



**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/DKS/DI/DM/114

Geneva, 9 December 2025

To:
The Regional Telecommunication Organizations

Subject: Nomination of Regional Representatives on the Advisory Board of the Network of Women in ITU-D for the 2026-2029 cycle

Dear Sir/Madam,

The [Network of Women in the ITU Telecommunication Development Sector](#) (NoW in ITU-D) was established to provide a platform for collaboration and exchange of information between new and experienced women delegates. The overarching aim is to increase the number of women participating in ITU-D meetings and activities and also encourage more to take up leadership roles.

The growth of the Network in the past cycle (2023-2025) underscores the need for even greater effort to ensure women's full and meaningful participation in advancing digital development. This contributes to overall gender empowerment, as demonstrated in the flagship activities of the Network during the cycle. These included the 'Empowering Women Leaders Mentorship Programme', 'Confidence Booster Training', and the 'Super Women Webinar Series' among other activities undertaken in this period.

NoW in ITU-D, under the guidance of its Advisory Board, strengthened connections among women delegates, enhanced leadership skills, and supported their engagement in the recently concluded 2025 World Telecommunication Development Conference (WTDC-25).

The Advisory Board of the Network consists of 12 members selected through consultations with Member States and the Regional Telecommunication Organizations. It comprises two members from each of the six ITU regions not only for representation, but also to ensure activities of the Network are enriched with regional perspectives. For your reference, the current Advisory Board Members are provided in Annex 1.

In line with the Advisory Board's Terms of Reference (provided here in Annex 2), the term of the current Advisory Board ends on 31 December 2025. The incoming Advisory Board will serve in the new cycle (2026 – 2029).

This letter serves as a call for the nomination of two women from each region, under the umbrella of consultations between Member States in the region and the respective Regional Telecommunications Organization. Please note that the Terms of Reference allow for the re-nomination of serving Advisory Board members, as a continuity measure.

I would like to request for the two names from your region by 30 January 2026 to enable the Advisory Board begin its work in the new cycle. All nominations should be sent to the address: bdtdirector@itu.int.

Yours faithfully,

(Signed)

Cosmas Luckyson Zavazava
Director

Annex 1
Advisory Board, Network of Women in ITU-D
January 2023 – December 2025

ITU Region	Country	Full Name	Job Title	Email
CIS	Azerbaijan	Ms Sahiba HASANOVA	Lead consultant, Ministry of Transport, Communications and High Technologies of the Republic of Azerbaijan	sahiba.hasanova@mincom.gov.az
CIS	Uzbekistan	Ms Umeida Musaeva	Head of International Department, Ministry for Development of Information Technologies and Communications of the Republic of Uzbekistan	u.musayeva@digital.uz
AFR	Zimbabwe	Ms Caecilia Myamutswa	Director Legal for Services, Postal and Telecommunications Regulatory Authority of Zimbabwe	nyamutswa@potraz.gov.zw
AFR	Côte d'Ivoire	Ms Regina ASSOUMOU-BESSOU	International Cooperation Director, Telecommunication/ICT Regulatory Authority and Post Office of Cote d'Ivoire	bessou.regina@artci.ci
ARB	Egypt	Ms Noha Gaafar	Expert, International Policies, Strategic Planning Sector, NTRA, Egypt	nohag@tra.gov.eg
ARB	Lebanon	Ms Zeina Bou Harb	Head, International Cooperation, Ogero Telecom, Lebanon	zeina.bouharb@ogero.gov.lb
ASP	Fiji	Ms Tupou'tuah Baravilala	Director-General for Digital Government Transformation, Cybersecurity and Communications Asia and the Pacific	tbaravilala@digitalfiji.gov.fj
ASP	China	Ms Wang Ke	Deputy Chief Engineer of Planning and Industry Research Institute, CAICT, People's Republic of China	wangke@caict.ac.cn
AMS	The Bahamas	Ms Michelle Grell Bereaux	International Relations Advisor, Utilities Regulation and Competition Authority (URCA)	mbereaux@urcabahamas.bs
AMS	Vacant	Vacant		
EUR	Romania	Ms Cristiana Flutur	Co-President of Director for International Affairs in The National Authority for Administration and Regulation in Communications (ANCOM)	cristiana.flutur@ancom.ro
EUR	Lithuania	Ms Inga Rimkeviciene	Head of International and Public Relations at the Communications Regulatory Authority (RRT) of the Republic of Lithuania	inga.rimkeviciene@rrt.lt



Telecommunication
Development Bureau (BDT)

TERMS OF REFERENCE
ADVISORY BOARD OF THE NETWORK OF WOMEN IN ITU-D (NoW IN ITU-D)

Version 3
Approval Date: 30 July 2025

These Terms of Reference set out the role and responsibilities, which include the functions and the processes of the Advisory Board of the Network of Women in ITU-D.

