|  |  |
| --- | --- |
| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group OnDigital Financial Services** |
| **TELECOMMUNICATIONSTANDARDIZATION 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
 |