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| Telecommunication  Development Bureau (BDT) | | |
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| Ref. | Circular BDT/IP/CSTG-001 | Geneva, 28 April 2014 |
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|  | | To:   * Administrations of ITU Member States * ITU-D Sector Members, Associates, Academia * Chairmen and Vice-Chairmen of ITU-D Study Group 1 and 2 |
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| Subject: | **Candidates for Rapporteurs and Vice-Rapporteurs of ITU-D Study Group 1 and 2 study Questions for the 2014-2018 period** | |
| Dear Sir/Madam,  The World Telecommunication Development Conference 2014 (WTDC-14) in Dubai has appointed the Chairmen and Vice-Chairmen for the ITU-D Study Groups. Pursuant to WTDC-14 outcomes on Study Group Questions, both Study Groups 1 and 2 will continue their work with a series of study Questions which are listed in **Annex 1** to this circular**.** The full text of the Questions is available in the draft Final Report of the Conference at <http://www.itu.int/md/D10-WTDC14-C-0118/>.  Resolution 1 (Rev. Dubai, 2014) stipulates that Rapporteurs and Vice-Rapporteurs are appointed in order to progress of the study Questions. Furthermore, because of the nature of the studies, the appointment of Rapporteurs should be based both on expertise in the subject to be studied and on the ability to coordinate the work. Elements of the expected work done by the Rapporteurs are described in Annex 5 to Resolution 1 and also attached in **Annex 2** to this circular. Subject to the relevant provisions of the Constitution and Convention, Member States, ITU-D Sector Members, Associates, and Academia are encouraged to indicate proposed candidates to the Director of BDT, to be considered during the first Study Group 1 and 2 meetings in September 2014.  Should your administration/organization wish to propose candidates for Rapporteurs or Vice-Rapporteurs of ITU-D Study Group Questions, I would very much appreciate receiving the names of these candidates and their biographical profiles, highlighting the qualifications of the individuals concerned for the positions sought, as soon as possible, and at the latest by **15 June 2014**. The names and CVs of the nominated candidates will be posted on the website at <http://www.itu.int/ITU-D/study-groups> as soon as they are made available.  I look forward to receiving your proposed candidature(s) and to your continued support for the activities of the ITU-D study groups.  Yours faithfully,  [Original signed]  Brahima Sanou  Director | | |

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| **Annex 1**  Below is the scope of the two ITU-D study groups and their Questions, as assigned by WTDC-14.  Scope of Study Group 1  **Enabling environment for the development of telecommunications/ICTs**  – National telecommunication/ICT policy, regulatory, technical and strategy development which best enables countries to benefit from the impetus of telecommunications/ICTs, including broadband, cloud computing and consumer protection, as an engine for sustainable growth.  – Economic policies and methods of determining costs of services related to national telecommunications/ICTs.  – Access to telecommunications/ICTs for rural and remote areas.  – Access to telecommunications/ICTs services by persons with disabilities and specific needs.  – The needs of developing countries in spectrum management, including the ongoing transition from analogue to digital terrestrial television broadcasting and the use of the digital dividend, in addition to any future digital switchover.  Study Group 1 Questions as assigned by WTDC-14   |  |  |  | | --- | --- | --- | | **New number** | **Title** | **Origin** | | Q1/1 | Policy, regulatory and technical aspects of the migration from existing networks to broadband networks in developing countries, including next-generation networks, m-services, OTT services and the implementation of IPv6 | Merger of former Questions 7-3/1, 10-3/1, 19-2/1 & 26/2 | | Q2/1 | Broadband access technologies, including IMT, for developing countries | Continuation of Question 25/2 | | Q3/1 | Access to cloud computing: challenges and opportunities for developing countries | New Question | | Q4/1 | Economic policies and methods of determining the costs of services related to national telecommunication/ICT networks, including next-generation networks | Continuation of Question 12-3/1 | | Q5/1 | Telecommunications/ICTs for rural and remote areas | Continuation of Question 10-3/2 | | Q6/1 | Consumer information, protection and rights: Laws, regulation, economic bases, consumer networks | Continuation of Question 18-2/1 | | Q7/1 | Access to telecommunication/ICT services by persons with disabilities and with specific needs | Continuation of Question 20-1/1 | | Q8/1 | Examination of strategies and methods of migration from analogue to digital terrestrial broadcasting and implementation of new services | Continuation of Question 11-3/2 | |  | | | | Resolution 9 | Participation of countries, particularly developing countries, in spectrum management | Revised Resolution 9 | |
