



# INTERNATIONAL TELECOMMUNICATION UNION

*Telecommunication  
Development Bureau*

T E L E F A X

Place des Nations  
CH-1211 Geneva 20  
Switzerland

Telephone +41 22 730 51 11  
Telefax Gr3: +41 22 733 72 56  
Gr4: +41 22 730 65 00

Date: 12 December 2007 Time: Page 1/7 Ref: DM-325

To: Member States of the Union  
Members of the ITU-D Sector  
Chairmen and Vice-Chairmen of ITU-D Study-Groups  
Fax: See attached lists

From:  
Contact: M. Lee, Head of MOS Division  
N. Magistris, MOS Division

**For your reply:**

**E-mail: [tdag@itu.int](mailto:tdag@itu.int)**

**Fax: +41 22 730 5484 Tel: +41 22 730 5488/5242**

Subject: **Thirteenth Meeting of the Telecommunication Development Advisory Group (TDAG),  
Geneva, 6-8 February 2008  
Sixth meeting of the TDAG Working Group on Private Sector Issues and  
First meeting of the TDAG Working Group on Human Resource Development,  
Geneva 4-5 February 2008**

Dear Sir / Madam,

I have pleasure in inviting you to participate in the forthcoming meetings of the Telecommunication Development Advisory Group (TDAG) and its Working Groups to be held from **4 to 8 February 2008** at ITU Headquarters in Geneva.

The TDAG will review the implementation of the Doha Action Plan and the implementation and evaluation of the Operational Plan (2007-2010) that should guide BDT in the development of its activities and programmes which are pertinent to support the global and regional initiatives decided by ITU Members.

The TDAG agenda will address key topics such as the results of the *Connect Africa* Summit, Global Forum on Effective Use of Telecommunications/ICT for Disaster Management: Saving Lives, and the sixth World Telecommunication/ICT Indicators Meeting (WTI).

Prior to the TDAG, the Working Groups on Private Sector Issues (WGPS) and on Human Resources Development (WGHRD) will hold their annual meeting from 4 to 5 February 2008 according to the terms of reference adopted at WTDC-06 (Resolution 6 and Resolution 40 respectively)

A draft agenda of each of these three meetings is attached in Annex 1.

Registration will be carried out exclusively *online* at the TDAG website. Detailed information regarding requirements to access the online system can be found in Annex 2. See ITU-D website at URL: <http://www.itu.int/ITU-D/tdag/index.html>

Hotel accommodation and visa information can be found at:  
<http://www.itu.int/ITU-D/tdag/index.html>

Contributions should be submitted by **6 January 2008**, using the following TDAG e-mail addresses:

for [tdag@itu.int](mailto:tdag@itu.int)

for WGPS: [tdag-wgps@itu.int](mailto:tdag-wgps@itu.int) and

for WGHRD: [tdag-wghrd@itu.int](mailto:tdag-wghrd@itu.int) .

The time constraints involved in translating contributions mean that translation cannot be guaranteed for documents received after the above-mentioned date.

Working documents will be posted as soon as they become available on:

<http://www.itu.int/ITU-D/TDAG/Index.html>

BDT encourages the participation of the least developed and developing countries in the work of the TDAG, within the existing budgetary constraints. To that end, one fellowship per eligible country will be granted. I should be grateful if you could complete the request form in Annex 3 and return it to the Meetings Organization and Support Division no later than **6 January 2008**.

I firmly believe that your active participation will make these meetings a success, and trust that, as in the past, I will be able to benefit from your advice and recommendations, which are so valuable to BDT's activities.

I look forward to seeing you in Geneva.

