INTERNATIONAL TELECOMMUNICATION UNION

TELECOMMUNICATION DEVELOPMENT BUREAU

Ref. **Circular C08/TDAG/DDIR**

19 November 2008

For your reply:

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Subject: Fourteenth Meeting of the Telecommunication Development Advisory Group (TDAG), Geneva, **28-30 January 2009**
Seventh meeting of the TDAG Working Group on Private Sector Issues (**26 January 2009**)
Second meeting of the TDAG Working Group on Human Resource Development (**27 January 2009**)

Dear Sir,

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 at ITU Headquarters in Geneva.

The TDAG, in addition to reviewing the implementation of the Doha Action Plan, will address the organization of the World Telecommunication Development Conference to be held in 2010 and its preparatory process, with a view to providing strategic input for this important event that will guide the work of ITU's Development Sector during the following 4 years.

TDAG will meet from **28 to 30 January 2009**. Participation is open to ITU Member States, Sector Members and to chairmen and vice-chairmen of the study groups.

Prior to the TDAG, the Working Group on Private Sector Issues (WGPS) will meet on **26 January 2009** and the Working Group on Human Resources Development (WGHRD) will be held on **27 January 2009**.

AGENDAS

The draft agendas for all three meetings can be found at www.itu.int/ITU-D/tdag/14thTDAG/agenda.html. Contributions should be submitted by **15 December 2008**, using the templates found at www.itu.int/ITU-D/tdag/14thTDAG/template.html. Please note that we may not be able to translate documents received after the deadline or not submitted on the template. Working documents will be posted as soon as they become available at www.itu.int/md/D06-DAP1.3.1.14-C/e.

REGISTRATION AND REQUESTS FOR FELLOWSHIPS

Other information such as registration and requests for fellowships which will be carried out **exclusively online**, hotel accommodation and visa requirements can be obtained at

www.itu.int/ITU-D/tdag/index.html. Pre-registrations and applications for fellowships should be made as soon as possible, but **no later than 12 December 2008**. Pre-registration without fellowship requests can be done until 20 January 2009.

DOCUMENTATION

This year's session of TDAG will be a paperless meeting. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A USB key, configured to synchronize on demand with the ITU FTP server in Geneva, will allow participants to have at hand any time all published TDAG documents in any of the available languages. A limited number of laptops will also be made available to those delegates who would not have a laptop.

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 the work of BDT.

I look forward to seeing you in Geneva.

Yours faithfully,

[Original signed]

Sami Al Basheer Al Morshid
Director

ITU Telecommunication Development Sector

14th meeting of the Telecommunication Development Advisory Group (TDAG)

Geneva, 28-30 January 2009

SOURCE   Telecommunication Development Bureau

TITLE   Draft agenda

1. Address by the Secretary-General

2. Address by the Director of Telecommunication Development Bureau (BDT)

3. Adoption of the Agenda

4. Evaluation of the implementation of the Operational Plan 2008
    a. Review of implementation
    b. DAP Programme Highlights
    c. Assessment report on projects and regional initiatives
    d. Partnerships and resource mobilization

5. Report on ITU-D contribution to the implementation of the WSIS Plan of Action

6. ITU-D Study Groups related matters

7. Report of TDAG Working Group dealing with Human Resource development

8. Report of TDAG Working Group dealing with Key performance Indicators (KPI)

9. Report of TDAG Working Group dealing with Private Sector Issues

10. Evolution of ITU-D Sector Membership

11. BDT conferences and meetings
    a. Calendar of BDT events in 2009
    b. WTDC-2010 Preparations: progress report on RPMs

12. Intersectoral activities
    a. WTSA outcome related to ITU-D
    b. Strengthening coordination of intersectoral activities

13. Other business

ITU Telecommunication Development Sector

Seventh meeting of the TDAG Working Group on Private Sector)

Geneva, 26 January 2009

Document WGPS07/01-E
06 January 2009
Original: English

SOURCE   Telecommunication Development Bureau

TITLE   Draft agenda

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 (4-5 February 2008)

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 2008 private sector/sector members activities

8. Review of 2009-2010 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 2009

10. Preparation of private sector issues for WTDC- 10: the future of private sector issues and Sector Member participation in the activities of the ITU-D
    a. Res. 6 (Doha 2006), Telecommunication Development Advisory Group working group on private-sector issues
    b. Res. 13 (Rev. Doha 2006), Resource mobilization and partnership for accelerating telecommunication and information and communication technology development
    c. Other issues

11. Forthcoming events with high expected participation of the private sector:
    a. The 2nd Global Industry Leaders Forum (GILF) prior to GSR 2009
    b. *Connect CIS* Summit
    c. ITU TELECOM WORLD 2009

12. Adoption of WGPS Chairman's report to next TDAG

13. Other business

14. Closing remarks

The Terms of Reference of the WGPS are:

1. to ensure that private-sector issues in telecommunication development of interest to Member States and Sector Members are addressed;

2. to ensure that ITU-D, and the ITU regional offices in particular, employ the necessary means to encourage the private sector to become Sector Members and to take a more active part through partnerships with telecommunication entities in developing countries, and especially with those in the least developed countries, in order to help close the gap in universal and information access;

3. to ensure that ITU-D should take the interests and requirements of Sector Members into account in its programmes to enable Sector Members to participate effectively in achieving the objectives of the Doha Action Plan and the objectives set forth in the Geneva Plan of Action and the Tunis Agenda

ITU Telecommunication Development Sector

Second meeting of the TDAG Working Group on Human Resource Development

Geneva, 27 January 2009

International Telecommunication Union

SOURCE   Telecommunication Development Bureau

TITLE   Draft agenda

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 WGHRD

4. Adoption of the Agenda

5. Review of WGHRD Action Plan for 2008

6. Review of BDT capacity building activities

7. Analysis of replies to the WGHRD Questionnaire

8. Discussion and proposed Action Plan for 2009

9. Report of TDAG Working Group dealing with Human Resource development

10. Discussion and adoption of WGHRD draft report to TDAG

11. Any other business

12. Close of the meeting

The Terms of Reference of the WGHRD are:

1. To review and assess the current activities of the BDT in the field of HR Development.

2. To assist the BDT/HCB Unit in designing an integrated framework for HRD activities to be implemented during the period 2007-2010.

3. To contribute to the development of a global portfolio of training programmes that addresses the need of the different regions and Member States.

4. To organize activities when needed at international, regional and national levels. These activities may take the form of symposia, working groups or workshops, or direct assistance (sharing of experience) and facilitation of HRD project implementation in specific areas.

5. To assist BDT/HCB in continuing to post training materials, case studies, guidelines and models, where appropriate, on the web-site (http://www.itu.int/itu-d/hrd) for use by the ITU membership.

6. To assist in organizing a five-day symposium for all ITU-D members as well as the annual/bi-annual regional HR Managers meetings.

7. To issue an annual report to TDAG including proposed recommendations on future actions that may need to be taken and identifying the current and future needs to be addressed by various Human Resources Development projects, including the GTU/GTTI, other projects and similar initiatives, as well as current and future Centres of Excellence.