Ref.: Circular BDT/DDR/TDAG/102	Geneva, 20 August 2021

To :
- Administrations of ITU Member States
- State of Palestine (Resolution 99)
- ITU-D Sector Members
- ITU Academia
- TDAG Bureau members
- Chairmen and Vice-Chairmen of ITU-D study groups
- Regional Telecommunication Organizations

Subject: **Invitation to the third meeting of the TDAG Working Group on the Strategic and Operational Plans, Virtual, 4 October 2021**

Dear Sir/Madam,

Further to the decisions of the Telecommunication Development Advisory Group (TDAG) taken during its meeting held from 24 to 28 May 2021, I am pleased to invite you to the third meeting of the TDAG Working Group on the Strategic and Operational Plans (TDAG-WG-SOP), which will take place online on 4 October 2021, from 0700h-1000h CEST (1200h-1500h in Bangkok).

Based on the discussions taken at the last TDAG meeting, the goal of this meeting will be to capture input from the TDAG-WG-SOP on the frameworks for the ITU Strategic Plan and the Addis Ababa Action Plan.

The agenda for the meeting, which will be conducted in English only, is attached as **Annex 1**. In **Annex 2**, you will find useful information for participants.

Membership is encouraged to submit contributions to the work of this Group through the online submission system available on the TDAG-WG-SOP webpage.

I look forward to seeing all of you online to further progress the Group's work.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

ANNEX 1

Draft agenda for the 3rd meeting of the TDAG-WG-SOP

1. Opening of the meeting and welcome remarks
2. Approval of the agenda
3. Presentation on the draft framework of the ITU Strategy
4. Review of the draft framework of the Addis Ababa Action Plan
5. Any other business
6. Closing

ANNEX 2
Information note for participants
of the 3rd meeting of TDAG-WG-SOP

Registration, access and participation

Registration for the 3rd meeting of TDAG-WG-SOP will be carried out **exclusively online and is already open**.

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 TDAG-WG-SOP 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 3rd meeting of TDAG-WG-SOP.

Interpretation

The meeting of TDAG-WG-SOP will be in English only.

Access to the virtual meeting room and captioning

The meeting will take place **from 0700h to 1000h CEST (noon in Bangkok).**

Information to access the virtual meeting room will be provided to duly registered participants through their confirmation of registration message.

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 from the TDAG-WG-SOP webpage.

Contributions to the TDAG-WG-SOP meeting

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-WG-SOP 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 order to be included in the agenda of the meeting, contributions must be received no later than **22 September 2021**.

Documentation

Delegates are asked to ensure that they have TIES access rights to be able to access all the documents for the TDAG-WG-SOP meeting through the website. Information on how to request TIES access rights can be found HERE.

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