



**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/DIR/EUR/DM/059

Geneva, 25 September 2024

To:

- Administrations of ITU Member States from Europe
- ITU-D Sector Members from Europe
- ITU Academia from Europe
- Regional Telecommunication Organizations from Europe
- Intergovernmental Organizations operating satellite systems
- The United Nations and its Funds and Programmes
- Specialized agencies of the United Nations and the International Atomic Energy Agency
- TDAG Bureau members
- Chairs and Vice-Chairs of ITU-D study groups

Subject: Regional Development Forum (RDF-EUR), 24 February 2025 and Regional Preparatory Meeting for Europe (RPM-EUR), 25-26 February 2025, Budapest, Hungary

Dear Sir/Madam,

I am pleased to invite you to participate in the Regional Preparatory Meeting for Europe (RPM-EUR), to be held from 25-26 February 2025, in preparation for the World Telecommunication Development Conference (WTDC-25) which will take place in Baku, Azerbaijan from 17 to 28 November 2025 at the kind invitation of the Government of Azerbaijan.

The RPM- EUR will be preceded by the Regional Development Forum for Europe (RDF- EUR) at the same venue, on 24 February 2025.

In line with Resolution 31 (Rev. Kigali, 2022), the Regional Preparatory Meeting aims at engaging the Membership in the WTDC-25 process in order to achieve regional coordination before the Conference. It also seeks to identify issues at the regional level, that need to be addressed to foster the development of telecommunications/ICTs, taking into account the most pressing needs faced by the Member States and Sector Members of the region.

RPM-EUR will provide a platform for identifying priority areas which are essential for the telecommunication/ICT development of the countries of the region. To this end, and to facilitate effective preparations by the ITU Membership, a draft RPM-EUR agenda has been prepared and can be found in **Annex 1**.

Members participating in this RPM meeting will also be able to review and provide input on the preliminary draft ITU-D contribution to the ITU Strategic Plan for 2028-2031, the preliminary draft ITU-D Action Plan 2026-2030, and the preliminary draft WTDC-25 Declaration ahead of WTDC-25. These documents, which will be

available on the [RPM-EUR website](#), are intended to assist in the written formulation of the issues and priorities for each of the regions.

On 24 February 2025, the RDF-EUR will provide an opportunity for high-level dialogue, cooperation and partnerships among telecommunication/ICT policy makers, regulators, industry, academia, regional and international development agencies and organizations on specific regional telecommunication/ICT issues. RDFs serve as a platform for assessing strategic orientations that may have an impact on the regional work plan of the Telecommunication Development Bureau (BDT) in between world telecommunication development conferences. A draft RDF-EUR agenda has been prepared and can be found in **Annex 2**.

Annex 3 to this letter provides detailed information about key deadlines for submission of contributions, for registration and remote participation, for fellowships and for all the basic information to allow you to participate and make the best of these two events. Practical information will be posted on the event website in due course.

Please be informed that sponsorship opportunities may be proposed for social/side activities taking place during the RDF in order to enhance visibility and contribute to achieving the Sustainable Development Goals (SDGs). In this case, details on these opportunities and related benefits will be made available online on the respective RDF websites.

Should you require any further information, please contact:

Mr Jaroslaw Ponder
Head of the ITU Office for Europe
Email: eurregion@itu.int
Phone: +41 22 730 5111

I look forward to your input to ensure that WTDC-25 is an effective and viable tool to guide our work in the coming years to meet the needs of the countries in your region, based on the priorities set by you all.

Yours faithfully,

(Signed)

Cosmas Luckyson Zavazava
Director

Annexes:

Annex 1: Draft Agenda for the RPM-EUR

Annex 2: Draft Agenda for the RDF-EUR

Annex 3: Information Note for Participants

Annex 1

Draft Agenda for the RPM-EUR

25-26 February 2025

Budapest, Hungary

1. Opening ceremony
 2. Election of the Chair and Vice-Chairmen
 3. Approval of the agenda
 4. Consideration of the time management plan
 5. Reporting on the implementation of the WTDC-22 Kigali Action Plan (including the Regional Initiatives)
 6. Report on the implementation of outcomes of other ITU Conferences, Assemblies and meetings related to ITU-D work
 7. Preparations for WTDC-25
 - 7.1 Preliminary draft ITU-D contribution to the ITU Strategic Plan for 2028-2031
 - 7.2 Preliminary draft ITU-D Action Plan 2026-2030 (including Study Group questions)
 - 7.3 Preliminary draft WTDC-25 Declaration
 - 7.4 Rules of procedure of ITU-D (WTDC Resolution 1)
 - 7.5 Streamlining WTDC Resolutions
 8. Priority setting for Regional Initiatives, related projects and financing mechanisms
 9. Any other business (AOB)
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Annex 2

Draft Agenda for the RDF-EUR

**24 February 2025
Budapest, Hungary**

1. Opening ceremony
 2. Roundtable One: State of Digital Development and Trends - Challenges and opportunities
 3. Roundtable Two: Match-making on infrastructure development for universal connectivity
 4. Roundtable Three: Match-making in partnerships for skills development
 5. Roundtable Four: ITU Regional Initiatives for Europe
 6. Any other business (AOB)
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Annex 3

Information Note for Participants**Venue**

The venue for the two events will be communicated at a later date. All information will be available on the [RPM-EUR website](#).