Yours faithfully,

***[Original signed by Mr. S. Al-Basheer Al-Morshid]***

Sami Al-Basheer Al-Morshid

Director

Annexes:     1     Draft Agendas (TDAG, WGPS and WGHRD)  
              2     *Online* Registration procedures  
              3     Request for Fellowship Form (only for TDAG meeting)

## Annex 1

### DRAFT AGENDA OF THE 13<sup>TH</sup> TDAG MEETING

WEDNESDAY, 6 FEBRUARY 2008

09:30 HOURS, ITU TOWER, ROOM “B”

Item	Subject
1.	Opening remarks by the Secretary-General of the ITU
2.	Address by the Director of BDT
3.	Opening remarks of the Chairman of TDAG, adoption of the agenda and consideration of the Time Management Plan
4.	Review of the implementation of the Operational Plan in 2007
5.	ITU-D contributions to the WSIS outcomes implementation
6.	Project execution: Strengthening the project function of the BDT
7.	Report on Connect Africa Summit and Connect the World series Preparation of Connect Asia
8.	Report of the Working Group on Private Sector issues (WG/PS)
9.	Report of the Working Group on Human Resource Development
10.	Draft 4-year rolling Operational Plan in the timeframe 2008-2011
11.	ITU-D Study Groups related issues “Report of Joint Management Team Meeting”
12.	Preparation of GSR-08 and the Global Industry Leaders Forum (GILF-08)
13.	ICT Development Index: report on the World Telecommunication Indicators Meeting and the Decision on the single index
14.	Evolution of ITU-D Sector Membership: Trends and Perspectives
15.	Regional Presence
16.	Implementation of Council decision on <i>Resolution 154 (Antalya, 2006)</i> : Use of the official languages of the Union on an equal footing
17.	Intersectoral matters <ul style="list-style-type: none"><li>• Global Forum on effective use of Telecommunications/ICT for Disaster Management: Saving Lives</li><li>• ITU Forum “Bridging the ICT standardization and development gap between developed and developing countries”</li></ul>
18.	Any other business

**DRAFT AGENDA OF THE 6TH TDAG WORKING GROUP  
ON PRIVATE SECTOR ISSUES**

GENEVA, 4 -5 FEBRUARY 2008

09:30 HOURS, ITU TOWER, ROOM B

<b>Item</b>	<b>Subject</b>
1.	Opening address by the Director of BDT
2.	Welcome message by the Chairman of the TDAG
3.	Opening remarks by the Chairman of the TDAG WGPS
4.	Adoption of the Agenda
5.	Adoption of the last WGPS Chairman's Report to TDAG (16-17 April 2007)
6.	Evolution of ITU-D Sector Membership since WTDC-06; trends and perspectives
7.	Reports by the WGPS Chairmen of Regional Working Parties and ITU Regional Offices' Heads on 2007 private sector/sector members activities
8.	Review of 2008-2009 operational plans related to Partnership, Promotion and Private Sector/Sector Member Initiatives
9.	Discussion on Private Sector/Sector Members key issues to be addressed to TDAG, and more specifically: <ul style="list-style-type: none"><li>- Proposals for increased participation of the private sector/sector members in the ITU-D programmes, activities, initiatives and Study Groups questions</li><li>- Ways to improve the work of the WGPS<ul style="list-style-type: none"><li>=&gt; structure of WGPS and RWP working relationship</li><li>=&gt; electronic correspondence groups/information sharing</li><li>=&gt; new web pages and links to programmes and initiatives</li></ul></li></ul>
10.	Forthcoming events with high expected participation of the private sector: <ul style="list-style-type: none"><li>- The first Global Industry Leaders Forum (GILF) on 10 March 2008 – (Pattaya, Thailand) prior to GSR 2008 on 11-13 March</li><li>- The Connect Africa Summit follow-up (May 2008- Cairo, Egypt)</li><li>- The Connect Asia Summit in 2008</li></ul>
11.	Adoption of WGPS Chairman's report to next TDAG (6-8 February 2008)
12.	Other business
13.	Closing remarks

