



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/DDR/TDAG/068

Geneva, 30 November 2020

To:

- Administrations of ITU Member States
- State of Palestine (Resolution 99)
- ITU-D Sector Members
- ITU Academia
- TDAG Bureau members
- Chairmen and Vice-Chairmen of ITU-D study groups
- Regional Telecommunication Organizations

Subject: Invitation to the third meeting of the TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities, Virtual, 21 January 2021

Dear Sir/Madam,

I am pleased to invite you to the third meeting of the TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities (TDAG-WG-RDTP), which will take place online on 21 January 2021.

Having submitted an interim report to the TDAG meeting on 23 November 2020, the group will now continue its work as outlined in the agenda, which is attached as **Annex 1**. Please note that the meeting will be conducted in English only. Should you wish to refer to the report of the previous meeting, held on 21 October 2020, it may be found in document [TDAG-WG-RDTP/10\(Rev.1\)](#).

In **Annex 2**, you will be able to find the schedule of TDAG-WG-RDTP meetings until TDAG-21, and **Annex 3** contains useful information for participants.

Members are encouraged to submit contributions to the work of this group through the online submission system available on the [TDAG-WG-RDTP webpage](#).

I look forward to meeting all of you online.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

Annexes: Annex 1: Draft agenda for the meeting of TDAG-WG-RDTP
Annex 2: Schedule of meetings of TDAG-WG-RDTP
Annex 3: Information note for participants of the 3rd meeting of the TDAG-WG-RDTP

ANNEX 1

Draft agenda for the meeting of the TDAG-WG-RDTP

1. Opening of the meeting and welcome remarks
2. Approval of the agenda
3. Mainstreaming of Resolutions
4. Thematic Priorities
5. Declaration
6. Any other business
7. Closing

ANNEX 2

Schedule of meetings of TDAG-WG-RDTP

Group	Meeting date	Deadline for submission of contributions
TDAG-WG-RDTP	21 January 2021	9 January 2021
TDAG-WG-RDTP	4 March 2021	20 February 2021
TDAG-WG-RDTP	9 April 2021	28 March 2021

ANNEX 3

Information note for participants of the 3rd meeting of TDAG-WG-RDTP

Registration, access and participation

Registration for the 3rd meeting of TDAG-WG-RDTP will be carried out **exclusively online and will open on 30 November 2020**.

Each delegate interested in attending the meeting should complete and submit a registration form that can be accessed from the following link:

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

Delegates can register to the meeting using their ITU user account credentials (i.e. username and password). In case they do not have an ITU user account, they can create one by following the steps available at: <https://www.itu.int/en/ties-services/>.

Note: For delegates who already created their user account when registering for the previous ITU-D meetings, their user account is still valid.

All registration requests for participation in the 3rd meeting of TDAG-WG-RDTP must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available at the following link: <http://www.itu.int/net3/ITU-D/meetings/registration/>.

To modify the contact details of a Designated Focal Point or to change the Designated Focal Point, an official letter from an authorized official should be sent to the BDT Meetings Registration Service (by fax: +41 22 730 5545/+41 22 730 5484 or by e-mail to: bdtmeetingsregistration@itu.int), providing the new DFP's last name, first name and e-mail address.

Membership is encouraged to consider gender balance when deciding their delegations to 3rd meeting of TDAG-WG-RDTP.

Interpretation

The meeting of TDAG-WG-RDTP will be in English only.

Access to the virtual meeting room and captioning

The meeting will take place from 1300h to 1600h CET.

Information to access the virtual meeting room will be provided to duly registered participants through their confirmation of registration message.

Only those participants duly registered for the meeting will be able to access the virtual meeting room.

The standard captioning service will be provided through the virtual meeting room. For those participants wishing to access the captioning script directly, the link will be available from the [TDAG-WG-RDTP webpage](#).

Contributions to the TDAG meeting

As per WTDC Resolution 1 (Rev. Buenos Aires, 2017), contributions should not exceed five pages and must be submitted using the online template available at TDAG website at: <http://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/default.aspx>

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 order to be included in the agenda of the meeting, contributions must be received no later than **9 January 2020**.

Documentation

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