



Telecommunication
Development Bureau (BDT)

Ref. Circular BDT/TDAG/024

Geneva, 2 February 2015

To:

- Administrations of ITU Member States
- Observer (Resolution 99)
- ITU-D Sector Members
- TDAG Bureau members
- Chairmen and Vice-Chairmen of ITU-D Study Groups

Subject: **20th meeting of the Telecommunication Development Advisory Group, Geneva, Switzerland 28 – 30 April 2015 (preceded by TDAG Correspondence Groups on 27 April)**

Dear Sir/Madam,

I am delighted to invite you to participate in the 20th meeting of the Telecommunication Development Advisory Group (TDAG), to be held from 28 to 30 April 2015 at ITU headquarters in Geneva.

This meeting of TDAG has a broad agenda as it will address, among other things, the outcomes of the 19th ITU Plenipotentiary Conference (PP-14), held in Busan, Republic of Korea, from 20 October to 7 November 2014, and their implications for the work of the ITU Telecommunication Development Sector (ITU-D).

The TDAG draft agenda is attached as **Annex 1**.

A note providing information on registration, fellowship application, submission of contributions, accommodation and visa procedure is attached as **Annex 2**.

All meeting documents will be posted on the TDAG website (<http://www.itu.int/itu-d/tdag>) as they become available.

As you will recall, at its meeting on 1 October 2014, TDAG decided to establish two correspondence groups, one on WTDC Resolution 1 (Rev. Dubai, 2014), "Rules of procedure of the ITU Telecommunication Development Sector" and the other on the Strategic Plan, Operational Plan and Declaration.

Therefore, in addition to encouraging you to take part in the online discussions these groups carry out, I am also pleased to invite you to participate in their first physical meeting, which will take place on 27 April, preceding the TDAG meeting itself. The draft agendas and terms of reference of the two groups are available on the TDAG website <http://www.itu.int/itu-d/tdag>.

I firmly believe that your active participation will make these meetings a success and I trust that I will benefit from your advice and recommendations, which are so valuable to the work of BDT.

I look forward to seeing you in Geneva.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes: 2

**Telecommunication
Development Sector
Telecommunication Development Advisory
Group (TDAG)
INTERNATIONAL TELECOMMUNICATION UNION**



**20th Meeting of TDAG
Geneva, 28-30 April 2015**

**Document TDAG-15 20/1-E
2 February 2015
Original: English**

Draft agenda

1. Address by the Secretary-General
2. Address by the Director of the Telecommunication Development Bureau
3. Opening remarks by the Chairman of TDAG
4. Adoption of the agenda and consideration of the Time Management Plan
5. Outcomes of PP-14 related to ITU-D
6. Review of the implementation of the ITU-D Strategic Plan and Operational Plan 2014, including WTDC-14 Resolutions/PP-14 Resolutions related to ITU-D and regional initiatives
7. ITU-D Study Group-related matters
8. ITU-D contribution to the implementation of the WSIS Plan of Action
9. Rules of procedure of ITU-D (WTDC Resolution 1 – Working methods) and Electronic Data Handling (EDH), including TDAG Correspondence Group
10. ITU-D four-year rolling Operational Plan 2016-2019, including TDAG Correspondence Group
11. Collaboration with other Sectors, including progress report on Inter-Sectoral Team
12. Report on the Group on Capacity Building Initiatives (GCBI)
13. Report on other ITU-D activities
 - a. Global Symposium for Regulators (GSR) 2015
 - b. World Telecommunication/ICT Indicators Symposium (WTIS) 2014
 - c. Emergency telecommunications
 - d. Regional Development Forums
14. Membership, Partnership and Innovation-related matters
15. Progress report on the ITU-D 2016-2017 budget preparation
16. Calendar of ITU-D events
17. Any other business

B. Sanou
Director of BDT

TDAG INFORMATION NOTE

Registration and fellowship requests

Pre-registration for TDAG and its Correspondence Groups will be carried out exclusively **online through focal points** designated by each administration and entity entitled to participate in the TDAG meeting.

Online registration will open on **Tuesday, 3 February 2015** at

<http://www.itu.int/net3/ITU-D/meetings/registration/>.

On-site registration for both the TDAG meeting and the meeting of its Correspondence Groups will open on 27 April 2015 at 0730 hours at the ITU 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 the designated focal point of their entity to register on-site.

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

<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.

Within the budget available, one fellowship per country may be granted to participants from countries with a GDP per capita less than USD 2'000, with priority to least developed countries (LDCs). Because of budgetary constraints, beneficiary countries of a fellowship may have to contribute to the fellowship. To request a fellowship form, participants must first register online and tick the appropriate box.

The approved and signed fellowship form must be returned to the Fellowship Service **no later than 2 March 2015**.

Forms received after the deadline will not be considered.

Interpretation and translation

Interpretation for the TDAG meeting will be provided based on the requests of participants. You are therefore invited to indicate on the registration form **before 13 March 2015** whether you require a language other than English.

The TDAG Correspondence Groups will work in English only.

Remote participation and webcast

Interactive remote participation will be available at the forthcoming meetings.

In parallel, the standard webcast will continue to be provided.

A TIES account is required to access both the interactive remote participation and the webcast services.

Please visit the [TDAG website](#) for all information regarding practical use of these facilities.

Contributions to the TDAG and its Correspondence Groups

As per Resolution 1 (Rev. Dubai, 2014), contributions should not exceed five pages and must be submitted using the online template available at [this link](#).

Please attach the original "Word" version of your contribution to the online submission form to ensure that all hyperlinks, graphics and tables are correctly displayed.

In accordance with provision 13.1.1 of Resolution 1, the deadline for the submission of contributions has

been set for **13 March 2015**.

All contributions to TDAG received less than 45 calendar days (13 March 2015) but at least 12 calendar days (15 April 2015) before the meeting shall be published but not translated. Contributions to the Correspondence Groups will not be translated.

Contributions received less than 12 calendar days before the meeting shall not be entered on the agenda. They shall not be distributed, but shall be retained for the next meeting. No contributions shall be accepted after the opening of the meeting.

Documentation

The meetings will be paperless. Delegates are invited 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 will be available on the [TDAG website](#).

Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the TDAG meeting through the website. Information on how to request a TIES account can be found at <http://www.itu.int/TIES/>.

Practical information

Please note that a strict procedure for visas is in force in Switzerland. Participants are urged to read carefully the visa procedure available on the [TDAG website](#). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks.

You are invited to visit the [ITU delegate's corner](#) for practical information on Geneva, including a list of hotels offering preferential ITU rates.
