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| Telecommunication Development Bureau (BDT) |
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| Ref. | Circular BDT/IP/CSTG-015 | Geneva, 7 November 2012 |
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|  |  |  | To:* Administrations of ITU Member States
* Observer (Resolution 99)
* ITU-D Sector Members
* ITU-D 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: | ITU-D Study Group 1 and 2 Rapporteur Group Meetings in April 2013 |
| Dear Sir/Madam,In agreement with the Chairmen of ITU-D Study Groups 1 and 2, and with the Rapporteur for the various Questions under study, I have the pleasure in inviting you to the **2013 Rapporteur Group meetings** which will take place in April 2013 at ITU Headquarters in Geneva (Switzerland) as follows:* Study Group 2 Rapporteur Group meetings for Questions 9-3/2, 10-3/2, 11-3/2, 14-3/2, 17-3/2, 22-1/2, 24/2, 25/2, 26/2Date and place : **2-12 April 2013, Geneva (Switzerland)**Detailed information: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13157>
* Study Group 1 Rapporteur Group meeting for Questions 7-3/1, 10-3/1, 12-3/1, 18-2/1, 19-2/1, 20-1/1, 22-1/1, 23/1, 24/1Date and place : **16-26 April 2013, Geneva (Switzerland)**Detailed information: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13156>

The draft agendas for these meetings will be posted on the website for each meeting. Detailed information on how to register and apply for fellowships, how to submit contributions, along with other practical information is attached in **Annex 1**. I look forward to your active participation in the work of our Study Groups.Yours sincerely,[Original signed]Brahima SanouDirector**Annex: 1** |
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| **Annex 1**Draft agendas and schedules of meetingsThe draft agendas and schedules for the meetings can be found at:2013 Study Group 1 Rapporteur Group meetingsMain website: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13156> * [Draft agenda](http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13156)s
* [Draft time management plan](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/meetings/RGQ/2013/time-management-plan-sg1-rgq-april-2013.html)

2013 Study Group 2 Rapporteur Group meetingsMain meeting website: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13157> * [Draft agendas](http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13157)
* [Draft time management plan](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/meetings/RGQ/2013/time-management-plan-sg2-rgq-april-2013.html)

Registration and fellowship requestsPre-registration will be carried out exclusively online through the Focal Points designated by each administration and entity entitled to participate. Online registration will open on **Monday, 3 December 2012**. You can register for multiple Rapporteur Group meetings at the same time. See the list of meetings at: <http://www.itu.int/net3/ITU-D/meetings/registration/> On-site registration will begin on 2 April 2013 at 08h30 and will take place in the ITU Montbrillant Building. Delegates who do not pre-register will require a letter of accreditation from the Designated Focal Point of their entity to register onsite. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID. The role of a registration Focal Point is to handle registration formalities for his/her respective administration/entity. The list of Focal Points can be accessed using a **TIES** log-in at this [address](http://www.itu.int/net3/ITU-D/meetings/registration/).To modify the contact details of a Focal Point for registration or to change the Focal Point, an official fax from an authorized official should be sent to the BDT Meetings Registration Service (+41 22 730 5545/+41 22 730 5484 or by e-mail to: bdtmeetingsregistration@itu.int), providing the updated details: last name, first name and e-mail address.You will find registration details and all other logistical information such as accommodation and visa arrangements on the dedicated websites for the meetings noted above. Within the budget available, *one full* fellowship per country may be granted to participants from countries with a GDP per capita less than 2'000 USD, with priority to Least Developed Countries (LDCs), and to participants who will present a contribution to the meeting.Please note that you must first **submit** your registration for the specific Rapporteur Group meetings before you can receive the fellowship form. You will receive a separate fellowship form for each block of meetings.**The approved and signed fellowship forms** must be returned to the Fellowship Service **no later than 4 February 2013**. *Forms received after the deadlines will not be considered.*InterpretationInterpretation will be provided based on the requests of participants and the constraints of the rooms. You are, therefore, invited to indicate on the registration form, before **4 February 2013** whether you require a language other than English.Remote participation in the meetingsThe pilot for remote participation in the activities of the ITU-D Study Group that was started during the meetings in 2011 will be extended to the Rapporteur Group meetings in April 2013. In parallel, the standard webcast in all languages of the respective meeting will continue to be provided for the meetings held in Geneva.Details on Questions under studyThe titles and definitions of the Questions to be dealt with by the Study Groups, as approved by WTDC-10, can be found on the ITU-D Study Groups website:* Study Group 1: <http://www.itu.int/net3/ITU-D/stg/index.aspx?stg=1>
* Study Group 2: <http://www.itu.int/net3/ITU-D/stg/index.aspx?stg=2>

Contributions to the Study GroupsYour contributions to the work of the Study Group Questions will be highly appreciated. You may of course feel free to co-ordinate your proposals with other Administrations and organizations. A joint contribution requires the written approval of the parties involved in order to authorize its release.As per Resolution 1 (Rev Hyderabad, 2010) input to Study Group or Rapporteur Group meetings may be of five types: a) Contributions for action; b) Contributions for information; c) Background documents; d) Temporary documents; e) Liaison statements.Contributions to the Study Group Questions can be submitted for consideration as “for action” or “for information”. Contributions requiring action received at least two months before a meeting will be published and distributed in time for the said meeting. These contributions will be translated (if needed) and posted for access by participants in the requested language before the date set for the meeting.The contribution should be submitted with an abstract providing an overview of the content of the document. The contribution should clearly indicate what kind of action that the meeting is requested to take.A contribution “for action” will be considered as a delayed contribution when it is submitted after the agreed translation deadline, but at least seven calendar days before the opening of the meeting. The delayed contribution for action will be published in the original language only but will appear in the agenda of the meeting. Contributions submitted to a meeting “for information” are those which do not require any specific action under the agenda of the meeting. These documents are published in the original language only and posted on the website under a separate number scheme. The information documents need to be submitted with a detailed abstract which will be shared translated for the meeting.Contributions “for action” and/or “for information” should not exceed five (5) pages and must be submitted using the online template available at: <http://www.itu.int/ITU-D/CDS/contributions/sg/index.asp> In accordance with provision 12.1 of Resolution 1, the deadline for the submission of contributions has been set for **4 February 2013** for the Study Group 2 Rapporteur Group meetings and**15 February 2013** for the meetings for the Study Group 1 Rapporteur Group meetings. Documents arriving after the deadline will be distributed in the original language only.

| **Meeting** | **Location and date**  | **Deadline for fellowship applications** | **Deadline for interpretation requests** | **Deadline for submission of documents for translation** |
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| [SG2 Rapporteur Group meetings for Questions 9-3/2, 10-3/2, 11-3/2, 14-3/2, 17-3/2, 22-1/2, 24/2, 25/2, 26/2](http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13157) | 2-12 April 2013, Geneva (Switzerland) | 4 Feb. 2013  | 4 Feb. 2013 | 4 Feb. 2013 |
| [SG1 Rapporteur Group meetings for Questions 7-3/1, 10-3/1, 12-3/1, 18-2/1, 19-2/1, 20-1/1, 22-1/1, 23/1, 24/1](http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13156) | 16-26 April 2013, Geneva (Switzerland) | 4 Feb. 2013 | 4 Feb. 2013 | 15 Feb. 2013 |

DocumentationThe Study Group related meetings will be paperless. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A user guide to synchronize documents is available at: <http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/reference_documents/ITU-D_UserGuideSync.pdf>Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the Study Group meetings through the website. Information on how to request a TIES account can be found at:<http://www.itu.int/TIES/index.html>Practical informationFor the meetings held in Geneva, please note that a strict procedure for visas is in force in Switzerland. Participants are urged to read carefully the procedures available at this [address](http://www.itu.int/net3/ITU-D/stg/visa.aspx). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks. A list of Geneva hotels offering preferential ITU rates can be found on the website at: <http://www.itu.int/travel/>.Do not hesitate to contact the **ITU-D Study Group Secretariat** (Ms Christine Sund, ITU-D Study Groups Coordinator) with any questions you may have regarding these meetings and the activities of the ITU-D Study Groups (by e-mail: devsg@itu.int or tel.: +41 22 730 5999)\_\_\_\_\_\_\_\_\_\_ |