



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/TDAG/07

Geneva, 29 July 2016

To:

- Administrations of ITU Member States
- Resolution 99 (Rev. Busan, 2014)
- ITU-D Sector Members
- TDAG Bureau members

**Subject: 2nd meeting of the TDAG Correspondence Group on Streamlining Resolutions (CG-SR)
28 September 2016 (from 1 p.m.), Geneva, Switzerland**

Dear Sir/Madam,

It is my great pleasure to invite you to participate in the 2nd meeting of the TDAG Correspondence Group on Streamlining Resolutions (CG-SR), to be held on 28 September 2016 at ITU headquarters in Geneva, from 1 p.m.

The aim of the meeting is to review the draft guidelines for streamlining Resolutions of the World Telecommunication Development Conference (WTDC) and look at the mapping of WTDC Resolutions and Recommendations to the Resolutions of the Plenipotentiary Conference (PP) as well as to map ITU-D objectives and outputs. It is also expected to carry out work on clustering Resolutions on similar topics in view of streamlining them in preparation for WTDC-17.

The draft agenda of the meeting is attached as Annex 1. All meeting documents will be posted on the CG-SR website (<http://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/TDAG-Correspondence-Group-on-streamlining-Resolutions.aspx>) as they become available. The terms of reference of CG-SR are also available on that website.

In the lead-up to the meeting, I encourage you to take part in the online discussions of the CG-SR through the following mailing list, tdag-cg-sres@lists.itu.int. Guidelines on how to use the list are available on the Group's webpage.

As always, I very much look forward to your active participation and to hearing your advice, which is so valuable to our work in the Telecommunication Development Bureau (BDT).

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annex 1: Draft agenda

Annex 2: Information note for participants

Telecommunication Development Advisory Group (TDAG)



Correspondence Group on Streamlining WTDC Resolutions and Recommendations (CG-SR) Geneva, 28 September 2016

Document TDAG/CG-SR/4-E
15 July 2016
English only

DRAFT AGENDA

TDAG CORRESPONDENCE GROUP ON STREAMLINING WTDC RESOLUTIONS

Wednesday 28 September 2016, 1 p.m.

ITU headquarters, Geneva

1. Opening remarks and approval of the agenda
2. Presentation and discussion on contributions
3. Discussion on the way forward
4. Any other business

Dr Ahmad Reza Sharafat
Chairman, TDAG Correspondence Group
on Streamlining WTDC Resolutions

INFORMATION NOTE FOR PARTICIPANTS

Registration and visa support

Pre-registration for the 2nd meeting of the TDAG Correspondence Group on Streamlining Resolutions (CG-SR) will be carried out exclusively **online through focal points** designated by each administration and entity entitled to participate in the TDAG meeting. Online registration will open on **Monday, 1 August 2016** at <http://www.itu.int/go/regitud>.

On-site registration for the CG-SR meeting will open on **Wednesday, 28 September 2016 at 8 a.m.** at the ITU Montbrillant Building.

Pre-registered delegates will only need to bring their “Confirmation of Registration” message from ITU 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 on-site.

When needed, visa support must also be requested by the designated focal point (DFP) during the on-line registration process. Please note that a strict procedure for visas is in force in Switzerland and participants are urged to read carefully the visa procedure available on the [TDAG website](#). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks.

The role of a 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 <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.

Interpretation and translation

CG-SR will work in English only.

Remote participation and webcast

Interactive remote participation will be available at the forthcoming meeting.

In parallel, the standard webcast will continue to be provided.

A TIES account is required to access both the interactive remote participation and the webcast services. Please visit the [TDAG website](#) for all information regarding practical use of these facilities.

Contributions to the TDAG and its Correspondence Groups

As per WTDC Resolution 1 (Rev. Dubai, 2014), contributions should not exceed five pages and must be submitted using the template available at [this link](#).

Please attach the original “Word” version of your contribution to the online submission form to ensure that all hyperlinks, graphics and tables are correctly displayed.

Contributions received less than 12 calendar days before the meeting shall not be entered on the agenda. No contributions shall be accepted after the opening of the meeting.

Contributions to CG-SR will not be translated.

Documentation

The meeting will be paperless. Delegates are invited 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 will be available on the [TDAG website](#).

Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the TDAG meeting through the website. Information on how to request a TIES account can be found at <http://www.itu.int/TIES/>.

Practical information

You are invited to visit the [ITU delegate's corner](#) for practical information on Geneva and ITU, including a list of hotels offering preferential rates negotiated by ITU.
