



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/TDAG/009

Geneva, 19 January 2017

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

Subject: **22nd meeting of the Telecommunication Development Advisory Group, Geneva, Switzerland, 9 – 12 May 2017 (and TDAG Correspondence Groups), preceded by the Regional Preparatory Meetings Coordination Meeting on 8 May 2017**

Dear Sir/Madam,

It is my great pleasure to invite you to participate in the 22nd meeting of the Telecommunication Development Advisory Group (TDAG), to be held from 9 to 12 May 2017 at ITU headquarters in Geneva.

This meeting of TDAG has a broad agenda as it will address, among other things, the implementation of the ITU-D Strategic Plan and Operational Plan 2016, ITU-D four-year rolling Operational Plan 2018-2021 and preparations for the World Telecommunication Development Conference 2017 (WTDC-17), to be convened in Buenos Aires, Argentina, from 9 to 20 October 2017 at the kind invitation of the Government of Argentina.

As you will recall, TDAG and its Correspondence Groups prepared and discussed at its meetings in April 2015 and March 2016 preliminary drafts of three key documents for WTDC-17, which were then open for consultation and comments by ITU members until the end of June 2016. All three preliminary drafts and documents listed below were subsequently submitted to the six Regional Preparatory Meetings (RPMs) for WTDC-17 for any further input:

- Preliminary Draft ITU-D Contribution to the ITU Strategic Plan for 2020-2023;
<http://www.itu.int/md/D14-RPMARB-C-0007/>
- Preliminary Draft ITU-D Action Plan;
<http://www.itu.int/md/D14-RPMARB-C-0008/>
- Preliminary Draft WTDC-17 Declaration;
<http://www.itu.int/md/D14-RPMARB-C-0009/>
- Rules of Procedure of ITU-D (WTDC Resolution 1);
<http://www.itu.int/md/D14-RPMARB-C-0010/>
- Report on streamlining WTDC Resolutions.
<http://www.itu.int/md/D14-RPMARB-C-0011/>

All of these are important items on TDAG's agenda.

Furthermore, a Coordination Meeting will take place on 8 May 2017 to consolidate into a single report the outcomes of the RPMs. The consolidated report will be submitted to TDAG for consideration.

TDAG will also review the outcomes of the World Telecommunication Standardization Assembly 2016 (WTSA-16) that have implications for ITU-D work.

The draft agenda of the TDAG meeting is attached as Annex 1. The schedule of TDAG meetings and RPM-CM is attached as Annex 2. All meeting documents will be posted on the TDAG website (www.itu.int/ITU-D/TDAG) as they become available.

During the TDAG week, the following four meetings, to which I encourage you to participate, will take place:

- Correspondence Group on Rules of Procedure of the ITU Telecommunication Development Sector ITU-D (WTDC Resolution 1)
- Correspondence Group on the Strategic Plan, Operational Plan and Declaration
- Correspondence Group on Streamlining WTDC Resolutions
- Inter-Sector Coordination Team on Issues of Mutual Interest.

Mr Yushi Torigoe, Deputy to the Director, BDT, is at your disposal should you require further information. Tel: +41 22 730 5784, Fax: +41 22 730 5484, E-mail: tdag-secretariat@itu.int.

As always, I very much look forward to your active participation and to your advice and recommendations, which are ever so valuable to our work in BDT.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes: Annex 1: Draft agenda for TDAG-17
Annex 2: Schedule of TDAG meetings and RPM-CM
Annex 3: Information note for participants

Telecommunication Development Advisory Group (TDAG)



22nd Meeting, Geneva, 9-12 May 2017

Document TDAG17-22/1-E

21 December 2016

Original: English

DRAFT AGENDA

1. Address by the Secretary-General
2. Address by the Director of the Telecommunication Development Bureau
3. Opening remarks by the Chairman of TDAG
4. Adoption of the agenda and consideration of the Time Management Plan
5. Outcomes of WTSA-16 related to the work of ITU-D
6. Report on the implementation of the ITU-D Strategic Plan and Operational Plan 2016
7. Reports on ITU-D Study Group activities
8. ITU-D contribution to the implementation of the WSIS Plan of Action, including the United Nations General Assembly Overall Review and the Sustainable Development Goals
9. ITU-D four-year rolling Operational Plan 2018-2021
10. Preparations for WTDC-17
 - a. Update on the preparations for WTDC-17
 - b. Report of the Regional Preparatory Meetings Coordination Meeting
 - c. Structure of WTDC-17
 - d. ITU-D Contribution to the Draft ITU Strategic Plan, including a report by the TDAG Correspondence Group on the Strategic Plan, Operational Plan and Declaration
 - e. Draft ITU-D Action Plan, including a report by the TDAG Correspondence Group on the Strategic Plan, Operational Plan and Declaration
 - f. Draft WTDC-17 Declaration, including a report by the TDAG Correspondence Group on the Strategic Plan, Operational Plan and Declaration
 - g. Working methods and Rules of Procedure of ITU-D (WTDC Resolution 1), including a report by the TDAG Correspondence on Rules of Procedure of ITU-D
 - h. Streamlining WTDC Resolutions, including a report by the TDAG Correspondence Group on Streamlining WTDC Resolutions

