



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/PPS/CSTG-3

Geneva, 26 June 2026

- Administrations of ITU Member States
- Palestine (Resolution 99 (Rev. Dubai, 2018))
- ITU-D Sector Members, Associates
- Academia
- Chairs and Vice-Chairs of ITU-D Study Groups 1 and 2
- Observers (regional and international organizations)
- United Nations, specialized agencies, and IAEA

**Subject: ITU-D rapporteur group meetings for the 2026-2029 study period –
Study Group 1: 28 September - 7 October 2026; and Study Group 2: 7-16 October 2026**

Dear Sir/Madam,

In consultation with Mr Roberto Hirayama (Brazil), Chair of ITU-D Study Group 1 (SG1), and Mr Fadel Digham (Egypt), Chair of ITU-D Study Group 2 (SG2), I am pleased to invite you to the ITU-D SG1 and SG2 rapporteur group meetings for the ninth study period (2026-2029), to be held at ITU Headquarters in Geneva.

In line with Resolutions 55 and 76 (Rev. Baku, 2025) of the World Telecommunication Development Conference (WTDC), and with the aim of organizing inclusive and gender-responsive study group meetings, you are invited to support and encourage the participation of women and young people in your delegation.

These meetings will present contributions that are of relevance to the work, including case studies and lessons learned, and review outlines and draft texts for interim deliverables as applicable. Membership is encouraged to submit contributions to the work of the study Questions in accordance with the outlines of the Question deliverables and scope of work. In conjunction with the rapporteur group meetings, workshops open to non-ITU members will also be organized to facilitate in-depth discussions on specific Question topics.

In line with WTDC Resolution 1 (Rev. Baku, 2025), it is important to ensure that individuals who have been appointed to positions as chairs and vice-chairs in the two study groups, as well as rapporteurs and vice-rapporteurs for the 10 study Questions, are physically present. This will enable them to effectively lead their respective meetings, collaborate with their management teams on-site, and participate in decision-making without time-zone or connectivity constraints.

The time management plans and draft agendas for these meetings will be made available on the website as soon as they are finalized (see **Annex 1**). Detailed information on registration, fellowship applications, submission of contributions, and other practical arrangements is provided in **Annex 2**.

The ITU-D study groups secretariat is at your disposal for further information or clarification, as required (tel.: +41 22 730 5999, e-mail: devsg@itu.int).

I look forward to your continued active participation in the work of our study groups.

Yours faithfully,

(signed)

Cosmas Luckyson Zavazava
Director

Annex 1**Draft agenda and schedule of meetings**

The draft agendas and schedules for the meetings of the two study groups can be found at the links below:

Study Group 1

- [Meeting page](#)
- [Draft agenda](#)
- [Draft time management plan](#)

Study Group 2

- [Meeting page](#)
- [Draft agenda](#)
- [Draft time management plan](#)

Annex 2

Key dates and deadlines

Meeting (2026)	Date	Deadline for fellowship applications	Deadline for interpretation requests	Deadline for submission of documents for translation	Deadline for submission of documents without translation
Study Group 1:	28 September - 7 October	13 August	13 August	13 August	15 September
Study Group 2:	7-16 October	13 August	13 August	22 August	24 September

Registration

Registration is mandatory and carried out exclusively online via Designated Focal Points (DFPs) for ITU-D event registration. Participants must complete the online registration form and submit their registration request for approval by the corresponding focal point. An [ITU user account](#) is required for this purpose. Further information on registration can be found on this [website](#).

Please [register here](#)

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

Badging

The registration desk will be open ahead of the meeting dates, for Study Group 1 on Friday 25 September 2026, and for Study Group 2 on Tuesday 6 October 2026, from 0800 to 1700 hours.

The badging desk will remain open throughout the Study Group 1 and Study Group 2 meeting weeks, from 0800 to 1700 hours.

Your registration ID number or an e-confirmation of your approved registration must be presented together with an official photo ID to receive your event badge.

Visa

When needed, visa support must be requested by participants during the online registration process. Further information on visa support is available [here](#).

Fellowships

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. 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.

The decision criteria to grant a fellowship include:

- available ITU budget;
- active participation, including the submission of new contributions of direct relevance to the expected outputs of a given Question;
- equitable distribution among countries and regions;
- gender balance and inclusion of persons with disabilities and persons with specific needs.

Subject to availability of funds and eligibility of the applicants, up to **one full fellowship or two partial fellowships** may be awarded per study group meeting and per eligible Member State. Full fellowships will cover the air ticket (one return economy class ticket by the most direct/economical route from the

country of origin to the meeting venue), and appropriate daily subsistence allowance intended to cover accommodation, meals and incidental expenses. Partial fellowships cover either the daily subsistence allowance (DSA) or the air ticket. Member States shall cover the remainder of the cost of participation.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs.

