



**Telecommunication  
Development Bureau (BDT)**

Ref.: Circular BDT/DDR/016

Geneva, 30 August 2013

To:

- Administrations of ITU Member States
- Observer (Resolution 99)
- ITU-D Sector Members
- Chairmen, Vice-Chairmen, Rapporteurs and Vice-Rapporteurs for ITU-D Study Groups 1 and 2
- Observers (Regional and International Organizations)

Subject: **Invitation to participate in the work of the Correspondence Group on the Elaboration of ITU-D contribution to the ITU Strategic Plan 2016-19**

Dear Sir/Madam,

In keeping with the decision of the Bureau of the Telecommunication Development Advisory Group (TDAG) adopted at its meeting on 21 June 2013, a Correspondence Group on Strategic Plan under the Chairmanship of Mr Fabio Bigi (Italy) is to be established. In this regard, I am pleased to invite you to participate and contribute to the work of this Group.

Participation in the Group is open to ITU Member States and ITU-D Sector Members. Its task is to prepare an input for the elaboration of the draft Strategic Plan 2016-19 of the Union as regards the ITU-D Sector. The Group will meet in Geneva on 10 December 2013 to finalise its work and report to the next TDAG meeting that will take place from 11 to 13 December 2013.

Members who are interested in participating in the Group are invited to contact the TDAG Secretariat via the following E-mail address: [tdag-secretariat@itu.int](mailto:tdag-secretariat@itu.int) by Friday, 14 September 2013.

Terms of reference for the Group and background information to support its work can be found in **Annexes 1 and 2**. A dedicated website will be set up and an e-mail reflector/ mailing list will be created to support the work of the Correspondence Group.

I look forward to your active participation in the work ahead for the elaboration of ITU-D input to the ITU Strategic Plan 2016-19.

Yours sincerely,

[Original signed]

Brahima Sanou  
Director

## **Annex 1**

### **Background Information on the Establishment of the new Correspondence Group on Strategic Plan**

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The Council Working Group for the Elaboration of the draft Strategic Plan and draft Financial Plan of the Union for 2016-2019 was established by Resolution 1358 adopted by the 2013 Session of the ITU Council. It held its first meeting on 18 June 2013. The next meeting is scheduled to take place on 13-14 November 2013. The due date for the publication of the draft structure of the Strategic Plan is 1 December 2013.

According to No. 62A of the Convention, Member states, Sector advisory groups and Sector members will contribute to the work of the drafting of the SP. The Secretariat may also present ideas for the consideration of the CWG. The CWG should also take into account the results of WTDC-14.

The Bureau of the TDAG established a Correspondence Group to work on ITU-D input to the ITU Strategic Plan 2016-2019. The Correspondence Group, which will communicate by electronic means and have a face-to-face meeting on 10 December 2013, will report to the forthcoming TDAG meeting (11-13 December 2013) on the results of its work.

Further details can be found on the website of the Group.

## Annex 2

### Terms of Reference for the Correspondence Group on Strategic Plan

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#### Terms of reference for the Correspondence Group:

- Prepare an input for the elaboration of the draft Strategic Plan 2016-19 of the Union as regards the ITU-D Sector and report to the next TDAG meeting on 11-13 December 2013.
- Give due regard to the outcomes of the Regional Preparatory Meetings for the World Telecommunication Development Conference 2014 (WTDC-14) and take into account the work undertaken by the Council Working Group for the Elaboration of the draft Strategic Plan and draft Financial Plan of the Union for 2016-2019.

#### Composition of the Correspondence Group:

- The Correspondence Group on Strategic Plan is open to all ITU Member States and Sector Members.
- The Correspondence Group is chaired by Mr. Fabio Bigi (Italy).
- The Correspondence Group will use the mailing list [itu-d-csp@itu.int](mailto:itu-d-csp@itu.int).
- The Correspondence Group interactions may include e-mail exchange via the e-mail list or through electronic meetings.
- The Correspondence Group convener is its Chairman Mr. Fabio Bigi (Italy) and the Correspondence Group co-convener is the Chairman of TDAG, Dr. Vladimir Minkin (Russian Federation).

#### Reference Documents:

No.	Reference Document
1.	Strategic Plan of the Union for the 2012-15 period ( <a href="#">Decision 5</a> , <a href="#">Resolutions 71, 72, 151</a> )
2.	<a href="#">Resolution 1358</a> on the Establishment of Council Working Group for the Elaboration of the draft Strategic Plan and draft Financial Plan of the Union for 2016-2019
3.	<a href="#">Presentation by the Secretary General</a> to the first meeting of Council Working Group for the Elaboration of the draft Strategic Plan and draft Financial Plan of the Union for 2016-2019
4.	2013 Final Report ( <a href="#">CIS</a> , <a href="#">ASP</a> , <a href="#">AMS</a> )

**Timeline:**

- The Correspondence Group was established during the June 2013 meeting of the TDAG Bureau. The Group will conclude its work on 10 December 2013 to finalize and submit its report to the next TDAG meeting on 11-13 December 2013.
- In the meantime, the Group will work through electronic means in accordance with the following timeline:

<b>June 2013</b>	Correspondence Group is established
<b>August 2013</b>	Consultation process is initiated with the membership
<b>September 2013</b>	A dedicated website will be provided with background material on the issue. This website will include reference to all ITU documents on the topic and contributions received from members.
	An e-mail reflector list is established for those who have indicated an interest in the topic.
<b>October 2013</b>	Initial input received from the membership is shared in a table on the dedicated website, organized by country in alphabetical order.
<b>November 2013</b>	Preparation of draft report providing the results of the work of the Correspondence Group.
<b>December 2013</b>	Finalise report at meeting on 10 December 2013, taking into account the results of the Council Working Group.  The report is shared on the Correspondence Group's website and submitted to TDAG.

**Secretariat:**

Secretariat: TDAG Secretariat

Contact: [tdag-secretariat@itu.int](mailto:tdag-secretariat@itu.int)