**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/DDR/083   Geneva, 13 April 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 second Inter-Regional Meeting (IRM-2) to prepare for the 2021 World Telecommunication Development Conference (WTDC-21), 12-13 May 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 second Inter-Regional Meeting (IRM-2) to prepare for the 2021 World Telecommunication Development Conference (WTDC-21), which will take place virtually, from 12 to 13 May 2021.

Very fruitful discussions took place during IRM-1, on 11 March, which are reflected in the meeting's report on the IRM-1 website.

IRM-2 will be a two-day meeting that will give ITU-D membership the opportunity to continue the conversation to work toward consensus on key issues ahead of WTDC-21. By the time of IRM-2, all six Regional Preparatory Meetings (RPMs) will have taken place. Building on the work of the TDAG Working Group on Resolutions, Declaration and Thematic Priorities (TDAG-WG-RDTP), inter-regional discussions will allow for the identification of common positions on issues such as the thematic priorities, the revision of or new resolutions, study group Questions and the Declaration.

Depending on the number of contributions received, the meeting may be extended by an additional day, on 14 May. This decision will be taken at the deadline for submission of contributions, on 28 April, and membership will be duly informed.

To facilitate the preparatory process and the revision of existing texts, such as Resolutions, and study group Questions, I am pleased to announce that the secretariat is setting up an interim Conference Proposal Interface (CPI). This system, which will allow membership to submit revisions and new text and to view and amend other Members' proposals, will be an important tool towards consensus building prior to WTDC-21. Additional information on this system, which will be available from 15 April from the IRM landing page, will be provided soon.

I would like to remind you that 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, the Internet technical community, youth, gender equality organizations, and others.

The draft agenda for IRM-2 is attached in **Annex 1**.

Detailed information about the submission of contributions by membership, registration and other logistics is available in the attached **Annex 2**.

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

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

Annexes: Annex 1: Draft IRM-2 agenda
                Annex 2: Information on submission of contributions, registration and other logistics

ANNEX 1

Draft IRM-2 agenda

1.   Opening of the meeting

2.   Approval of agenda

3.   WTDC-21 Update

4.   Update on RTO preparations

5.   RPM Outputs

    a.   RPM-AFR

    b.   RPM-ARB

    c.   RPM-CIS

    d.   RPM-AMS

6.   Report on the work of TDAG-WG-RDTP

    a.   Declaration

    b.   Thematic Priorities (including SG Questions)

    c.   Streamlining Resolutions

7.   Report on the work of TDAG-WG-SOP

8.   AOB

ANNEX 2

Information on submission of contributions, registration and other logistics for IRM-2

Registration, access and participation

Registration for IRM-2 will be carried out **exclusively online and will open on 7 April 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-2 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-2. Furthermore, more than one person can participate from an organization/country.

Interpretation

Interpretation in the six ITU official languages will be provided for IRM-2.

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-2 website.

Contributions to IRM-2

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-2 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 13.1 of WTDC Resolution 1, contributions for IRMs must be received no later than 30 calendar days before the start of the event, that is by **12 April 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 28 April 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-2 website.

Delegates are asked to ensure that they have TIES access rights to be able to access the documents for the IRM 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-2	Deadline to submit contributions with guaranteed translation (-30 days)	Final deadline for submission of contributions without translation (-14 days)
12-13 May 2021	12 April 2021	28 April 2021

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