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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 12 December 2023 |
| **Ref:** | **TSB Circular 155** | **To:**- Administrations of Member States of the Union- ITU-T Sector Members- ITU-T Associates- ITU Academia |
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| **E-mail:** | tsbfgcd@itu.int  | **Copy to:**- The Chairs and Vice-Chairs of ITU-T Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau.- The Directors of ITU Regional Office |
| **Subject:** | **Second meeting ITU-T Focus Group on Costing Models for Affordable Data Services (FG-CD), and Associated Workshop (Lilongwe, Malawi, 8-10 April 2024)** |

Dear Sir/Madam,

1 The second meeting of the [ITU-T Focus Group on Costing Models for Affordable Data Services (FG‑CD)](http://www.itu.int/go/fgcd) and its associated workshop on **Cost Models for Data Services and International Internet connectivity cost** will be held on 8-10 April 2024 at the Bingu International Conference Centre (BICC) in Lilongwe, Malawi. The workshop will be kindly hosted by the Malawi Communications Regulatory Authority (MACRA). Remote participation will be provided.

The events will be held back-to-back with the meeting [ITU-T Study Group 3 Regional Group for Africa (SG3RG-AFR)](https://www.itu.int/en/ITU-T/studygroups/2017-2020/03/sg3rgafr/Pages/default.aspx) taking place on 10-12 April 2024 at the same venue, see [TSB Collective letter 3/SG3RG-AFR](https://www.itu.int/md/T22-SG03RG.AFR-COL-0003/en).

2 The mandate of FG-CD is to analyse the supply-chain of telecom/ICT, the multiple cost models and pricing strategies used for mobile data services and Internet services and study the policy, economic, regulatory and standardization aspects related to cost models for affordable data services, including best practices of cost assessment methodologies and economic models. The group operates under the procedures set out in [Recommendation ITU-T A.7](http://www.itu.int/rec/T-REC-A.7) and within its agreed [terms of reference](https://www.itu.int/en/ITU-T/focusgroups/cd/Documents/ToRs_FGCostingData.pdf).

3 Participation in FG-CD is free of charge and open to individual experts and organizations from all sectors and relevant disciplines. Anyone interested in following or participating in this work is invited to subscribe to a dedicated mailing-list; details on how to subscribe can be found at: [ITU-T FG-CD Mailing Lists](https://www.itu.int/en/ITU-T/focusgroups/cd/Pages/mailing-lists.aspx).

4 The objectives of the second FG-CD meeting will include:

* Presentation and discussion of the written contributions received for the meeting; and
* Discussion on the progress on the deliverables of both working groups that were established at the first meeting of the Focus Groups.

5 Written contributions pertinent for the eventual success of the Focus Group and in line with the terms of reference are strongly encouragedto address the objectives highlighted above to foster an initial development plan of deliverables.

Contributions should be submitted to the TSB Secretariat (tsbfgcd@itu.int) in electronic format using the templates available from the [FG-CD homepage](http://www.itu.int/go/fgcd). **The contribution deadline for the second meeting is 27 March 2024.**

6 The meeting agenda, documents and other practical information will be available via the [FG-CD homepage](http://www.itu.int/go/fgcd) in advance of the meeting. The discussions will be held in English only. Information on remote participation will be made available on the Focus Group webpage (<http://www.itu.int/go/fgcd>).

7 The programme and other information about the workshop can be found at: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/2024/0408/Pages/default.aspx>.

8 To enable ITU to make the necessary arrangements, participants are invited to register online via the [FG-CD homepage](http://www.itu.int/go/fgcd) as soon as possible. Places are limited and registration will be handled on a first-come, first-served basis. Registration is required for remote participation as well as on-site participation. Please note that pre-registration of participants for the events is carried out exclusively online.

9 I would remind you that citizens of some countries are required to obtain a visa to enter and spend time in Malawi. If required, visas must be requested before the date of arrival from the embassy or consulate representing Malawi in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. More information will be provided in the “*Practical Information Document”* which will be made available on the respective websites of the Focus Group and the Workshop.

Additional details for visa processing will be provided in the practical information document for the meeting that will be made available on the [FG-CD homepage](http://www.itu.int/go/fgcd).

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| 7th March 2024 | * Deadline to submit request for letter of invitation for visa purposes
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| 27th March 2024 | * Deadline to submit written contributions (by e-mail to tsbfgcd@itu.int)
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| 26th March 2024 | * Deadline for registration. Online registration via [FG-CD homepage](http://www.itu.int/go/fgcd): <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00013515>
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I wish you a productive and enjoyable meeting.

Yours faithfully,

Seizo Onoe
Director of the Telecommunication
Standardization Bureau