|  |  |  |
| --- | --- | --- |
| INTERNATIONAL TELECOMMUNICATION UNION | | **Focus Group On Digital Financial Services** |
| **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2013 - 2016 | | **DFS-004** |
| **English only**  **Original: English** |
| **WG(s):** | ALL | Geneva, 5 December 2014 |
| **DOCUMENT** | | |
| **Source:** | Chairman, FG DFS | |
| **Title:** | Draft agenda of the first meeting of Focus Group on Digital Financial Services, 5 December 2014, Geneva | |
|  | | |

**1st meeting of the Focus Group on Digital Financial Services (FG DFS)**

**5 December, Geneva, Switzerland**

**Draft Agenda**

|  |  |
| --- | --- |
| 08:30-09:00 | **Registration** |
| 09:00-10:00 | **Opening plenary session**   * Welcome remarks * ITU/TSB Director * Sacha Polverini, Chairman FG Digital Financial Services * Approval of Agenda * Logistics * Focus Group rules and ITU IPR policy |
| 10:00-10:30 | **Session 1: Focus Group Terms of Reference (ToR) and management**   * Presentation of the management team * Terms of Reference (ToR) * Outcome of workshop Digital Financial Services and Financial Inclusion |
| 10:30-10:45 | Coffee Break |
| 10:45-12:30 | **Session 2: Focus Group structure, deliverables and work plan**   * Establishment of working groups, working group leaders and deliverables * Document allocation |
| 12:30-13:30 | Lunch |
| 13:30–14:30 | **Session 3 : Contributions**   * Presentation of Contributions |
| 14:30-16:00 | **Session 4 : Working Groups Plan of Work**   * Work Plan for each working group |
| 16:00-16:15 | Coffee Break |
| 16:15-17:15 | **Session 5: Work Plan**   * Focus Group Work Plan * Future Meetings Schedule * Planned events for 2015 * Outgoing liaisons * Next Meeting Agenda |
| 17:15-17:30 | **Wrap up and Closing**   * Any other business * Closing |