



Telecommunication
Development Bureau (BDT)



Ref.: Circular BDT/DDR/072

Geneva, 20 January 2021

To :

- ITU Member States
- ITU-D Sector Members
- Academia
- United nations and its Funds and Programmes
- Regional Telecommunication Organizations
- Intergovernmental Organizations operating satellite systems
- Specialized Agencies of the United Nations

Subject: Invitation to the first Inter-Regional Meeting (IRM-1) to prepare for the 2021 World Telecommunication Development Conference (WTDC-21), 11 March 2021, Virtual

Dear Sir/Madam,

As decided by the Telecommunication Development Advisory Group (TDAG) at its meeting on 23 November 2020, I am pleased to invite you to participate in the first Inter-Regional Meeting (IRM) to prepare for the 2021 World Telecommunication Development Conference (WTDC-21), which will take place virtually, on 11 March 2021.

The aim of the Inter-Regional Meetings is to foster inter-regional discussions and identify common positions and agreement on key issues ahead of WTDC-21. IRMs will strengthen the preparatory process, which will focus on defining regional priorities and initiatives, revising or drafting resolutions, addressing study groups and study Questions related matters and developing guidelines and text for the Declaration. Members are reminded that these matters are also being discussed within the TDAG Working Group on Resolutions, Declaration and Thematic Priorities (TDAG-WG_RDTP). Details of these meetings are available on the [TDAG-WG-RDTP webpage](#).

IRMs will further help make WTDC-21 an action-oriented conference to develop a shared understanding of existing barriers and advancing effective, sustainable and innovative solutions for the expansion of meaningful connectivity for everyone, everywhere.

In line with the TDAG recommendation, three Inter-Regional Meetings will be held, as far as possible, back-to-back with Regional Preparatory Meetings (RPMs) or other events. The following dates have been retained:

IRM-1	11 March 2021, 1300h-1600h (virtual)
IRM-2	12-14 May 2021, 1300h-1600h (virtual)
IRM-3	16-17 September 2021, Geneva (tbc)

IRMs are open to all ITU-D membership. Member States are encouraged to include in their delegations representatives from regulators, policy-makers, civil society, academia, Internet technical community, youth, gender equality organizations, and others.

IRM agendas will be built around key discussions taking place during RPMs, and may include proposals from Member States, Sector Members, Regional Telecommunication Organizations (RTOs), BDT and other stakeholders. Discussions will focus on key topics that require coordination and consensus between the different regions. A draft agenda for IRM-1 will be circulated towards the end of January.

Following TDAG's recommendations, the Chairman-designate of WTDC-21 has been invited to chair the three IRMs, and six vice-chairmen are to be appointed, one nominated by each of the respective RTOs. Each RTO is also invited to identify the representative(s) of their choice to speak on behalf of their region.

Detailed information about the submission of contributions by membership, registration and other logistics is available in the attached **Annex 1**.

I look forward to your participation and contribution to this first Inter-Regional Meeting.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

Annex: Information on submission of contributions, registration and other logistics

ANNEX 1

Information on submission of contributions, registration and other logistics for IRM-1**Registration, access and participation**

Registration for IRM-1 will be carried out **exclusively online and will open on 19 January 2021**.

Each delegate interested in attending the meeting should complete and submit a [registration form that can be accessed here](#).

Delegates can register for the meeting using their ITU user account credentials (i.e. username and password). In case they do not have an ITU user account, they can create one by following the steps available [HERE](#). A User account with TIES access allows delegates to access ITU information resources including contributions and other working documents.

Note: For delegates who already created their user account when registering to previous events on this same system can still use the same account.

All registration requests for participation in IRM-1 must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available [HERE](#). To modify the contact details of a Designated Focal Point or to change the Designated Focal Point, an official letter from an authorized official should be sent to the BDT Meetings Registration Service (by e-mail to: bdtmeetingsregistration@itu.int), providing the new DFP's last name, first name and e-mail address.

Membership is encouraged to consider gender balance when deciding their delegations to IRM-1. Furthermore, more than one person can participate from an organization/country.

Interpretation

Interpretation in the six ITU official languages will be provided for IRM-1.

Access to the virtual meeting room and captioning

Information to access the virtual meeting room will be provided to duly registered participants through a separate email.

Only those participants duly registered for the meeting will be able to access the virtual meeting room.

The standard captioning service will be provided through the virtual meeting room. For those participants wishing to access the captioning script directly, the link will be available at the [IRM-1 website](#).

Contributions to RPM-ASP

As per WTDC Resolution 1 (Rev. Buenos Aires, 2017), contributions from membership should not exceed five pages and must be submitted using the online template available at the [IRM-1 website](#).

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, contributions for RPMs must be received no later than 30 calendar days before the start of the event, that is by **9 February 2021 (2359 hours, Geneva time)**, in order to be translated for the meeting.

Contributions that do not meet this 30-day deadline but are received at least 14 calendar days before the opening of the meeting (i.e., by 25 February 2021) shall be published but not translated.

Contributions received less than 14 calendar days before the meeting shall not be included on the agenda.

Documentation

All documents will be posted on the [IRM-1 website](#).

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

Summary of deadlines

Date of IRM-1	Deadline to submit contributions with guaranteed translation (-30 days)	Final deadline for submission of contributions without translation (-14 days)
11 March 2021	9 February 2021	25 February 2021
