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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 06 November 2024 |
| **Ref:** | **TSB Circular 002** | **To:**- Administrations of Member States of the Union- ITU-T Sector Members- ITU-T Associates- ITU Academia**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 |
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| **Subject:** | **Fourth meeting ITU-T Focus Group on costing models for affordable data services (FG-CD) (Virtual Meeting, 26 November 2024)** |

Dear Sir/Madam,

1 The fourth meeting of the [ITU-T Focus Group on cost models for affordable data services (FG-CD)](http://www.itu.int/go/fgcd) will be held on **26 November 2024 at 14:00 – 16:00 CET.**

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 on the [FG-CD homepage](http://www.itu.int/go/fgcd).

4 The objectives of the fourth 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 meeting is 20 November 2024.**

6 The meeting agenda, documents and other related 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 how to join the meeting online will be made available on the Focus Group webpage (<http://www.itu.int/go/fgcd>).

7 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. Registration is mandatory for joining the meeting online. Please note that pre-registration of participants for the events is carried out exclusively online.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Seizo Onoe
Director of the Telecommunication
Standardization Bureau