11. Collaboration with the other Sectors, including a progress report by the Inter-Sector Coordination Team on Issues of Mutual Interest
12. Report of TDAG to WTDC-17 on matters assigned to it by Resolution 24 (Rev. Dubai, 2014)
13. Report on the Group on Capacity Building Initiatives (GCBI)
14. Report on other ITU-D activities
 - a. Global Symposium for Regulators (GSR) 2016 and 2017
 - b. Global ICT Capacity Building Symposium 2016 (CBS-2016)
 - c. World Telecommunication/ICT Indicators Symposium (WTIS) 2016 and 2017
15. Membership, Partnership and Innovation-related matters
16. ITU-D 25th Anniversary celebrations
17. Calendar of ITU-D events
18. Any other business

Brahima Sanou
Director

Annex 2

Schedule of TDAG meetings and RPM-CM

	Monday 8 May	Tuesday 9 May	Wednesday 10 May	Thursday 11 May	Friday 12 May
Morning	<p>09h30 – 10h30</p> <p>Meeting of the TDAG Bureau</p> <p>11h00 – 12h30</p> <p>Regional Preparatory Meetings Coordination Meeting</p>	<p>09h30 – 10h00</p> <p>TDAG Opening</p> <ul style="list-style-type: none"> • Opening Ceremony • Group Photo <p>10h30 – 12h30</p> <p>TDAG Plenary</p>	<p>09h30 – 12h30</p> <p>TDAG Correspondence Group on Streamlining WTDC Resolutions</p> <p>14h00 – 15h30</p> <p>Inter-Sector Coordination Team on Issues of Mutual Interest*</p> <p>16h00 – 17h30</p> <p>TDAG Correspondence Group on Rules of Procedure of the ITU Telecommunication Development Sector ITU-D (WTDC Resolution 1)</p>	<p>09h30 – 12h30</p> <p>TDAG Plenary</p> <p>14h30 – 17h30</p> <p>TDAG Plenary</p>	<p>09h00 – 12h00</p> <p>TDAG Plenary</p> <p>14h30 – 17h30</p> <p>TDAG Plenary</p>
Afternoon	<p>14h30 – 17h30</p> <p>Regional Preparatory Meetings Coordination Meeting</p>	<p>14h30 – 17h30</p> <p>TDAG Correspondence Group on the Strategic Plan, Operational Plan and Declaration</p>	<p>14h00 – 15h30</p> <p>Inter-Sector Coordination Team on Issues of Mutual Interest*</p> <p>16h00 – 17h30</p> <p>TDAG Correspondence Group on Rules of Procedure of the ITU Telecommunication Development Sector ITU-D (WTDC Resolution 1)</p>	<p>14h30 – 17h30</p> <p>TDAG Plenary</p>	<p>14h30 – 17h30</p> <p>TDAG Plenary</p>

* Meeting of the designated representatives of the three Advisory Groups (2 from RAG, 2 from TSAG and 2 from TDAG).

Information note for participants

Registration, visa support and fellowship requests

Pre-registration for TDAG, its Correspondence Groups and RPM-CM will be carried out exclusively **online through focal points** designated by each administration and entity entitled to participate in the TDAG meeting. Online registration opened on Thursday, 22 December **2016** at <http://www.itu.int/net3/ITU-D/meetings/registration/>.

On-site registration for both the TDAG meeting and the meetings of its Correspondence Groups and RPM-CM will open on 8 May 2017 at 07h30 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 did not pre-register will also be requested to provide 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: <http://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/default.aspx>. 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.

Within the budget available, one fellowship per country may be granted to participants from countries with a GDP per capita of less than USD 2000, with priority to least developed countries (LDCs). Because of budgetary constraints, beneficiary countries of a fellowship may have to contribute to the fellowship. To request a fellowship form, participants must first register online and tick the appropriate box.

The approved and signed fellowship form must be returned to the Fellowship Service at Fellowships@itu.int **no later than 14 March 2017**.

Forms received after the deadline will not be considered.

Interpretation and translation

Interpretation for the TDAG meeting and RPM-CM will be provided based on the requests of participants. You are therefore invited to indicate on the registration form **before 24 March 2017** whether you require a language other than English.

The TDAG Correspondence Groups will work in English only, as will the Inter-Sector Coordination Team on Issues of Mutual Interest.

Remote participation, webcasting and captioning

Interactive remote participation will be available at the forthcoming meetings.

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

A TIES account is required to access both the interactive remote participation and the webcast services. Please visit the TDAG website: <http://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/default.aspx> 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 online template available at TDAG website: <http://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/default.aspx>.

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.

In accordance with provision 13.1.1 of WTDC Resolution 1, the deadline for the submission of contributions has been set for **24 March 2017**.

All contributions to TDAG received less than 45 calendar days (24 March 2017) but at least 12 calendar days (26 April 2017) before the meeting shall be published but not translated. Contributions to the Correspondence Groups will not be translated.

Contributions received less than 12 calendar days before the meeting shall neither be entered on the agenda nor distributed. No contributions shall be accepted after the opening of the meeting.

Documentation

The meetings 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: <http://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/default.aspx>.

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: <https://www.itu.int/en/delegates-corner/Pages/default.aspx> for practical information on Geneva, including a list of hotels offering preferential rates negotiated by ITU.
