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| ITU logo |
| Telecommunication Development Bureau (BDT) |
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| Ref. | Circular BDT/IP/CSTG-03 | Geneva, 19 December 2014 |
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| To: * Administrations of ITU Member States
* Observer (Resolution 99)
* ITU-D Sector Members, Associates, Academia
* Observers (Regional & International Organizations)
* Chairmen and Vice-Chairmen of ITU-D Study Group 1 and 2
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| Subject: | **Convening of ITU-D Study Group 1 and 2 Rapporteur Group meetings (13 April – 8 May 2015)** |
| Dear Sir/Madam,In consultation with the Chairmen of ITU-D Study Groups 1 and 2, and with the Rapporteurs for the various Questions under study, I have the pleasure in inviting you to the 2015 Rapporteur Group meetings. These meetings will take place at ITU Headquarters in Geneva (Switzerland) as follows:* ITU-D Study Group 1 Rapporteur Group meetings

Date : 13–24 April 2015Detailed information: <http://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=14210> * ITU-D Study Group 2 Rapporteur Group and Working Party 1/2 meetings

Date : 27 April – 8 May 2015Detailed information: <http://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=14211> The time management plans and draft agendas for these meetings can be found on the website for each meeting. Detailed information on how to register and apply for fellowships, how to submit contributions, along with other practical information is attached in **Annex 1**.Ms Christine Sund, ITU-D Study Groups Coordinator, is at your disposal should you require further information. Tel.: +41 22 730 5999, Fax: +41 22 730 5484, E-mail address: devsg@itu.int.I look forward to your active participation in the work of our Study Groups.Yours faithfully,[Original signed]Brahima SanouDirector |
| **Annex 1**Registration and fellowship requestsPre-registration will be carried out exclusively online through the Focal Points designated by each administration and entity entitled to participate. Online registration will open on **Monday, 12 January 2015** at the following website: <http://www.itu.int/net3/ITU-D/meetings/registration/>.On-site registration will begin on 13 April 2015 at 08h30 and will take place in the Montbrillant building. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID. Delegates who do not pre-register will also require a letter of accreditation from the Designated Focal Point of their entity to register onsite. The role of a registration Focal Point is to handle registration formalities for his/her respective administration/entity. The list of Focal Points can be accessed using a **TIES** log-in at this [address](http://www.itu.int/net3/ITU-D/meetings/registration/).To modify the contact details of a Focal Point for registration or to change the Focal Point, an official fax from an authorized official should be sent to the BDT Meetings Registration Service (+41 22 730 5545/+41 22 730 5484 or by e-mail to: bdtmeetingsregistration@itu.int), providing the updated details: last name, first name and e-mail address.You will find registration details and all other logistical information such as accommodation and visa arrangements on the dedicated websites for the meetings noted above.* Study Group 1: <http://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=14210>
* Study Group 2: <http://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=14211>

Within the budget available, *one full* fellowship per country may be granted to participants from countries with a GDP per capita less than 2’000 USD, with priority to Least Developed Countries (LDCs), and to participants who will present a contribution to the meeting.Please note that you must first **submit** your registration for the specific Study Group meeting before you can receive the fellowship form. You will receive a separate fellowship form for each meeting.**The approved and signed fellowship form** must be returned to the Fellowship Service **no later than 26 February 2015**. *Forms received after the deadlines will not be considered.*InterpretationInterpretation will be provided based on the requests of participants. You are, therefore, invited to indicate on the registration form, before **26 February 2015** whether you require a language other than English.Remote participation in the meetingsThe pilot for remote participation in the activities of the ITU-D Study Groups that was started during the meetings in September 2011 will be extended to these 2015 Rapporteur Group meetings.In parallel, the standard webcast in all languages of the respective meeting will continue to be provided. A TIES account is required to access both the interactive remote participation and the webcast services.Details on Questions under studyThe titles and definitions of the Questions to be dealt with by the Study Groups, as approved by WTDC-14, can be found on the ITU-D Study Groups website in all official languages:* Study Group 1: <http://www.itu.int/ITU-D/CDS/sg/index.asp?lg=1&sp=2014&stg=1>
* Study Group 2: <http://www.itu.int/ITU-D/CDS/sg/index.asp?lg=1&sp=2014&stg=2>

Contributions to the Study GroupsYour contributions to the work of the Study Group Questions will be highly appreciated. You may of course feel free to co-ordinate your proposals with other Administrations and organizations. A joint contribution requires the written approval of the parties involved in order to authorize its release.As per Resolution 1 (Rev. Dubai, 2014), input to Study Group or Rapporteur Group meetings may be of three types: a) Contributions for action; b) Contributions for information; c) Liaison statements.All contributions for action received 45 calendar days before a meeting shall be translated and published not less than seven calendar days before the said meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which they may have been translated by the author. All contributions received less than 45 calendar days but at least 12 calendar days before a meeting shall be published but not translated. The secretariat shall publish these delayed contributions as soon as possible and not later than three working days after receipt. Contributions received less than 12 calendar days before a meeting shall not be entered on the agenda. They shall not be distributed but held for the next meeting. No contributions shall be accepted after the opening of the meeting.All contributions should be submitted with an abstract providing an overview of the content of the document. The contribution should clearly indicate what kind of action that the meeting is requested to take.Contributions submitted to a meeting for information are those which do not require any specific action under the agenda of the meeting (e.g. descriptive documents submitted by Member States, Sector Members, Associates or duly authorized entities and organizations, general policy statements, etc.), as well as other documents considered by the Study Group Chairman and/or the Rapporteur, in consultation with the author, as being for information. These documents should be published in the original language only (and in any other official language into which they may have been translated by the author) and appear under a separate numbering scheme from the contributions submitted for action. Contributions for information need to be submitted with a detailed abstract which will be shared translated for the meeting.Documents submitted to the study groups as contributions should not exceed five (5) pages. For existing texts, cross-references should be used instead of repeating material *in xtensor*. Information material can be placed in annexes or provided on request as an information document. Contributions must be submitted using the online template available at: <http://www.itu.int/ITU-D/CDS/contributions/sg/index.asp>. Attach the original Word version of your contribution to the online submission form to ensure that all hyperlinks, graphics and tables are correctly displayed.In accordance with provision in § 13.1 of Resolution 1 (Rev. Dubai, 2014), the deadline for the submission of contributions has been set for **26 February 2015** for Study Group 1 Rapporteur Group meetings and **12 March 2015** for Study Group 2 Rapporteur Group meetings. Documents arriving after the deadline will be distributed in the original language only.

| **Meeting** | **Date** | **Deadline for fellowship applications** | **Deadline for interpretation requests** | **Deadline for submission of documents for translation** |
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| Study Group 1 Rapporteur Group meetings: | 13 – 24 April 2015 | 26 February 2015 | 26 February 2015 | 26 February 2015 |
| Study Group 2 Rapporteur Group meetings (incl. Working Party ½):  | 27 April – 8 May 2015 | 26 February 2015 | 26 February 2015 | 12 March 2015 |

DocumentationThe Study Group related meetings will be paperless. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A user guide to synchronize documents is available at: <http://www.itu.int/en/ITU-D/Study-Groups/2014-2018/Pages/delegate-resources/synchronization-application.aspx> Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the Study Group meetings through the website. Information on how to request a TIES account can be found at: <http://www.itu.int/TIES/index.html>.Practical informationPlease note that a strict procedure for visas is in force in Switzerland. Participants are urged to read carefully the procedures available at this [address](http://www.itu.int/en/ITU-D/Study-Groups/2010-2014/Pages/delegate-resources/visa-procedures.aspx). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks. A list of Geneva hotels offering preferential ITU rates can be found on the website at: <http://www.itu.int/travel/>.Do not hesitate to contact the **ITU-D Study Group Secretariat** with any questions you may have regarding these meetings and the activities of the ITU-D Study Groups (by E-mail: devsg@itu.int or Tel.: +41 22 730 5999).\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |