking time will be **three minutes** with the provision that full statements will be posted on the website of the conference. We will send out separate letters on this matter providing additional information as well as inviting Member States to express interest in making such statements during the High-Level segment.

I further refer to Resolution 55 (Rev. Kigali, 2022) of the World Telecommunication Development Conference, on Mainstreaming a gender perspective for an inclusive and egalitarian information society, and to Resolution 198 (Rev. Bucharest, 2022) of the Plenipotentiary Conference on Empowerment of youth through telecommunication/information and communication technology and encourage your administration to include women and youth in the delegation to WTDC.

Registration for WTDC-25 is now open on the Participation and Registration page of the Conference. Practical information concerning registration itself as well as fellowships, procedure and deadline for the submission of contributions, can be found in **Annex 3**.

I also take this opportunity to inform you that a Global Youth Celebration will precede WTDC-25 and will be held on 16 November 2025. Details of this event will be provided in a separate letter. I am also pleased to inform you that on the evening of 16 November 2025, following the Informal Heads of Delegation Meeting, a dinner to be attended by the Heads of Delegation plus One (HoD +1) will be held to celebrate 30 years plus (30+) of the impactful work by the ITU Telecommunication Development Sector. Furthermore, throughout the Conference, an exhibit will highlight the work done with ITU-Partners and stakeholders in driving digital development around the world.

I invite you to also refer to **Annex 4**, being sponsorship packages for the Global Youth Celebration, the ITU-D Celebratory dinner as well as exhibition booths for your consideration.

Ms Archana Gulati, Deputy to the Director, BDT, is at your disposal should you require further information (E-mail: wtdc@itu.int).

I look forward to your participation and contributions to ensure that the Declaration, Strategic Plan, and Action Plan to be adopted by WTDC-25, will be effective and viable tools to guide our work in the coming years to meet the needs of all countries based on agreed priorities and strategies.

Yours faithfully,

(Signed)

Cosmas Luckyson Zavazava
Director

Attachments: Annex 1 – Draft agenda WTDC-25
                Annex 2 – Draft structure of WTDC-25
                Annex 3 – Organizational arrangements
                Annex 4 – Sponsorship packages

Annex 1

Draft Agenda
World Telecommunication Development Conference (WTDC-25)

The draft agenda for the forthcoming WTDC was approved by Council at its 2024 session.

I.   Report on the implementation of the ITU-D Action Plans

1.   Update on global digital transformation and reporting on the implementation of the WTDC-17 Buenos Aires Action Plan and the WTDC-22 Kigali Action Plan (including the Regional Initiatives), contribution to the implementation of the WSIS Plan of Action and the Sustainable Development Goals (SDGs)

2.   Report of the Telecommunication Development Advisory Group

3.   Report of Study Groups

4.   Report on the implementation of outcomes of other ITU Conferences, Assemblies and meetings related to ITU-D work:

   a.   Plenipotentiary Conference (PP-22)

   b.   Radiocommunication Assembly (RA-23)/World Radiocommunication Conference (WRC-23)

   c.   World Telecommunication Standardization Assembly (WTSA-24)

II.   Policy and strategy for digital transformation

5.   Ministerial and Industry leaders' roundtables and policy statements

III.   ITU-D work plan for 2026-2029

6.   Outcomes of Regional Preparatory Meetings for WTDC

7.   ITU-D contribution to the ITU Strategic Plan for 2028-2031

8.   ITU-D Priorities

9.   ITU-D Action Plan for the following cycle

10.   WTDC Declaration

11.   Telecommunication Development Advisory Group

   a.   Authorization for the Telecommunication Development Advisory Group to act between world telecommunication development conferences (WTDC Resolution 24, Rev. Dubai, 2014)

   b.   Structure and working methods

12.   Study Groups

   a.   Study Questions

   b.   Structure and working methods

13.   Regional Initiatives

14.   Resolutions and recommendations

Annex 2

Draft Structure of the World Telecommunication Development Conference 2025 (WTDC-25)

Meeting of heads of delegation

Terms of reference: in accordance with No. 49 of the General Rules of conferences, assemblies and meetings of the Union, the inaugural meeting of the conference shall be preceded by a meeting of heads of delegation. At this meeting, the heads of delegation shall prepare the agenda for the first plenary meeting and make proposals for the organization, chairmanships and vice-chairmanships of the conference, its committees and, as appropriate, working group(s) of the Plenary.

During WTDC, the heads of delegation shall meet to consider the proposals concerning the work programme and the constitution of study groups, and to draw up proposals concerning the designation of chairmen and vice-chairmen of study groups, TDAG and any other groups established by WTDC.

Committee 1: Steering Committee

Terms of reference: to coordinate all matters connected with the smooth execution of work and to plan the order and number of meetings, avoiding overlapping wherever possible in view of the limited number of members of some delegations.

This committee is composed of the Chair, and the Vice-Chairs of the conference and the Chairs and Vice-Chairs of the committees and working group(s) of the Plenary.

Committee 2: Budget Control

Terms of reference: to determine the organization and facilities available to the delegates, to examine and approve the accounts for expenditure incurred throughout the duration of the conference and to report to the plenary meeting on the estimated total expenses of the conference, and the estimated financial needs of ITU Telecommunication Development Sector (ITU-D) up to the next WTDC and the costs entailed by the execution of the decisions taken by the Conference.

Committee 3: Objectives

Terms of reference: to review and approve the agenda and make proposals for the organization of work; to review and approve the outputs and outcomes for the objectives; to review and agree on the related study group questions and related regional Initiatives and establish appropriate guidelines for their implementation; to review and agree on relevant resolutions; and to ensure that the output is in accordance with a results-based management approach aiming to improve management effectiveness and accountability.

Committee 4: ITU-D Working Methods

Terms of reference: to review and approve the agenda and make proposals for the organization of work; to examine proposals and contributions relating to cooperation among members; to evaluate the working methods and functioning of the ITU-D study groups and Telecommunication Development Advisory Group (TDAG); to assess and identify options for maximizing programme delivery and to approve appropriate changes thereto with a view to strengthening the synergies between study group questions, programmes and regional initiatives; and to submit to the plenary meeting reports, including proposals on the ITU-D working methods for implementation of the ITU-D work programme, on the basis of TDAG and study group reports submitted to the conference and the proposals of ITU Member States, ITU-D Sector Members and Academia.

Committee 5: Editorial Committee

Terms of reference: to perfect the wording of texts arising from WTDC deliberations, such as resolutions, without altering the sense and substance, and align the texts in the official languages of the Union, with a view to their submission for approval to the plenary meetings.

Furthermore, it is suggested to set up Working Group of the Plenary as follows:

Working Group of Plenary: ITU-D contribution to the ITU Strategic Plan 2028-2032 and WTDC Declaration[1]

Terms of reference: to draw up a draft WTDC Declaration and the input of the ITU-D Sector to the Union's strategic plan to be adopted at the next Plenipotentiary Conference.

Explanatory note

In accordance with No. 63 of the General Rules of conferences, assemblies and meetings of the Union, the plenary meeting of the World Telecommunication Development Conference may set up committees to consider matters referred to the conference.

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[1] The creation of the Working Group of Plenary will depend on the progress during the preparatory process in relation to the ITU-D contribution to the ITU Strategic Plan and the WTDC Declaration.

Annex 3

Organizational arrangements

I.   Invitation, admission and participation

The Secretary-General, after consulting the Director of the Telecommunication Development Bureau (BDT), sends an invitation to the administration of each Member State, to the ITU-D Sector Members, to the organizations and institutions referred to in the relevant provisions of Article 25 of the ITU Convention as well as to Palestine in accordance with Resolution 99 (Rev. Dubai, 2018) and to Academia in accordance with Resolution 169 (Rev. Dubai, 2018). This invitation was sent in October 2024. Credentials to attend WTDC-25 are not needed. However, any Member State or Sector Member intending to send a delegation or representatives to WTDC-25 shall so inform the Director of BDT indicating the names and functions of all members of the delegation or of the representatives (N°. 339 of the ITU Convention).

To ensure that the necessary arrangements can be made in a timely fashion, Member States and Sector Members wishing to participate in WTDC-25 and organizations, agencies and other entities that are eligible to attend as observers under Article 25 of the ITU Convention or Resolution 99 or Resolution 169 are requested to register online.

II.   Registration

Registration for WTDC-25 will be carried out exclusively online and **is now open**.

Each delegate interested in attending the Conference should complete and submit a registration form that can be accessed HERE and **indicate if they intend to participate remotely**.
Delegates can register in the conference 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: Delegates who already created their user account when registering for previous events on this same registration system, can still use the same account.

All registration requests for participation of membership in WTDC 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 memberstates@itu.int (for Member States) or Membership@itu.int (for all other entities).

All information on registration is available on the Admission and Registration page.

Membership is encouraged to consider gender balance when deciding their delegations to WTDC. Furthermore, more than one person can participate from an organization/country.

Onsite badging will take place at the Baku Convention Centre, Azerbaijan. Opening hours of the badging desk will be communicated shortly on the Admission and Registration page.

III.   Provisional organization of the conference

WTDC-25 will set up committees to conduct its work. A draft structure of the conference is to be found in **Annex 2**, along with draft terms of reference for the committees and for the Working Group of the Plenary, as endorsed by TDAG-25.

IV. Interpretation

Interpretation into the six official ITU languages will be provided for all meetings of the plenary and committees.

V. Documents for the conference

The following preparatory documents will be published:

- Report on the implementation of the Kigali Action Plan, including the ITU-D contribution to the WSIS Action Lines;
- Report on the Telecommunication Development Advisory Group activities;
- Report on the RPM Coordination meeting for WTDC-25;
- Draft ITU-D Contribution to the ITU Strategic Plan for 2028-2031;
- Draft ITU-D Action Plan for 2026-2029;
- Draft WTDC-25 Declaration;
- Reports by the Study Group Chairs;
- Reports on the outcomes of other ITU conferences, assemblies and other events impacting the work of ITU-D;
- Contributions by Member States and ITU-D Sector Members to WTDC-25.

In compliance with Council Resolution 1141 and Resolution 154 (Rev. Bucharest, 2022) of the Plenipotentiary Conference, the work of WTDC-25 will be conducted paperless. Each participant is encouraged to download the sync application that will automatically synchronize with the ITU FTP document server to allow participants to have at hand at any time all published documents of the conference in any of the six official ITU languages that are available. Each participant to the Conference will receive on the last day an email providing them access to the draft Final Report.

Documents will be available on the WTDC-25 website at WTDC documents.

Participants are therefore requested to bring their laptops. Should participants require it, a cybercafé will be available, as required, on a self-service basis.

VI. Contributions

To allow for thorough consideration by delegations, the firm deadline for submission of contributions from membership is set at **27 October 2025 at 2359 hours Geneva time** (based on Resolution 165 (Rev. Dubai, 2018) of the Plenipotentiary Conference). This deadline is also intended to guarantee the timely translation of submitted documents**.**

Contributions should be submitted by electronic means using the system indicated below. Should you require any clarification or guidance, please contact the WTDC-25 secretariat at: wtdc.documentcontrol@itu.int.

Member States and Sector Members are urged to give careful attention to the initial preparation of contributions in order to avoid revisions to documents.

VII. Processing of contributions prior to the conference

In order to consolidate the various contributions submitted in a way that lends itself to the elaboration of a solid, cohesive package consisting of inter-related and mutually reinforcing components, a web-based tool known as Conference Proposals Interface (CPI) is being made available to members and can be accessed at this link. A User Guide along with Guidelines for the preparation of proposals are also available on the same page.

In addition to providing a common approach to submitting contributions, CPI will also provide a fast-track to the processing of the input documents by reducing the reformatting of the contributions. Contributions not submitted through CPI may result in delays in their processing and posting.

Members who have submitted proposals to other major ITU events, such as the ITU Plenipotentiary Conference 2022 (PP-22), the World Radiocommunication Conference 2023 (WRC-23), or the World Telecommunication Standardization Assembly 2024 (WTSA-24), are already familiar with CPI. For any queries regarding CPI, please contact the WTDC-25 secretariat at: wtdc.documentcontrol@itu.int.

In accordance with No. 42 of the General Rules of Conferences, Assemblies and Meetings of the Union, contributions containing more than one proposal should be submitted with a number to identify each proposal along with the topic of the proposal. The secretariat will annotate each proposal with index numbers composed as follows:

ABC/25/3

where ABC represents the symbol of the country that is the author of the proposal, 25 represents the number of the document in which the proposal will be published, and 3 the serial number of the proposal within that document. The three-letter code and document number will be included by the secretariat. However, the numbering of each proposal will be assigned by the online system when submitting each proposal.

