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| Telecommunication Development Bureau (BDT) |
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| Ref. | Circular BDT/IP/CSTG/21 | Geneva, 24 May 2013 |
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|   |  |  | To: * Administrations of ITU Member States
* Observer (Resolution 99)
* ITU-D 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: | Convening of the fourth meetings of ITU-D Study Groups for the fifth study period (Study Group 1: 9-13 September 2013, Study Group 2: 16-20 September 2013) |
| Dear Sir/Madam,In consultation with Mrs Roxanne McElvane, Chairman of Study Group 1 and Mr Mokrane Akli, Chairman of Study Group 2, I am pleased to invite you to the fourth and last meetings of the ITU-D Study Groups for the fifth study period which will take place at ITU Headquarters in Geneva.Study Group 1 will meet from 9 to 13 September 2013 and Study Group 2, including a session for the ITU-D/ITU-R Joint Group on Resolution 9 (Rev. Hyderabad, 2010) dealing with the “participation of countries, particularly developing countries, in spectrum management”, from 16 to 20 September 2013.Thanks to everyone’s hard work and dedication, excellent progress has been achieved so far, and now this last meeting of the study period will consolidate the outputs that each Question has produced in preparation for the World Telecommunication Development Conference next year.The ITU-D Study Groups are open to participation by ITU Member States, ITU-D Sector Members, Associates and Academia who are invited to attend Study Group and Rapporteur Group meetings and provide contributions to the relevant study Questions.The time management plans and draft agendas for these meetings can be found 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**.For further information, please contact Ms Christine Sund, ITU-D Study Groups Coordinator, Tel.: +41 22 730 5999, Fax: +41 22 730 5484, email address: devsg@itu.int .I look forward to your continued active participation in the work of our Study Groups.Yours sincerely,[Original signed]Brahima SanouDirector |

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| **Annex 1**Draft agenda and schedule of meetingsThe draft agendas and schedules for the meetings of the two **Study Groups** can be found at:Study Group 1Main meeting website:<http://www.itu.int/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2010&blk=13159> * [Draft agenda](http://www.itu.int/md/D10-SG01-OJ/e)
* [Draft time management plan](http://www.itu.int/md/D10-SG01-ADM/e)

Study Group 2Main meeting website: <http://www.itu.int/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2010&blk=13160> * [Draft agenda](http://www.itu.int/md/D10-SG02-OJ/e)
* [Draft time management plan](http://www.itu.int/md/D10-SG02-ADM/e)

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, 10 June 2013** at the following website: <http://www.itu.int/en/ITU-D/Study-Groups/2010-2014/Pages/delegate-resources/procedure-for-registration.aspx>.On-site registration will begin on 9 September 2013 at 08h30 and will take place in the Montbrillant building. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID. Delegates who do not pre-register will also require a letter of accreditation from their Designated Focal Point of their entity to register onsite. 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.* Study Group 1: <http://www.itu.int/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2010&blk=13159>
* Study Group 2: <http://www.itu.int/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2010&blk=13160>

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 Study Group meeting before you can receive the fellowship form. You will receive a separate fellowship form for each block of meetings.**The approved and signed fellowship form** must be returned to the Fellowship Service **no later than 19 July 2013**. *Forms received after the deadlines 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 **9 July 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 Groups that was started during the meetings in September 2011 will be extended to Study Groups meetings in September 2013.In parallel, the standard webcast in all languages of the respective meeting will continue to be provided for the meetings.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 in all official languages:* Study Group 1: <http://www.itu.int/ITU-D/CDS/sg/index.asp?lg=1&sp=2010&stg=1>
* Study Group 2: <http://www.itu.int/ITU-D/CDS/sg/index.asp?lg=1&sp=2010&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 **9 July 2013** for Study Group 1 and **16 July 2013** for Study Group 2. Documents arriving after the deadline will be distributed in the original language only.

| **Meeting** | **Date** | **Deadline for fellowship applications** | **Deadline for interpretation requests** | **Deadline for submission of documents for translation** |
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| Study Group 1: | 9-13 September 2013 | 19 July 2013 | 9 July 2013 | 9 July 2013 |
| Study Group 2:  | 16-20 September 2013 | 19 July 2013 | 9 July 2013 | 16 July 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.html>.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 informationPlease 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/en/ITU-D/Study-Groups/2010-2014/Pages/delegate-resources/visa-procedures.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** 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). |

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