| Scope of Study Group 2  **ICT applications, cybersecurity, emergency telecommunications and climate-change adaptation**  – Services and applications supported by telecommunications/ICTs.  – Building confidence and security in the use of ICTs.  – The use of telecommunications/ICTs in mitigating the impact of climate change on developing countries, and for natural disaster preparedness, mitigation and relief, as well as conformance and interoperability testing.  – Human exposure to electromagnetic fields and safe disposal of electronic waste.  – The implementation of telecommunications/ICTs, taking into account the results of the studies carried out by ITU‑T and ITU‑R, and the priorities of developing countries.  Study Group 2 Questions as assigned by WTDC-14   | **New number** | **Title** | **Origin** | | --- | --- | --- | | *Questions related to ICT applications and cybersecurity* | | | | Q1/2 | Creating the smart society: Social and economic development through ICT applications | New Question integrating former Question 17-3/2 and with additional content | | Q2/2 | Information and telecommunications/ICTs for e-health | Continuation of Question 14-3/2 | | Q3/2 | Securing information and communication networks: Best practices for developing a culture of cybersecurity | Continuation of Question 22-1/1 | | Q4/2 | Assistance to developing countries for implementing conformance and interoperability programmes | New Question | | *Questions related to climate change, environment, and emergency telecommunications* | | | | Q5/2 | Utilization of telecommunications/ICTs for disaster preparedness, mitigation and response | Continuation of Question 22-1/2 | | Q6/2 | ICT and climate change | Continuation of Question 24/2 | | Q7/2 | Strategies and policies concerning human exposure to electromagnetic fields | Continuation of Question 23/1 | | Q8/2 | Strategies and policies for the proper disposal or reuse of telecommunication/ICT waste material | Continuation of Question 24/1 with additional content | | *Question on other topics* | | | | Q9/2 | Identification of study topics in the ITU-T and ITU-R study groups which are of particular interest to developing countries | Continuation of Question 9-3/2 | |

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| **Annex 2**  Annex 5 to Resolution 1 (Rev. Dubai, 2014)  Rapporteur's checklist  1 Establish a work plan in consultation with the group of collaborators. The work plan should be reviewed periodically by the study group and contain the following:  – list of tasks to be completed;  – target dates for milestones;  – results anticipated, including titles of output documents;  – liaison required with other groups, and schedules for liaisons, if known;  – proposed meeting(s) of rapporteur's group and estimated dates, with request for interpretation, if any.  2 Adopt work methods appropriate to the group. Use of electronic document handling (EDH), electronic and facsimile mail to exchange views is strongly encouraged.  3 Act as chairman at all meetings of the group of collaborators. If special meetings of the group of collaborators are necessary, give appropriate advance notice.  4 Delegate portions of the work to vice-rapporteurs or other collaborators, depending on the workload.  5 Keep the study group management team regularly informed of the work progress. In case no progress can be reported on a given Question between two study group meetings, the rapporteur should nevertheless submit a report indicating the possible reasons for the lack of progress. To allow the chairman and BDT to take the necessary steps for the work to be done on the Question, reports should be submitted at least two months before the study group meeting.  6 Keep the study group informed of the progress of work through reports to study group meetings. The reports should be in the form of white contributions (when substantial progress has been made such as completion of draft Recommendations or a report) or temporary documents.  7 The progress report mentioned in §§ 5 and 6 above should, as far as applicable, comply with the format given in § 11.3 of section 2 of this resolution.  8 Ensure that liaison statements are submitted as soon as possible after all meetings, with copies to the study group chairmen and BDT. Liaison statements must contain the information described on the *Template for liaison statements* described in Annex 4 to this resolution. BDT may provide assistance in distributing the liaison statements.  9 Oversee the quality of texts up to and including the final text submitted for approval.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |