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| Telecommunication Development Bureau (BDT) |
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| Ref. | Circular BDT/IP/CSTG-14 | Geneva, 12 October 2012 |
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|   |  |  | To: * Administrations of ITU Member States
* Observer (Resolution 99)
* ITU-D, ITU-R, ITU-T Sector Members, Associates, Academia
* Chairmen, Vice-Chairmen, Rapporteurs and Vice-Rapporteurs for ITU-D Study Groups 1 and 2
* Observers (Regional and International Organizations)
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| Subject: | Invitation to participate in the work of the Correspondence Group on the Elaboration of a Working Definition of the Term “ICT” |
| Dear Sir/Madam,In keeping with the decision of ITU Council 2011 and the recommendations of the 2012 meeting of the Telecommunication Development Advisory Group (TDAG), a Correspondence Group for the elaboration of a working definition of the term “ICT” was established under ITU-D Study Group 1. In this regard I am pleased to invite you to participate and contribute to the work of this Group.Participation in the Group is open to the whole ITU membership. The Group should submit its report to the next ITU-D Study Group 1 and 2 meetings in September 2013 and to the TDAG meeting in December 2013. Finally, the Group will present its report to ITU Council in 2014.Members who are interested in participating in the Group, are invited to contact the ITU-D Study Groups Secretariat, Tel.: +41 22 7305999, Fax: +41 22 7305484, E-mail address: devsg@itu.int.Terms of reference for the Group, timeline and background information to support its work can be found in **Annexes 1 and 2**.A [dedicated website](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/groups/definition/index.html) has been set up and e-mail reflector/mailing list (cg-def-ict@itu.int) has been created to support the work of the Correspondence Group. I look forward to your active participation in the work ahead for the elaboration of a working definition of the term “ICT”.Yours sincerely,[Original signed]Brahima SanouDirector |
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| **Annex 1 − Background Information on the Establishment of the new Correspondence Group on the Elaboration of a Working Definition of the Term “ICT”**The initial invitation to begin the work on the elaboration of a working definition of the term “ICT” comes from Plenipotentiary Resolution 140 (Rev. Guadalajara, 2010) which requests ITU Council *“to elaborate through the Sector study groups and submit a working definition of the term "ICT" to the Council and working groups of the Council, for possible transmission to the next plenipotentiary conference;”*. Council 2011 further instructed the Director of BDT *“to conduct consultations with the chairmen of ITU-D study groups and TDAG for the creation of a group for elaboration of a working definition of the term ‘ICT’ open for the participation of other Sector membership, and the Directors of BR and TSB to conduct consultations with the chairmen of ITU-R and ITU-T study groups, RAG and TSAG regarding the participation of representatives of their Sector study groups in that activity and report to the Council session 2012.”* Reference to the establishment of the Correspondence Group can also be found in the contribution to the September 2012 ITU-D Study Group 1 meeting from the Russian Federation (document [1/194](http://www.itu.int/md/D10-SG01-C-0194/)). The Group, which will communicate by correspondence, was established during the September 2012 meeting of [ITU-D Study Group 1](http://www.itu.int/ITU-D/study_groups/).Further details can be found on the [website](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/groups/definition/index.html) of the Group. |

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| **Annex 2 − Terms of Reference for the Correspondence Group on the Elaboration of a Working Definition of the Term “ICT”****Terms of reference for the Correspondence Group:*** Gather and analyze background information that can be used in elaborating a working definition of “ICT” including the existing L.1400 (02/2011) definitions (ICT Goods, ICT Networks, ICT Project, ICT Sector, and ICT Services).
* Formulate proposed guidelines on a working definition of “ICT”.
* Submit the proposed guidelines to ITU-D Study Groups 1 and 2.
* Report to the next TDAG meeting in 2013.

**Composition of the Correspondence Group:*** The Correspondence Group on the elaboration of a working definition of the term “ICT” is open to all ITU Member States, and of ITU-T, ITU-R and ITU-D Sector Members, Associates, Academia.
* The Correspondence Group is chaired by ITU-D Study Group 1 Chairman Ms. Roxanne McElvane (United States of America).
* The Correspondence Group will use the mailing list cg-def-ict@itu.int.
* The Correspondence Group interactions may include e-mail exchange via the e-mail list or through electronic meetings.
* The Correspondence Group convener is ITU-D Study Group 1 Chairman Ms. Roxanne McElvane (United States of America) and the Correspondence Group co-convener is Chairman of TDAG, Dr. Vladimir Minkin (Russian Federation).

