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| Telecommunication  Development Bureau (BDT) | | | |
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| Ref. | Circular BDT/DDIR/CEO/CSTG 002 | | Geneva, 15 December 2010 |
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| Contact: | Vishnu Calindi |  | To: - Administrations of Member States ; - Observer (Resolution 99); - ITU-D Sector Members; - ITU-D Associates in their respective Study Group; - Chairmen, Vice-Chairmen, Rapporteurs and Vice-Rapporteurs for ITU-D Study Groups 1 and 2. - Designated Focal Points (DFP) |
| Telephone: | +41 22 730 5990/730 6073 |  |
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| Subject: | ITU-D Study Groups 1 and 2  Convening of the blocks of Rapporteur's Group meetings of Study Groups 1 and 2 Geneva, March - May 2011 | | |
| Dear Sir/Madam,  In agreement with the Chairmen of Study Groups 1 and 2 and with the Rapporteurs for the various Questions, two block meetings are organized in March and May 2011 to facilitate the participation in more than one Rapporteur’s Group meeting:  [**Block 1**](http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=11946) **(Study Group 2): 21 March - 1 April 2011**  [**Block 2**](http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=11945) **(Study Group 1): 2 - 13 May 2011**  I am pleased to invite you to participate in these block meetings. You will find [here](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/meetings/RGQ/2011/RGQ_Location_Deadlines_2011.html) the schedule of meetings indicating dates, location and deadlines.  The meeting of the Joint Group on Resolution 9 will take place on 6 and 7 June 2011 immediately following the meeting of ITU-R Study Group 1. Information on this meeting will be available at a later date.  PROGRAMME OF THE MEETINGS  The titles and definitions of the Questions to be dealt with by the Rapporteur’s Groups and schedule of the meetings can be found on the [ITU-D Study Groups website](http://www.itu.int/net3/ITU-D/stg/index.aspx) along with all information concerning the two blocks of meetings.  Documents of the last Study Group meetings can be found at:  [Study Group 1](http://www.itu.int/md/D10-SG01-100920/sum/en)  [Study Group 2](http://www.itu.int/md/D10-SG02-100913/sum/en)  INTERPRETATION AND TRANSLATION OF DOCUMENTS  Interpretation and translation of documents will be provided for each block of meetings, based on the requests of participants and the constraints of the rooms. You are therefore invited to indicate on the registration form whether you require languages other than English before:  **Friday 11 February 2011 for Block 1, and**  **Friday 25 March 2011 for Block 2.**  Based on the requests made by these deadlines and provided there are at least five requests for a given language, interpretation and translation will be provided in the requested languages as well as a translation of contributions received by the deadlines.  REGISTRATION AND FELLOWSHIP REQUESTS  Pre-registration will exclusively be online through Focal Points designated by each administration and entity entitled to participate in the Rapporteur's Group meetings of Study Groups 1 and 2.  The role of a 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/cgi-bin/htsh/edrs/TIES/auth/ITU-D/delegate/edrs.focalpoint?_eventid=4000069).  If your Administration or organization does not have a Focal Point or if a change is required, please contact [bdtmeetingsregistration@itu.int](mailto:bdtmeetingsregistration@itu.int).  On-site registration will begin at the Montbrillant Building at 08h30 on Monday, 21 March 2011 for the first block, on 2 May for the second block and on 6 June for the Joint Group on Resolution 9.  Participants who will not have pre-registered will be required to present a letter of accreditation from their respective administration/entity.  You will find registration details and all other logistical information such as accommodation and visa arrangements on the Rapporteur's Group Meetings website   * For the first block of meetings as of now [here](http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=11946) * For the second block of meetings as from 2 February 2011 [here](http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=11945).   A single fellowship form per block of meetings should be completed. Within the budget available, one fellowship per country and per block of meetings may be granted to participants from countries with a GDP per capita less than 2'000 USD, with priority to Least Developed Countries (LDCs). Priority will be given to participants who will present a new contribution of direct relevance to the outline of the Report or the expected outputs of a given Question. Due to budgetary constraints, the countries beneficiaries of a fellowship may have to contribute partly to the costs of the fellowship. You are invited to request a fellowship form by ***completing the appropriate section of the online registration form***.  Please note that the fellowship form duly completed, approved, signed and stamped must be received at ITU no later than:  **Friday, 18 February 2011 for Block 1, and**  **Friday, 1 April 2011 for Block 2**  *Forms received after these deadlines will not be considered.*  CONTRIBUTIONS TO THE RAPPORTEUR’S GROUPS  In accordance with provision 11.4 of Resolution 1 (Rev, Hyderabad 2010), contributions should be brief and concise, not exceeding five (5) pages and must be submitted exclusively using the online form available [here](http://www.itu.int/ITU-D/CDS/contributions/sg/index.asp).  In accordance with [Section 2 of the same Resolution 1](http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/reference_documents/resolution_1.html), documents requiring action should be received at least two months before a meeting, in order to be translated in the languages of the meeting.  Documents requiring action received less than two months, but at least seven calendar days before the opening of the meeting, will be published as "delayed contributions" in the original language only.  Contributions received less than seven calendar days before the opening of the meeting will not be available for the meeting but will be held for the next meeting.  No contributions for action will be accepted after the opening of the meeting and contributions for information will be published in the original language only.  ACCOMMODATION  A list of Geneva hotels offering preferential ITU rates can be found on the [ITU Travel Section](http://www.itu.int/travel/) website.  VISA PROCEDURES  A strict procedure for visas is in force in Switzerland. Participants are urged to read carefully the procedure available [here](http://www.itu.int/net3/ITU-D/stg/visa.aspx). Please note that the processing of a request for visa support may take up to 15 days.  I take this opportunity to wish you all success in the new Study Group study cycle.  Yours faithfully,  [Original signed]  Sami Al Basheer Al Morshid Director | | | |