



Telecommunication Development Bureau (BDT)

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Geneva, 20 November 2012

To:

- Administration of ITU Member States of the CIS region
- ITU-D Sector Members of the CIS region
- Regional and International organizations
- Intergovernmental organizations operating satellite systems

Subject: Regional Development Forum (RDF) for the CIS region, 18 February 2013 and Regional Preparatory Meeting (RPM) for the CIS region, Chisinau (Moldova), 19-21 February 2013

Dear Sir/Madam,

I have pleasure in inviting you to participate in the CIS Regional Preparatory Meeting (RPM-CIS) for the 2014 World Telecommunication Development Conference, to be held in Chisinau, Moldova, from **19 to 21 February 2013** at the kind invitation of the Government of Moldova.

Regional Preparatory Meetings are organized in response to Resolution 31 (Rev. Hyderabad, 2010) in a bid to achieve greater regional coordination and engage Members in the WTDC-14 process early on. They also seek to identify issues, at the regional level, that need to be addressed to foster the development of telecommunications and of information and communication technologies (ICT), taking into account the expression of pressing needs facing the Member States and Sector Members of the region.

The RPM-CIS is expected to identify top priority areas which are essential for the ICT development of the countries of the region. To this end, and to facilitate effective preparations by the Members of the ITU Telecommunication Development Sector (ITU-D), a draft RPM-CIS agenda has been prepared and is found in Annex I.

A one-day Regional Development Forum (RDF) will take place on **18 February 2013** to discuss trends in telecommunication/ICT development in the region. An agenda for the RDF will be available soon on the RPM-CIS website.

Contributions

In order to facilitate the submission of contributions to the RPM-CIS, a contribution template will be made available on the CIS-RPM website at: <http://www.itu.int/en/ITU-D/Pages/RPM-CIS>. In addition to providing a common approach to submit proposals, the template will also provide a fast-track to the processing of the input documents by reducing the reformatting of the contributions. Contributions not submitted on this template may therefore result in delays in their processing and posting. The working documents will be posted on the ITU-D website as they become available at the same address.

To enable advance preparations by delegations and in light of the constraints derived from the schedule of all activities of the Development Sector, a deadline has been set for the submission of proposals and contributions on the items of the draft agenda of 19 January 2013 **at the latest**.

REGISTRATION AND FELLOWSHIP REQUESTS

Pre-registration and applications for fellowships will be carried out exclusively online, starting on 19 November 2012 through Focal Points designated by each administration and entity entitled to

participate in the RPM and RDF CIS.

Participants registering on-site must present a letter of accreditation from their respective Focal Point.

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/net3/ITU-D/meetings/registration/>

Designated Focal Points can find the registration form on the RPM-CIS website:

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

If your Administration/Entity 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 letter head by fax to: +41 22 730 5545/+41 22 730 5484 or by e-mail to bdtd-registration@itu.int.

Subject to the available financial resources and in order to encourage participation, either one full fellowship or two partial fellowships may be granted per **eligible Member State** whose GDP per capita is less than 2'000 USD to participate in RPM-CIS. In the case of partial fellowships, ITU will bear the cost of air tickets or daily subsistence allowances; the Member State shall cover the remainder of the fellowship. To receive a fellowship form, participants must *first* register on-line and tick the appropriate box on the form . **The signed and approved fellowship form must be submitted no later than Friday, 25 January 2013.** Pre-registration *without* fellowship requests can be done until the end of the RPM-CIS (21 February 2013).

PRACTICAL INFORMATION

Practical information related to accommodation and visa procedures are available on the RPM-CIS website at: <http://www.itu.int/en/ITU-D/Pages/RPM-CIS>

Should you require any information, please contact Orozobek Kaiykov, Head, ITU Areas Office for the CIS, Moscow by email orozobek.kaiykov@itu.int or phone +7 495 926 60 70.

I very much look forward to your inputs to ensure that WTDC-14 is an effective and viable tool to guide our work in the coming years to meet the needs of countries of the CIS region based on the top priorities you will have set.

Yours faithfully,

[Original signed]

Brahima Sanou

Director

Annex: Draft Agenda

ANNEX 1

Document RPM-CIS13/01-E
15 November 2012
Original: English

SOURCE **Telecommunication Development Bureau**

TITLE **Draft agenda**

Document

1. Opening ceremony
2. Election of the Chairman and Vice-Chairman
3. Approval of the agenda
4. Consideration of the Time Management Plan
5. Assessment of the implementation of the Hyderabad Plan (WTDC-10) and of the WSIS Plan of Action
6. Identification of priority areas
7. Topics for ITU-D future work (including working methods and Study Group questions) linked to the identified priority areas
8. Priority setting for Regional Initiatives
9. Other business

Brahima Sanou
Director