1. *The history and purpose of the Network of Women in ITU-D*

In 2021, the Network of Women for the World Telecommunication Development Conference (NoW4WTDC) was established to generally promote gender balance participation in the ITU Telecommunication Development Sector (ITU-D), with a particular focus on activities leading up to, and otherwise associated with, the WTDC. Following WTDC-22, the Network was renamed “Network of Women in ITU-D” (NoW in ITU-D) to reflect an extension of its work beyond WTDC, and the Terms of Reference (TOR) were updated accordingly.

NoW in ITU-D aims to promote the active participation of women in the entire WTDC cycle, increasing the number of female representatives. It sets out to build a community to support female delegates on an ongoing basis, encouraging and helping them expand their networks, and providing a platform for them to share their experiences, expertise and knowledge with other professional women.

The Network supports women in the ITU-D Sector, with particular attention to newcomers to encourage them to step up to senior leadership roles at major ITU-D conferences and other meetings of the Union’s governing bodies.

NoW in ITU-D comprises six regional chapters, in accordance with the six designated regions of the International Telecommunication Union namely: Africa; Americas; Arab States; Asia and the Pacific; Commonwealth of Independent States and Europe.

2. *The Purpose and Role of the NoW in ITU-D Advisory Board*

The NoW in ITU-D Advisory Board, comprising members from all six ITU Regions, was established to provide strategic guidance to the BDT Director in order to ensure success of the Network. The Advisory Board also facilitates close collaboration between the regional chapters of the Network and promotes synergies among their respective activities.

The role of the Advisory Board is to:

- Advise the Director of the Telecommunication Development Bureau (BDT) on the governance, prioritization and growth of the Network to further its objectives;
- Provide overall guidance with respect to NoW in ITU-D activities; Promote synergies and collaboration among the six regional chapters of the NoW in ITU-D, their initiatives and stakeholders engaged in the Network;
- Provide guidance on any other matters brought to its attention by the regional chapters or the BDT.

3. Regional Chapters on the NoW in ITU-D

The Advisory Board shall have representation by all six ITU regions namely:

- i. Africa Region
- ii. Americas Region
- iii. Arab States Region
- iv. Asia and the Pacific Region
- v. Commonwealth of Independent States (CIS) Region
- vi. Europe Region

The Advisory Board takes into consideration that the regional chapters of the Network have the responsibility to organize their own governance structure and activities based on need and preferences, but in alignment with the overall objectives of the NoW in ITU-D.

4. Composition of the NoW in ITU-D Advisory Board

The Advisory Board will be constituted as follows:

- BDT Director;
- One Chair;
- One Vice Chair;
- 12 members (including the Chair and Vice-Chair), two from each of the six regions of the ITU;
- Secretary.

The members shall be selected through nominations from Member States Administrations and channelled via the respective Regional Telecommunication Organizations (RTOs).

Each RTO shall carry out the consultations and forward two representatives from its Region to the BDT. The two shall be the regional representatives on the Advisory Board. The nominees can be drawn from either ITU Member States or ITU Sector Members engaged in activities of ITU-D.

The nominees will generally be expected to be:

- Individuals with passion for women's empowerment and commitment to advance gender equality in ITU-D;
- Delegates with considerable experience in ITU-D related work and processes;
- Available to attend the Advisory Board Meetings (virtually and in-person when possible);

- Be willing to promote NoW in ITU-D activities including webinars and panel sessions both at regional and global level, among others.

5. Selection of the Chair and Vice Chair of the NoW in ITU-D Advisory Board

The Advisory Board once constituted, will meet to start its work.

The BDT Director will preside over the first meeting of the Advisory Board. The Advisory Board, at its first meeting select the substantive Chair and a Vice Chair by way of nominations from the members of the Advisory Board, and open voting by the members of the Board during the meeting.

6. Key Responsibilities of the Chair of the Advisory Board

- To provide Strategic Leadership: Lead the development and implementation of strategic plans to advance the Network's mission and vision for women's participation in ITU-D activities and for women to take up leadership positions in ITU-D conferences and meetings;
- To serve as a vocal advocate for women's empowerment in representing their countries in ITU Matters and ICT Development in their countries;
- To foster partnerships with other organizations, governments, and stakeholders to promote women's inclusion in delegations to ITU meetings and conferences;
- To engage members of NoW in ITU, listen to their concerns, and ensure that the Network's programs and services meet their needs;
- To promote and champion gender parity and challenge discriminatory practices and policies;
- To support programs that provide mentorship, training, and capacity-building opportunities for women;
- To create platforms for women to share their stories, experiences, and perspectives.