The duly validated fellowship request form and its annexes, if any, must be returned to the Fellowships Service by e-mail to fellowships@itu.int or by fax: + 41 22 730 57 78, by **13 August 2026** at the latest. Registration prior to submitting the fellowship request is mandatory.

Further information on the fellowship application process is available on the [dedicated webpage](#).

Interpretation and captioning

Interpretation for the rapporteur group meetings of ITU-D Study Groups 1 and 2 will be provided in accordance with current established practices, if a minimum of five (5) requests by participants are received to service the meeting in the requested language, and based on resources available. During registration, participants **who require a language other than English must select their choice from the list** (Arabic, Chinese, French, Russian or Spanish). The deadline for requests for interpretation through the registration system is **13 August 2026**.

Additionally, sign language interpretation in English will be provided for the Question 5/1 meeting.

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. Instructions on how to connect to the remote participation platform will be sent to registered participants.

Webcast in the six official languages of the Union will also be available ([TIES access](#) required).

Registration for the meeting is not required to follow through the webcast links.

Hosting of coffee/tea-breaks

As part of these rapporteur group meetings, opportunities are available for hosting coffee/tea breaks and exhibitions relevant to study Questions. The following can be put at the disposal of the host:

- A screen to display the host logo during the coffee time (to be placed next to the coffee table)
- A screen and a table for demo/exhibition by the host during the coffee/tea breaks.

Please contact the secretariat (devSG@itu.int) at the earliest (deadline: 13 August 2026) for expressions of interest, indicating the preferred date and time, as well as information on the content to be displayed. Please note that opportunities will be on a “first come first served” basis.

Details on Questions under study

The titles and definitions of the Questions to be dealt with by the study groups, as approved by WTDC-25, can be found on the ITU-D study groups [website](#).

Contributions to the study groups

Your contributions to the work of the study group Questions will be highly appreciated. You may coordinate your proposals with other administrations and organizations. A joint contribution requires the written approval of the parties involved, in order to authorize its release.

As per Resolution 1 (Rev. Baku, 2025) of the World Telecommunication Development Conference, input to study group or rapporteur group meetings may be of three types: a) contributions for action; b) contributions for information; and c) liaison statements. The following applies:

- All contributions *for action* received **45 calendar days** before a meeting shall be translated and published not less than seven calendar days before the said meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which they may have been translated by the author.
- All contributions received less than **45 calendar days but at least 12 calendar days** before a meeting shall be published but not translated. The secretariat shall publish these delayed contributions as soon as possible and not later than three working days after receipt.
- Contributions received less than **12 calendar days** before a meeting shall not be entered on the agenda. They shall not be distributed but shall be retained for the next meeting. Exceptionally, contributions considered to be of extreme importance and urgency may be admitted by the Chair in derogation to the above deadline, provided that these contributions are available to participants at the opening of the meeting.
- All contributions should be submitted with an **abstract** providing an overview of the content of the document. **Lessons learned and suggested best practices** are invited to be included in the contribution as appropriate. The contribution should clearly indicate what kind of action the meeting is requested to take.
- Contributions submitted to a meeting *for information* are those which do not require any specific action under the agenda of the meeting, as well as other documents considered by the Study Group Chair and/or the Rapporteur, in consultation with the author, as being for information. These documents should be published in the original language only (and in any other official language into which they may have been translated by the author) and appear under a separate numbering scheme from the contributions submitted for action.
- Contributions *for information* need to be submitted not later than **12 calendar days** before a meeting, with a **detailed abstract** which will be translated for the meeting.
- Documents submitted to the study groups as **contributions should not exceed five (5) pages**. For existing texts, cross-references should be used instead of repeating material *in extenso*. Information material can be placed in annexes which are not translated or provided on request as an information document.

Contributions must be submitted using the online template available [here](#). 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 provisions in Resolution 1, the deadline for the submission of contributions for translation has been set for **13 August 2026** for Study Group 1 and **22 August 2026** for Study Group 2. Documents arriving after the deadline will be distributed in the original language(s) only.

Documentation

ITU-D study group meetings will be paperless. Delegates are requested to bring their laptops in order to download all meeting documents locally and to access the website for new documents. The application to synchronize documents as well as a user guide are available [here](#).

An ITU user account with [TIES access](#) is required to download the documents for the study group meetings through the website and synchronization tool.

Practical information

You will find further logistical and administrative information for the meetings: **Study Group 1 [meeting website](#)** and **Study Group 2 [meeting website](#)**.

Do not hesitate to contact the **ITU-D study groups secretariat** with any questions you may have regarding these meetings and the activities of the ITU-D study groups (by e-mail: devsg@itu.int or tel.: +41 22 730 5999).

