



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/TDAG/02

Geneva, 15 December 2017

To:

- Administrations of ITU Member States
- Resolution 99 (Rev. Busan, 2014)
- ITU-D Sector Members
- ITU Academia
- TDAG Bureau members
- Chairmen and Vice-Chairmen of ITU-D study groups
- Bilateral cooperation and development agencies
- Multilateral development institutions

Subject: 23rd meeting of the Telecommunication Development Advisory Group, Geneva, Switzerland, 9 – 11 April 2018

Dear Sir/Madam,

It is my great pleasure to invite you to participate in the 23rd meeting of the Telecommunication Development Advisory Group (TDAG), to be held from 9 to 11 April 2018 at ITU headquarters in Geneva.

The 23rd meeting of TDAG has a broad agenda as it marks the first TDAG meeting after the World Telecommunication Development Conference (WTDC-17), convened in Buenos Aires, Argentina, from 9 to 20 October 2017. In particular, this meeting will review the outcomes of WTDC-17 and their implications on the work of the ITU Telecommunication Development Sector (ITU-D). It will also address, among other things, the implementation of the ITU-D Strategic Plan and Operational Plan 2017, ITU-D four-year rolling Operational Plan 2019-2022, Regional Development Forums (RDFs) and collaboration with the other Sectors.

The draft agenda of the TDAG meeting is attached as **Annex 1**. The schedule of TDAG meetings 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. An information note with practical arrangements for the meeting is attached as **Annex 3**.

Mr Yushi Torigoe, Deputy to the Director, BDT, is at your disposal should you require further information:

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Fax.: +41 22 730 5184

E-mail: tdag-secretariat@itu.int

I very much look forward to your active participation and to your advice and recommendations, particularly at the start of this new cycle.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes: Annex 1: Draft agenda for TDAG-18
 Annex 2: Schedule of TDAG meetings
 Annex 3: Information note for participants

Telecommunication Development Advisory Group (TDAG)

23rd Meeting, Geneva, 9-11 April 2018



Document TDAG-18/1-E
29 November 2017
Original: English

Director, Telecommunication Development Bureau

DRAFT AGENDA

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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 WTDC-17
 - 5.1 Report on WTDC-17
 - 5.2 TDAG's scope of work and working methods
 - 5.3 Collaboration with the other Sectors
 6. Report on the implementation of the ITU-D Strategic Plan and Operational Plan 2017
 7. ITU-D contribution to the implementation of the WSIS Plan of Action and the 2030 Agenda for Sustainable Development
 8. ITU-D four-year rolling Operational Plan 2019-2022
 9. ITU-D Study Group-related matters
 10. Regional Development Forums (RDFs)
 11. Report on ITU-D major events/initiatives
 - 11.1 Global Symposium for Regulators (GSR)
 - 11.2 Capacity building activities
 - 11.3 World Telecommunication/ICT Indicators Symposium (WTIS)
 - 11.4 Innovation
 12. Membership, Partnership, Private Sector-related matters
 13. Calendar of ITU-D events
 14. Any other business
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Annex 2

Schedule of TDAG meetings

		Monday 9 April	Tuesday 10 April	Wednesday 11 April
Morning	09:30 – 10:45	Meeting of the TDAG Bureau	09:30 – 12:30 TDAG Plenary	09:30 – 12:30 TDAG Plenary
	11:15 – 12:30	Inter-Sector Coordination Team on Issues of Mutual Interest*	11:15 – 12:30 Newcomers session	
Afternoon	14h30 – 15h00	TDAG Opening <ul style="list-style-type: none"> • Opening Ceremony • Group Photo 	14:30 – 17:30 TDAG Plenary	14:30 – 17:30 TDAG Plenary
	15:30 – 17:30	TDAG Plenary		

* 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

Registration for TDAG 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 **Tuesday, 9 January 2018** at <http://www.itu.int/net3/ITU-D/meetings/registration/>.

On-site registration and badging for the TDAG meeting will open on 9 April 2018 at 0730 hours at the ITU Montbrillant Building.

Registered delegates will only need to bring their "Confirmation of Registration" letter from ITU and a photo ID. Delegates who did not register online will also be requested to provide a letter of accreditation from the designated focal point (DFP) of their entity to register on site.

When needed, visa support must also be requested by the designated focal point 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 designated focal point is to handle registration formalities for his/her respective administration/entity. The list of designated 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 2 000, 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 11 February 2018**.

Forms received after the deadline will not be considered.

Interpretation and translation

Interpretation for the TDAG meeting will be provided based on the requests of participants. You are therefore invited to indicate on the registration form **before 22 February 2018** whether you require a language other than English.

The Inter-Sector Coordination Team on Issues of Mutual Interest will work in English only.

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 TDAG

As per WTDC Resolution 1 (Rev. Buenos Aires, 2017), 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 13.2.2 of WTDC Resolution 1, the deadline for the submission of contributions has been set for **22 February 2018**.

Contributions to TDAG must be received not later than 45 calendar days (i.e., by 22 February 2018) in order to be translated for the meeting. Contributions that do not meet this 45-day deadline but are received at least 12 calendar days before the opening of the TDAG meeting (i.e., by 27 March 2018) shall be published but not translated.

Contributions received less than 12 calendar days before the opening of 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 a TIES account 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 delegates' 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.