**DRAFT AGENDA OF THE 1ST MEETING OF TDAG WORKING GROUP  
ON HUMAN RESOURCES DEVELOPMENT**

**GENEVA, 4-5 FEBRUARY 2008**

**09:00 HOURS, ITU TOWER ROOM K1**

<b>Item</b>	<b>Subject</b>
1.	Opening address by the Director of BDT
2.	Welcome message by the Chairman of TDAG
3.	Welcome message by the Chairman of TDAG WGHRD
4.	Adoption of the Agenda
5.	Election of the HRD Working Group Vice-Chairman.
6.	Review of the Final Report of the HRD Advisory Group meeting held in Sofia on October 25-26 October 2007
7.	Report by the WGHRD Chairman on BDT HRD Action plan 2007 Main features and achievements.
8.	Review of the Current role of the BDT/HCB Unit and tentative action Plan 2008-2009
9.	Discussion on Human Resources Development key issues to be addressed to TDAG, and more specifically: <ul style="list-style-type: none"><li>- -Proposals for reinforcing the synergy between BDT/HCB Project activities (Centres of Excellence, Tap-on-Telecom, ITCI) and those carried out in the framework of the regular budget.</li><li>- Ways to improve the work of the WGHRD:<ul style="list-style-type: none"><li>o Integration of the HRD Advisory Group</li><li>o Integration of Regional Networks of contact points/correspondence groups</li><li>o Dedicated Web-pages</li></ul></li></ul>
10.	Plenary discussion regarding Needs and priorities of the Sector Members. Current trends concerning HRM/HRD issues
11.	Adoption of WGHRD Chairman's report to the TDAG
12.	Other business
13.	Closing remarks

Annex 2

**Thirteenth Meeting of the Telecommunication Development Advisory Group (TDAG)  
and its Working Group on Private Sector issues and Human Resource Development  
Geneva, 4-8 February 2008**

**REGISTRATION OF PARTICIPANTS**

Registration for TDAG-08 and its Working Groups will be carried out exclusively *online* at the TDAG website <http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/auth/tdag08/edrs.registration>.

Please complete the following form only in the case where the name of the Designated Focal Point has changed from the last WTDC-06.

<b>Name of Member State:</b> _____		
<i>or</i>		
<b>Name of Sector Member:</b> _____		
<b>Designated Focal Point:</b>		
_____	_____	_____
<i>First name</i>	<i>Initial</i>	<i>Last name</i>
_____		
<i>Telephone</i>		
_____		
<i>e-mail address</i>		

*For submission of the above form, or for any additional information, please contact the TDAG Secretariat by e-mail ([BDTMeetingsRegistration@itu.int](mailto:BDTMeetingsRegistration@itu.int)) or by fax (+ 41 22 730 5484).*

Annex 3

	<p style="text-align: center;"><b>Thirteenth Meeting of the Telecommunication Development Advisory Group (TDAG)</b> Geneva, 6-8 February 2008</p>	
---	---	---

Please return to:

Meetings Organization & Support (MOS) – ITU/BDT  
Geneva (Switzerland)

E-mail : [Christine.jouvenet@itu.int](mailto:Christine.jouvenet@itu.int)  
[bdtfellowships@itu.int](mailto:bdtfellowships@itu.int)  
Tel: +41 22 730 5487  
Fax: +41 22 730 5778

**Request for a fellowship to be submitted before 6 January 2008**

Participation of women is encouraged

Country	_____		
Name of the Administration or Organization	_____		
Mr. / Ms.	_____	_____	_____
	(family name)		(given name)
Title	_____		
Address	_____ _____		
Tel.:	_____	Fax: ..	_____
E-Mail	_____		_____
<b>PASSPORT INFORMATION :</b>			
Date of birth	_____		
Nationality	_____	Passport number	_____
Date of issue	_____	In (place)	_____
			Valid until (date)

**CONDITIONS**

1. One fellowship per eligible country.
2. One return ECO class airticket by the most direct/economical route.
3. A daily allowance to cover accommodation, meals and incidental expense
4. Imperative that fellows be present first day/end of the meeting.

Signature of fellowship candidate \_\_\_\_\_

Date \_\_\_\_\_

**TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_