INTERNATIONAL TELECOMMUNICATION UNION

TELECOMMUNICATION DEVELOPMENT BUREAU

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Distribution

— Member States
— ITU-D Sector members
— Chairmen and Vice-Chairmen of Study Groups

For your reply:

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Subject: Fifteenth meeting of the Telecommunication Development Advisory Group (TDAG), Geneva, **24-26 February 2010**

Eighth meeting of the TDAG Working Group on Private Sector Issues (**22 February 2010**)

Third meeting of the TDAG Working Group on Human Resource Development (**23 February 2010**)

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 at ITU Headquarters in Geneva.

TDAG will meet from **24 to 26 February 2010**. This meeting of the TDAG has a particular importance, as it will address the results of the six Regional Preparatory Meetings for WTDC-10.

The TDAG will also review the implementation of the Doha Action Plan and will address the organization of the World Telecommunication Development Conference to be held in 2010, 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.

Participation to the TDAG meeting 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 **22 February 2010** and the Working Group on Human Resources Development (WGHRD) will be held on **23 February 2010.**

AGENDAS

The draft agendas for all three meetings can be found at www.itu.int/ITU-D/tdag/15thTDAG/pdf/agenda.pdf. Contributions should be submitted by **13 January 2010**, using the templates found at www.itu.int/ITU-D/CDS/contributions/tdag/index.asp. 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/ITU-D/tdag/index.html.

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 also 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 8 January 2010**. Pre-registration without fellowship requests can be done until 16 February 2010.

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.

Interpretation and translation of in-session documents will be provided based on the requests of participants. You are therefore invited to indicate on the registration form whether you require languages other than English **by 15 January 2010**. Based on the requests made by this deadline and provided there is at least one request for a given language, interpretation and translation will be provided in the requested languages.

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 sincerely,

[Original signed]

Sami Al Basheer Al Morshid
Director

ITU Telecommunication Development Sector

15th meeting of the Telecommunication Development Advisory Group (TDAG)

Geneva, 24-26 February 2010

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 2009
   a. Review of implementation
   b. DAP Programme Highlights, including GSR/GILF
   c. Assessment report on projects and regional initiatives
   d. Partnerships and resource mobilization
   e. Evolution of ITU-D Sector Membership

5. Presentation of ITU-D's 4-year rolling plan 2010-2013

6. Report on WTDC-10 preparations:
   a. Update on the preparations for WTDC-10
   b. Report on the Coordination meeting (review of the outcomes of the six Regional Preparatory Meetings (RPMs))
   c. Report of the TDAG Working Group on Strategic Plan
   d. Report of the TDAG Working Group on Resolutions and Recommendations

7. ITU-D Study Groups related matters

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

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

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

11. Other business

ITU Telecommunication Development Sector

Eighth meeting of the TDAG Working Group on Private Sector)

Geneva, 22 February 2010

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. Evolution of ITU-D Sector Membership since WTDC-06; trends and perspectives

6. Review of Sector Members activities during 2009

7. Analysis of the replies to the Sector Members questionnaire

8. Discussion on future of WGPS in preparation for WTDC-10
   Res. 6 (Doha 2006), Telecommunication Development Advisory Group working group on private-sector issues

9. Report on the 2nd Global Industry Leaders Forum (GILF)

10. Report on CONNECT CIS Summit

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

12. Other business

13. 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

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 Activities in 2009

6. Review of BDT capacity building activities

7. Review of contributions, discussion and proposed Action Plan for 2010

8. Discussion on future of WGHRD in preparation for WTDC-10

9. Report of TDAG Working Group on 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.