INTERNATIONAL TELECOMMUNICATION UNION

*Telecommunication
Development Bureau*

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Subject: **Convening of the first meetings of ITU-D Study Groups for the fourth study period:**
          Study Group 1:   4-6 September 2006
          Study Group 2:   6-9 September 2006

TO ADMINISTRATIONS OF MEMBER STATES OF THE ITU AND MEMBERS OF THE DEVELOPMENT SECTOR

Dear Sir/Madam,

1.   The fourth World Telecommunication Development Conference (WTDC-06) which was held in Doha (Qatar) from 7 to 15 March 2006 maintained the two Development Study Groups (Resolution 2, Doha, 2006). The study groups are open to participation by ITU Member States, ITU-D Sector Members and Associates.

2.   I invite you to participate in the activities of the ITU-D Study Groups. A registration form is attached as Annex 1. I would be grateful if you could fill in the details and return the form as soon as possible. This information will assist us in establishing a database containing the list of contact points involved in the Study Group activities. Please fill in one form per person.

3.   In agreement with the chairmen of both study groups, I am pleased to inform you that the first meetings of the study groups for the fourth study period will take place according to the following schedule:

> *Study Group 1:*   *4-6 September 2006*
> *Study Group 2:*   *7-9 September 2006*

The meetings will take place in Geneva, with the necessary interpretation.

For each Study Group, the meeting will open at 0930 hours on the first day. Participant registration will start at 0830 hours. **Please note that, as from 1 January 2006, all participants must register via the Montbrillant entrance.** The schedule of meetings will be displayed on screens at the entrances to ITU headquarters.

4.   Annex 2 contains a registration form for participation in the meetings of the study groups. A single form per participant per study group should be completed and returned to BDT Secretariat by **4 August 2006** at the latest.

5.   Annex 3 contains the draft agenda of the respective study groups. You are invited to provide comments on the draft agenda. The list of Questions to be handled as approved by WTDC-06 is attached in Annex 4. The complete text of the Questions can be found on the ITU website (**http://www.itu.int/ITU-D/study_groups/index.asp**). However, participants wishing to have a paper copy can obtain it from the Study Groups Secretariat.

6.   As you may appreciate, the success of the study groups and the value of the output are contingent on the involvement of specialists in the study process. I would like to request you to identify specialists appropriate for each Question in your country or organization who could be involved in the development of the study.

7.   Your contribution to these Questions for the consideration by either study group will be appreciated. You may of course feel free to co-ordinate your proposals with other Administrations and organizations. In accordance with ITU's policy on reducing cost and volume of documentation, I would particularly encourage you to submit brief and concise contributions (that should not exceed more than **five (5) pages**) – in electronic form to: **devsg1@itu.int** for Study Group 1 and **devsg2@itu.int** for Study Group 2. A template for the submission of contributions is provided in Annex 5 and is also available on the ITU-D website (**http://www.itu.int/ITU-D/study_groups/SGP_2006-2010/About/DocSubmit.html**). The deadline for submission is **4 July 2006** for Study Group 1 and **7 July 2006** for Study Group 2. After that date, translation cannot be guaranteed (see Annex 6).

8.   I am sure you would agree that the first meeting of the study groups constitutes an important stage of the fourth study period of ITU-D and will set the pace and direction of their work programme. I look forward to your active participation in the meetings to ensure that the work programme meets the mandate set by WTDC-06.

9.   Within the limited budget available, BDT will grant fellowships to participants from least developed countries (LDCs). We are attaching the appropriate form for each study group meeting, which should be completed and returned to us by **30 June 2006** (Annex 7). The greatest possible effort will be made to satisfy these requests; however, bearing in mind the budgetary constraints, we may not be able to meet all requests. No more than one fellowship per country will be granted, and only to those applicants who best fulfil the requirements.

10.   I would like to seize this opportunity to inform you that ITU Headquarters in Geneva will host on 31 August and 1 September 2006 a meeting on "Mechanisms for enhancing cooperation on cybersecurity, including combating spam", as a follow-up to Resolution 45 (Doha, 2006). The invitation for this meeting will be sent in a separate message. The draft agenda, practical information and other relevant background documents for this meeting will be available on the E-strategies website (**http://www.itu.int/ITU-D/e-strategy/cybersecurity**).

Yours faithfully,

[Original signed by Mr. Hamadoun I. Touré, Director]

Hamadoun I. Touré
Director

Annexes: 7

(1) Registration form for participation in ITU-D Study Groups
(2) Registration forms for 2006 meetings of Study Groups 1 and 2
(3) Draft agendas for the first meetings of Study Groups 1 and 2
(4) List of Questions
(5) Template for submission of contributions
(6) Deadlines for submission/processing of contributions
(7) Request for fellowship

Distribution:

-    Administrations of Member States of the ITU;
-    ITU-D Sector members;
-    United Nations and United Nations Specialized Agencies;
-    Chairmen and Vice-Chairmen of ITU-D Study Groups;