

Terms of Reference

ITU-ARB Regional Focus Groups (RFG) for the Regional Initiatives (2015-2017)

1. Rationale and Scope:

These regional focus groups have been formed to address the need to consult with member states in each region on the implementation of the regional initiatives (RIs). Moreover, the RFG will assist in mobilizing efforts and resources by stakeholders in the region. These focus groups are consultative and advisory bodies serving to improve the implementation of the RIs.

2. Objectives:

These focus groups aim at fulfilling the following tasks:

- Exchange of ideas and views on the action plans (Attachment 1) that have been adopted (Amman, Jordan, 23-24 March 2015) and on the implementation of the RIs.
- Discuss the possibilities for funding and engaging non-ITU stakeholders in the activities as well as the interest of non-members in the financing and implementation of the RIs.
- Provide advice to overcome any possible difficulties in the implementation of the RIs.
- Provide advice on proposed activities, such as projects, workshops, publications, etc., to be implemented within the respective RI, and to make suggestions on the content and agenda of these activities.
- Coordinate to avoid duplication of efforts by stakeholders.

3. Structure and Meetings

There will be a regional focus group for each of the regional initiatives in all regions. They will consist of nominated focal points for each focus group from membership. The respective staff in the ITU Regional Office responsible for the regional initiatives will coordinate and lead these focus groups.

These focus groups will interact via email reflector groups created by the ITU. In addition, the focus groups may choose other methods of the meeting including the various tools of meetings over the Internet.

Taking into consideration the following:

- The frequency of the meetings should be determined by the members of each focus group.
- The draft agendas for such meetings would be drafted by the respective coordinator for each focus group.
- The draft minutes of the meeting should also be drafted by the respective coordinator of each focus group and sent to the participants of the meeting no later than one week after the meeting was held.
- The Focus Groups may choose to invite nonmembers of the respective focus group to these meetings on an exceptional basis.
- The working language of the meetings is to be decided by consensus.