On the basis of the contributions received by the deadline, BDT will allocate the documents based on the topics identified by the submitting administration in order to facilitate discussion at WTDC-25.

VIII.   Processing of contributions during the conference

Owing to the limited duration of the conference, substantive debate should take precedence over the systematic presentation of individual proposals. For ease of referencing during the discussions, the secretariat will prepare a temporary document listing all the contributions with cross-references to the different items on the agenda. Member States are strongly encouraged not to submit new contributions during the conference.

IX. Length limit for the submission of contributions

In the spirit of PP Resolution 154, it is encouraged to limit the length of contributions. In this regard, a contribution should not exceed five (5) pages and should be submitted to the Director of the Telecommunication Development Bureau.

In the case of a more detailed contribution that significantly exceeds the length limit, an executive summary should be submitted. Only the executive summary will be translated if submitted within the time limit. The detailed version of the contribution will only be available in the original language.

X.   Accessibility needs

Captioning in English will be provided for all plenary and committee meetings, which will also be interpreted into the six official languages of the Union.

Please request, as soon as possible, any reasonable specific assistance needed by e-mail to wtdc@itu.int. The ITU secretariat will meet the expressed requirements to the best of its ability, subject to availability of resources.

XI. ITU information/document access policy

In line with the ITU information/document access policy approved by the 2018 Plenipotentiary Conference, information/documents will be made publicly accessible, unless the submitter of the document advises the ITU secretariat otherwise.

The new policy is available at the following link: http://www.itu.int/en/access-policy/Pages/default.aspx.

Annex 4

Sponsorship packages
Celebrating IMPACT in ITU-D

Exciting visibility benefits await all sponsors, from networking opportunities, visibility, promotion and brand exposure.

The availability of sponsorship packages is limited. Consequently, any expression of interest for such packages shall be given an equal consideration by ITU and shall be processed on a "first-come, first-served" basis.

For any questions, please contact bdtpartners@itu.int

1) **Global Youth Celebration**

Join us in shaping the future of digital development by sponsoring the **Global Youth Celebration: Shaping the future of Digital Development, Hearing the Voices of Tomorrow!**

Your support will primarily enable young leaders from Least Developed Countries (LDCs), Landlocked Developing Countries (LLDCs), and Small Island Developing States (SIDS) to participate, ensuring their voices are heard and celebrated in this transformative global youth gathering.
While focused on these countries, your contribution may also support the participation of other young people, such as Generation Connect Youth Envoys (GCYE) from other countries, fostering broader inclusion. By investing in these future leaders, you're not only helping amplify their voices but also contributing to the growth of the next generation of changemakers in digital development sector.

For more information, please contact: digital.inclusion@itu.int

ITU - GLOBAL YOUTH CELEBRATION
16 November 2025
SPONSORSHIP PACKAGES

	Visionary Sponsor CHF 50,000 (1 sponsor only)	Catalyst Sponsor CHF 25,000 (2 sponsors)	Trailblazer Sponsor CHF 10,000 (unlimited)
Recognition at the entrance/exit of the Global Youth Celebration Opening and Closing Ceremony venue	✓	✓	✓
Recognition at the entrance of the Global Youth Celebration Networking Cocktail	✓	✓	✓
Mention in an ITU article / blog post	✓	✓	✓
Recognition at the entrance/exit of the parallel activities' venues*	✓	✓	
Acknowledgement in the Opening Remarks by Elected Official at the Global Youth Celebration _Opening_ Ceremony	✓	✓	
Reserved seating at the Global Youth Celebration Opening and Closing Ceremonies	3 Executives	2 Executives	1 Executive
Acknowledgment on the Global Youth Celebration website	- Clickable logo - 1 quote from Executive - Video interview	- Clickable logo - 1 quote from Executive	Clickable logo
Acknowledgment in speech by Elected Official/ Senior Management during the Global Youth Celebration Networking Cocktail	✓		
Keynote speech at the Global Youth Celebration Networking Cocktail	✓		
Social media spotlight **	✓		

*After the Global Youth Celebration Opening Ceremony, participants will join selected parallel activities, visit technology centres. Venues TBC.
** General social media mention recognizing sponsor

2)   ITU-D Celebratory Dinner: 30+ years of Impact

On 16 November 2025, ahead of WTDC-25, a special dinner will be organized for Heads of Delegation + 1 to celebrate more than 30 years of work of the ITU Telecommunication Development Sector. For over three decades the Sector has successfully worked to bring positive change and impact to people's lives through digital. Sponsorship opportunities are available to help organize this celebratory event.

