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| Telecommunication Development Bureau (BDT) |
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| Ref. | Circular BDT/IP/CSTG-5 | Geneva, 24 May 2011 |
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| Contact: | Christine Sund, Coordinator a.i., ITU-D Study Groups |  | To: Administrations of ITU Member States;ITU-D Sector Members;ITU-D Associates;Contact points for ITU-D Study Groups 1 and 2 |
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| Subject: | Convening of the second meetings of ITU-D Study Groups for the fifth study period: Study Group 1: 5-9 September 2011 Study Group 2: 12-16 September 2011 |
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| Dear Sir/Madam,In consultation with Mrs Roxanne McElvane, Chairman of Study Group 1 and Mr Mokrane Akli, Chairman of Study Group 2, and with their agreement, I am pleased to invite you to the second meetings of the ITU-D Study Groups for the fifth study period. The meetings will take place as per the following schedule at ITU Headquarters in Geneva:* Study Group 1: 5-9 September 2011
* Study Group 2: 12-16 September 2011

The Study Groups are open to participation by ITU Member States, ITU-D Sector Members and Associates who are invited to attend Study Group and Rapporteurs’ Group meetings, provide contributions to the relevant Study Questions, make the services of experts available to participate in the Study Group activities, as well as assume management positions, such as Rapporteurs and Vice-Rapporteurs.In order to progress the work of the Questions under the two ITU-D Study Groups as approved by WTDC-10, two block meetings have been organized in 2011, in addition to the annual meetings for the Study Groups in September 2011. The first block of Rapporteur’s Group meetings was held from 21 March to 1 April (for Study Group 2 related Questions), while the second block of Rapporteur’s Group meetings (for Study Group 1 related Questions) from 2 to 13 May. In addition, the Joint Group on Resolution 9 (Rev. Hyderabad, 2010) dealing with the “participation of countries, particularly developing countries, in spectrum management”, which is considered part of Study Group 2, will meet 6-7 June, directly following a meeting of ITU-R Study Group 1 (Spectrum management). Detailed information related to the two block meetings and the joint meeting on Resolution 9, can be found on the following websites:* First block of Rapporteur’s Group meetings (21 March-1 April), at: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=11946>
* Second block of Rapporteur’s Group meetings (2-13 May), at:

<http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=11945>* Meeting of the Joint Group on Resolution 9 (Rev. Hyderabad, 2010) (6-7 June), at: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=12063>

Draft agenda and schedule of meetingsThe draft agendas and schedules for the meetings of the two **Study Groups** can be found at:Study Group 1* [Draft agenda](http://www.itu.int/md/D10-SG01-OJ/e)
* [Draft schedule](http://www.itu.int/md/D10-SG01-ADM/e)

Study Group 2* [Draft agenda](http://www.itu.int/md/D10-SG02-OJ/e)
* [Draft schedule](http://www.itu.int/md/D10-SG02-ADM/e)

Registration and fellowship requests Pre-registration will be carried out exclusively online through focal points designated by each administration and entity entitled to participate. On-site registration will begin on Monday, 5 September 2011 at 08h30 at the Montbrillant Building. Delegates who do not pre-register will require a letter of accreditation from their 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 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. You will find registration details and all other logistical information such as accommodation and visa arrangements : * Study Group 1: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=11947>
* Study Group 2: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=11948>

If your Administration/organization does not have a focal point, or wishes to modify the contact details and/or change a focal point, you are kindly requested to provide details of his/her last name, first name and e-mail address and submit this information on letterhead by fax to:+41 22 730 5545/+41 22 730 5484 or by e-mail to: bdtmeetingsregistration@itu.int.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.**The approved and signed fellowship form** must be returned to the Fellowship Service **no later than 9 August 2011.** Please note that you must first **submit** your registration before you can receive the fellowship form.*Forms received after this deadline will not be considered.*InterpretationInterpretation will be provided based on the requests of participants. You are, therefore, invited to indicate on the registration form, before 3 August 2011 for Study Group 1 and before 10 August for StudyGroup2**,** whether you require a language other than English.Based on the requests received by the aforementioned deadlines and provided that there are at least five requests for a given language, interpretation will be provided in the requested language(s).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 contribution to the Questions found in the schedule of meetings for the consideration by either Study Group will be highly appreciated. You may of course feel free to co-ordinate your proposals with other Administrations and organizations. In accordance with ITU’s policy on reducing the cost and volume of documentation, contributions which are not brief and concise with clear proposed actions, will be considered for information only. Contributions for action and/or 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 12.1.1 of Resolution 1, the deadline for the submission of contributions has been set for **4 July 2011 for Study Group 1** and **13 July 2011 for Study Group 2**. Documents arriving after the deadline will be distributed in the original language only.DocumentationThe Study Group 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.html>Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the Study Group meetings. Information on how to request a TIES account can be found at:<http://www.itu.int/TIES/index.html>A limited number of laptops will also be made available to those delegates who would so require.Practical informationA 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/>. Other practical information will be made available on the Study Group website in the weeks to come.I look forward to your active participation in the work of our Study Groups.Yours sincerely,[Original signed]Brahima SanouDirectorDistribution:* Administrations of ITU Member States;
* ITU-D Sector Members;
* ITU-D Associates;
* Contact points for ITU-D Study Groups 1 and 2
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