**Reference Documents:**

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| **No.** | **Reference Document** |
| **1.** | [Plenipotentiary Resolution 140 (Rev. Guadalajara, 2010) on “ITU's role in implementing the outcomes of the World Summit on the Information Society”](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/groups/definition/PP10_Resolution140.pdf)  |
| **2.** | [Excerpt from the Council 2011 summary related to the issue](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/groups/definition/2011Council-report-related-to-definition-ict.pdf) |
| **3.** | [Excerpt from the TDAG 2012 meeting report](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/groups/definition/2012TDAG17-report-related-to-definition-icts.pdf) |
| **4.**  | Contributions from the Russian Federation in 2011 and 2012 on the issue can be found in the following documents: * [TDAG12-17/26](http://www.itu.int/md/D10-TDAG17-C-0026/)
* [TDAG11-16/25](http://www.itu.int/md/D10-TDAG16-C-0025)
* [C11/61(Rev.1)](http://www.itu.int/md/S11-CL-C-0061/)
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| **5.** | [Existing L.1400 (02/2011) Definitions ((ICT Goods, ICT Networks, ICT Project, ICT Sector, ICT Services](http://www.itu.int/rec/T-REC-L.1400-201102-I) |
| **6.** | [Radiocommunication Coordination Committee for Vocabulary (ITU-CCV)](http://www.itu.int/ITU-R/index.asp?category=study-groups&rlink=rccv&lang=en) |
| **7.** | [Standardization Committee for Vocabulary (SCV)](http://www.itu.int/en/ITU-T/committees/scv/Pages/default.aspx) |

**Timeline:*** The Correspondence Group was established during the September 2012 meeting of ITU-D Study Group 1. The Group will conclude its work in early 2013 to finalize and submit their report to the next ITU-D Study Group 1 and 2 meetings in September 2013 as well as to TDAG-13 in December 2013.
* In order to report to Council in 2014 on the outcomes of this work to elaborate a working definition of the term ICT, the following timeline was agreed:

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| **September 2012** | Correspondence Group is established  |
|   | Consultation process is initiated with the membership. |
| The other Sectors are informed of the establishment of the Correspondence Group. A Liaison Statement from ITU-D Study Group 1 is sent to Chairmen of all ITU Study Groups, Chairmen of Radiocommunication Coordination Committee for Vocabulary (CCV) and Standardization Committee for Vocabulary (SCV), and Chairmen of TSAG, TDAG, RAG. |
| The liaison will seek input from the membership on the topic matter and nominations of experts to play an active role in the Correspondence Group. The liaison will ask the Chairmen to sign up for the e-mail reflector and announce to their members the creation of the Correspondence Group. |
| A dedicated website will be provided with background material on the issue. This website will include reference to all ITU documents on the topic and contributions received from members. An online form through which contributions can be submitted will also be provided. |
| An e-mail reflector list is established for those who have indicated an interest in the topic. In addition, a specific area in the ITU-D Study Groups e-Forum (an online discussion forum) is set up to facilitate discussions.  |
| **December 2012** | Initial input received from the membership is shared in a table on the dedicated website, organized by country in alphabetical order.  |
|    | All contributions received to date are also made available on the website. |
| Liaison statement is prepared and sent to provide information on the work in progress.  |
| **March 2013** | Draft report providing the results of the work of the Group is prepared and finalized. |
|   | The Final Report is shared on the website and submitted to ITU-D Study Groups 1 and 2, to the relevant Groups in the other Sectors, and to TDAG.  |
| **2014** | Final Report is presented to Council in 2014 and to the Plenipotentiary Conference in 2014.   |

**Secretariat:**Secretariat: [**ITU-D Study Groups**](http://www.itu.int/itu-d/study_groups/) Contact: **devsg@itu.int**  **Dedicated Website:**[**http://www.itu.int/ITU-D/study\_groups/SGP\_2010-2014/groups/definition/index.html**](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/groups/definition/index.html)\_\_\_\_\_\_\_\_\_\_ |

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