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| Telecommunication Development Bureau (BDT) |
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| Ref. | Circular BDT/IP/CSTG/22 | Geneva, 14 August 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 a meeting for the Correspondence Group on the Elaboration of a Working Definition of the Term “ICT” on 8 September 2013 |
| 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 (details in Circular [BDT/IP/CSTG/14](http://www.itu.int/md/D10-CA-CIR-0014)).To finalize the deliverable of the Group it has been deemed necessary to hold a face-to-face meeting. In consultation with Ms Roxanne McElvane, Chairman of this Group and Chairman of Study Group 1, I am pleased to invite you to a meeting for the Correspondence Group on the Elaboration of a Working Definition of the Term “ICT” which will take place on 8 September 2013 at ITU Headquarters in Geneva, immediately preceding the ITU-D Study Group 1 meeting that will meet from 9 to 13 September 2013.The draft agenda for the meeting can be found in **Annex 1**. Detailed information on how to register, along with other practical information is attached in **Annex 2**. Background material, contributions received for consideration by the Group and the draft output report can be found on the dedicated website of the Group at: <http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/groups/definition/index.html> 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 active participation in this meeting in order to finalize the work of the Group.Yours faithfully,[Original signed]Brahima SanouDirector |
| **Annex 1 − Draft agenda for the meeting for the Correspondence Group on the Elaboration of a Working Definition of the Term “ICT” on 8 September 2013**

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| **TelecommunicationDevelopment Sector****Study Groups** |  |
| **Correspondence Group on the Elaboration of a Working Definition of the Term “ICT”** |  |
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|  | **Document** [**CG01/036-E**](http://www.itu.int/md/D10-CG01-C-0036) |
| **14 August 2013** |
| **Original: English** |
|  | **For action** |
| **Correspondence Group on the Elaboration of a Working Definition of the Term “ICT”** |
| **SOURCE** | Chairman of the Correspondence Group on the Elaboration of a Working Definition of the Term “ICT” |
| **TITLE** | Draft Agenda for the meeting of the Correspondence Group on the Elaboration of a Working Definition of the Term “ICT” (Geneva, Sunday, 8 September 2013, 10:00 – 13:00 hours) |
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|  | **Items** | **Documents** |
|  | Adoption of the agenda | [CG01/036-E](http://www.itu.int/md/D10-CG01-C-0036) |
|  | Review of the terms of reference and mandate of the Correspondence Group  |  |
|  | Review/discussion of proposed guidelines for working definition | [CG01/035-E](http://www.itu.int/md/D10-CG01-C-0035) |
|  | Review/discussion of input documents and proposed definitions, including Liaison Statements, received for consideration by the Correspondence Group |  |
|  | Consideration of the draft output report and definition of “ICT” to be presented to ITU-D Study Group 1 and TDAG-13 | [CG01/035-E](http://www.itu.int/md/D10-CG01-C-0035) |
|  | Any other business |  |

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| **Annex 2 − Registration and Practical Information****Registration**Pre-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 **Thursday, 15 August 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 8 September 2013 at 09h30 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.**Visa information**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/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/>.**Interpretation**Interpretation will be provided based on the requests of participants. You are, therefore, invited to indicate on the registration form, before **20 August 2013** whether you require a language other than English. 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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