Registration and visa support

Advance registration is mandatory and will be carried out exclusively online through the Focal Points designated by each administration and entity entitled to participate. Online registration is open at the following [link](#).

1. [Create an ITU user account](#) (if you already have an account, go to step 2): When creating an ITU user account affiliated to an ITU Member ([Member States](#), [Sector Members](#), [Associates](#), [Academia](#), and UN System), users must obtain approval of their affiliation from the corresponding TIES Focal Point prior to submitting a registration request.
2. [Register here](#) : Log in with your ITU user account credentials and complete the corresponding registration request form. After successful submission, you will receive an acknowledgement of successful submission of the registration request.
3. Your registration request is automatically forwarded to the corresponding [Designated Focal Points \(DFPs\) for ITU-D event registration](#).
4. Upon the approval of the DFP, you will receive a confirmation of registration email.

For assistance with the registration process, please contact: BDTMeetingsRegistration@itu.int

When needed, visa support must also be requested to the host country by the designated Focal point.

Please allow enough time for the visa to be processed. Additional information concerning visas will be available from the [RPM-EUR website](#) and [RDF-EUR website](#).

Remote Participation

Further information on remote participation will be available on the meetings websites.

Advance registration is required to participate remotely. Instructions on how to connect to the remote participation platform will be sent to registered participants and made available on the meeting websites.

[Zoom](#) is the remote participation platform that will be used for the meetings.

Participation fees

No participation fee is required for these events. However, all participants are to cover their own expenses for travel, accommodation and insurance.

Fellowships

Please refer to the [ITU Fellowships Portal](#) for the Policy for awarding fellowships for events and activities funded through the ITU regular budget and for the [list of Member States eligible](#) to receive ITU fellowships.

The decision criteria to grant a fellowship include:

- available ITU budget;
- equitable distribution among countries and regions;
- gender balance and the inclusion of persons with disabilities and persons with specific needs.

Subject to availability of funds, **one full fellowship or two partial fellowships** may be awarded per eligible Member State of the [region] region.

To request a fellowship, the participant must **first** [register to the meeting\(s\)](#) and **obtain focal point approval**. Any application received after this deadline will not be considered.

The deadline for fellowships is outlined in Table 1.

The application form and other additional information are posted on the RPM and RDF websites.

Should you require any further information, please contact fellowships@itu.int

Paper policy and access to documents

ITU-D meetings are paperless. An ITU user account with [TIES access](#) is required to download the meeting documents.

The “ITU-D Event” application will be available, both for mobile devices and for computers, from the RPM website, as will a synchronization tool.

Interpretation and translation of documents

Both events will be conducted in English, French and Spanish. Simultaneous interpretation will be provided into those languages.

Documents received within the deadlines will be translated into English, French and Spanish, as per section 4.1.3 of WTDC Resolution 1 (Rev. Kigali, 2022). See Table 1 for the summary of key deadlines.

Contributions to RPM-EUR

Your contributions to the work of the meeting are the basis of its work.

Contributions must be submitted using the online template available on the event website. Please attach the original Word version of your contribution to the online submission form available on the event website to ensure that all hyperlinks, graphics and tables are correctly displayed.

The deadline for submission of contributions to the meetings are established in WTDC Resolution 1 (Rev. Kigali, 2022) and outlined in the summary of deadlines below (see Table 1).

Table 1: Summary of key deadlines

Region	RDF dates	RPM dates	Deadline for fellowship application	RPM: Deadline for the submission of contributions (see WTDC Res. 1 (Rev. Kigali, 2022), section 4.1.3)		RPM: Deadline for Secretariat documents (see WTDC Res. 1 (Rev. Kigali, 2022), section 4.1.2) (-35 days)
				With translation (-45 days)	Without translation (-12 days)	
Europe	24 February 2025	25-26 February 2025	6 January 2025	11 January 2025	13 February 2025	21 January 2025

Other practical information

Information on available hotels near the venue of the events, as well as practical information will be available on the [RPM-EUR website](#) and [RDF-EUR website](#).

Contact

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