For any questions, please contact bdtpartners@itu.int

ITU-D CELEBRATORY DINNER: 30+ YEARS OF IMPACT
16 November 2025
SPONSORSHIP PACKAGES

	Platinum CHF 100,000 (1 sponsor only)	Gold CHF 50,000 (3 sponsors)	Silver CHF 20,000 (5 sponsors)	Bronze CHF 5,000 (unlimited)
ITU-D Celebratory Dinner				
Recognition at the entrance/exit of the ITU-D Celebratory Dinner	✓	✓	✓	✓
Recognition on the backdrop screen at the ITU-D Celebratory Dinner	✓	✓	✓	✓
Acknowledgement in the Opening Remarks by Elected Official at the ITU-D Celebratory Dinner	Name in full	Name in full	Name in full	
Executive speech at the ITU-D Celebratory Dinner	Speech 5 min	Speech 3 min		
Reserved seating at the ITU-D Celebratory Dinner	2 Exec at ITU Elected officials table + 1 at BDT senior management table	1 Exec at ITU Elected officials table	1 Exec at BDT senior management table	
Acknowledgment on the WTDC website	· Clickable logo · 2 quotes from Executives · Video interview · Pictures at dinner	· Clickable logo, · 1 quote from Executive · Video interview	· Clickable logo · 1 quote from Executive	Clickable logo
Acknowledgement on "ITU-D Events" mobile application	· Clickable logo · 2 quotes from Executives · Video interview · Pictures at dinner	· Clickable logo, · 1 quote from Executive · Video interview	· Clickable logo · 1 quote from Executive	Clickable logo
Acknowledgment on e-programme of the ITU-D Celebratory Dinner	· Logo · 2 quotes from Executives	· Logo · 1 quote from Executive	Logo	Logo
Acknowledgment in the invitation card to the ITU-D Celebratory Dinner	✓	✓	✓	✓
Additional invitations the ITU-D Celebratory Dinner	5 additional invitations	3 additional invitations	2 additional invitations	
*Recognition on TV screens at the ITU-D Celebratory Dinner**	*Logo & 2 quotes from Executive*	*Logo & 1 quote from Executive*	*Logo & 1 quote from Executive*	*Logo*
Other visibility				
Exhibition	Benefits under Premium Plus	Benefits under Premium		
Recognition on X	✓	✓		
Recognition on LinkedIn	✓	✓	✓	
Blog authored	✓			
Recognition on ITU News special WTDC snapshot magazine	Logo & 2 quotes from Executive	Logo & 1 quote from Executive	Logo	Logo

Tentative – to be confirmed

3) *Working together for Impact: an exhibit*

will showcase the work of ITU-D partners and stakeholders in driving digital development around the world.

Exciting visibility benefits for brand exposure, advertising and promotion.

For any questions, please contact bdtpartners@itu.int

WORKING TOGETHER FOR IMPACT: AN EXHIBIT
(17-28 November 2025)
SPONSORSHIP PACKAGES

	Premium Plus CHF 13,000	Premium CHF 10,000
Exhibition space (raw space)	**3x3** m2 exhibition floor **raw space** *Note:* Fee covers the lease and occupancy of the designated space. Cost of the stand and all other related costs, such as design, construction, equipment, branding, furnitures, etc. are **in addition** and shall be paid directly to a service provider designated by the Host Country.	**2x3** m2 exhibition floor **raw space** *Note:* Fee covers the lease and occupancy of the designated space. Cost of the stand and all other related costs, such as equipment, branding, furnitures, etc. are **in addition** and shall be paid directly to a service provider designated by the Host Country.
Acknowledgment on the WTDC website	- Clickable logo - Video interview	Clickable logo
Acknowledgement on "ITU-D Events" mobile application	✓	✓
Opportunity to share promotional material and giveaways	✓	✓
Recognition on social media	✓	
Recognition on ITU News special WTDC snapshot magazine	✓	✓

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