7. Key Responsibilities of the Vice Chair of the Advisory Board

- To assist the Chair in leading the Advisory Board, preparing for meetings, and ensuring effective governance;
- To assume leadership responsibilities when the Advisory Board Chair is unavailable, ensuring continuity and stability;
- To chair or serve on committees;
- To help identify, recruit, and orient new Advisory Board members to ensure a skilled and diverse Board;
- To serve as a liaison between the Advisory Board and stakeholders;
- To participate in the development of succession plans for the Advisory Board Chair;
- To assist in identifying and mitigating risks to the Network including reputational risks;
- To contribute to the development and implementation of the Network's strategic plan.

8. *Term of the Advisory Board for the NoW in ITU-D*

The term of the NoW in ITU-D Advisory Board shall be one four-year cycle in between WTDCs.

The Chair and Vice Chair will also be elected to serve one term, taking into account geographical balance.

The serving Chair and Vice Chair shall not be from the same region.

If an Advisory Board Member wishes to leave the Advisory Board at any time within the cycle, the member will be required to formally inform the BDT Director and the respective RTO. The BDT Director will then proceed to request the RTO to nominate a replacement from the region, on the Advisory Board.

9. *Rules of Procedure of the NoW in ITU-D*

Scheduling of Meetings

- a. At the beginning of each year, the Secretariat shall schedule Advisory Board meetings for the fiscal year, share the schedule with the Advisory Board to calendar the meetings for the full year.
- b. Each year the Advisory Board will hold at least three hybrid formal Board meetings, through a mix of virtual and in-person at venues to be discussed and agreed to by the Advisory Board.
- c. The Advisory Board may also hold additional meetings at other times of the year, on a need basis, as particular issues arise.
- d. Except in special circumstances, the notice of a meeting shall be given in advance of each meeting.
- e. Notices shall be sent via email

Agenda for Meetings

- a. An Agenda for each meeting of the Board shall be prepared by the Secretariat in consultation with the BDT Director and the Chair of the meeting and a copy of such Agenda shall be shared with the rest of the members at least one (1) week before the meeting.
- b. Each member of the Advisory Board may require the inclusion of items on the agenda for a meeting, provided that the requirement is conveyed in writing to the Chair of the Advisory Board not less than two weeks before the meeting.
- c. Any voting rights shall only be reserved for the substantive members of the Advisory Board.
- d. Any item of the Agenda for a meeting, consideration of which has not been completed at that meeting shall, unless the Advisory Board decides otherwise, shall be automatically included at the beginning of the Agenda for the next meeting.

Procedure at Meetings

- a. The Chair, or, in the absence of the Chair, the Vice Chair, shall act as Chair of the Advisory Board.
- b. A majority of the members (not less than two-thirds (2/3) of the total) shall constitute a quorum for any meeting of the Advisory Board
- c. The Board will take collective responsibility for any decision made by it and will seek to achieve unanimity in decisions. Where Advisory Board Members have concerns that cannot be resolved in relation to a particular matter or a proposed action, they should ensure that these concerns are recorded.
- d. All attendances and absences by the Chair or by Advisory Board Members for all or part of a Board meeting will be recorded in the Summary Record of the meeting.

Secretariat Services

The BDT Director shall appoint BDT staff to provide Secretariat services and administrative support to the Advisory Board and its Committees.

Summary Record of the Advisory Board Meeting

- a. The Secretary shall be responsible for the preparation of a summary record of the proceedings of the meetings of the Advisory Board.
- b. Draft Summary record shall be circulated to all members of the Advisory Board and any comments should be sent to the Secretary not later than two weeks prior to the next meeting, in order for the Secretary to circulate the master copy of the draft summary record to the members for approval at the next Advisory Board meeting.
- c. Any member may require that his or her views be recorded in the summary record of the meeting.
- d. The Secretary shall be responsible for the custody of the summary record and other documents relating to proceedings of the Board.

Committees

- a. The Advisory Board may establish such committees on specific thematic issues, or as may be appropriate to facilitate its work. Such committees shall report to the full Advisory Board.

Communication

Any notice, consent, proxy of other action or form that is required to be in writing may be given, taken or made by email electronic transmission ("email") provided the email created a record that is capable of retention, retrieval, and review, and that may be later rendered into clearly legible form.

10. Co-option of ad-hoc experts to the NoW in ITU-D Advisory Board

The Advisory Board may from time to time, co-opt ad-hoc experts to join meetings when their expertise is needed, on a case-by-case basis, without long-term commitments.

11. Board Evaluation Clauses

The purpose of the Board evaluation is to assess the effectiveness of the Board in implementing the Network's strategy and governance.

Evaluation Scope covers:

- Strategic leadership and direction
- Achievement of objectives
- Governance and oversight
- Risk management
- Funding
- Board composition and dynamics
- Committee effectiveness

12. Amendments

These Terms of Reference may be amended by the Advisory Board.

13. Entry into Force

These Terms of Reference, and amendments thereto, shall enter into force on the day of their approval by the Advisory Board.