



Telecommunication
Development Bureau (BDT)



Ref.: Circular BDT/DDR/106-rev

Geneva, 9 September 2021

To :

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

Subject: Invitation to the 29th meeting of the Telecommunication Development Advisory Group (TDAG), 8-12 November 2021

Dear Sir/Madam,

It is my great pleasure to invite you to participate in the 29th meeting of the Telecommunication Development Advisory Group (TDAG), to be held online, from 8-12 November 2021, as was decided by TDAG at its meeting held from 25 to 28 May 2021.

In view of the continued prevalence of the COVID-19 pandemic, the meeting of TDAG will be held virtually for the second year in a row. The meeting will be limited to three hours per day to minimize the disturbance to participants from all time zones.

This meeting of TDAG is the last one before the next World Telecommunication Development Conference (WTDC) that will take place in Addis Ababa, Ethiopia, from 6 to 15 June 2022. Its agenda has been adapted to cover all key issues that require discussions prior to WTDC and that were not covered at the previous TDAG meeting in May 2021. TDAG-21/2 will consider the outcomes of the TDAG working groups, discuss relevant issues to be covered during the two Inter-Regional Meetings that will take place from 13 to 14 December 2021 and from 14 to 15 March 2022, and consider the result of the deliberations of the two Study Groups on the revised terms of the Study Group Questions.

The draft agenda of the TDAG meeting is attached as **Annex 1**. The preliminary time management plan of the TDAG meeting is available as **Annex 2**. Detailed information about the submission of contributions by membership, registration and other logistical information is available in the attached **Annex 3**.

I look forward to your participation and contribution to this meeting of TDAG.

Yours faithfully,
(Original signed)

Doreen Bogdan-Martin
Director

Annexes: Annex 1 – TDAG-21/2 draft agenda
Annex 2 - Preliminary time management plan of the TDAG meeting
Annex 3 – Information note for participants
Annex 4 – Fellowship request form

ANNEX 1

Draft agenda for TDAG-21/2

1. Address by the Secretary-General
2. Address by the Director of the Telecommunication Development Bureau
3. Address by other Elected Officials
4. Opening remarks by the Chairman of TDAG
5. Adoption of the agenda and Time Management Plan
6. [ITU-D four-year rolling Operational Plan 2022-2025]
7. Report on the implementation of the ITU-D Strategic Plan and Operational Plan 2020
8. Reporting on the implementation of the WTDC-17 Buenos Aires Action Plan (including the Regional Initiatives), and contribution to the implementation of the WSIS Plan of Action and the Sustainable Development Goals (SDGs)
9. Preparations for WTDC
 - 9.1 Documents examined and approved at the last TDAG meeting
 - 9.2 Update on the preparations for WTDC, including COVID-19 mitigation and contingency measures
 - 9.3 Draft agenda for WTDC
 - 9.4 Youth Summit
 - 9.5 Partner2Connect
10. Preparatory process for WTDC
 - 10.1 Documents examined and approved at the last TDAG meeting
 - 10.2 Report on the work of the TDAG-WG-RDTP
 - 10.3 Report on the work of the TDAG-WG-SOP
 - 10.4 Report to WTDC on TDAG activities
11. Study Group activities
12. Collaboration with the other Sectors
13. Membership, Partnership, Private Sector-related matters
14. Report by the Chairman of the Group on Capacity Building Initiatives (GCBI)
15. ITU-D projects
16. Contribution to the work of the Expert Group on the International Telecommunication Regulations (EG-ITR)
17. Measures and Principles for interpretation and translation in ITU
18. Calendar of ITU-D events
19. Any other business

ANNEX 2

Preliminary time management plan of the TDAG meeting

Monday 8 November	Tuesday 9 November	Wednesday 10 November	Thursday 11 November	Friday 12 November
1200h-1255h TDAG Bureau meeting (closed)	1200h-1255h Session for newcomers	1200h-1255h TDAG side-event (tbc)	1200h-1255h TDAG side-event (tbc)	1300h-1600h TDAG plenary and closing
1300h-1600h TDAG opening and first plenary	1300h-1600h TDAG plenary	1300h-1600h TDAG plenary	1300h-1600h TDAG plenary	

ANNEX 3

Information on submission of contributions, registration and other logistics for TDAG-21/2

Registration, access and participation

Registration for TDAG-21/2 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](#) and **indicate if they intend to participate remotely**.

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-21/2 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 TDAG-21/2. Furthermore, more than one person can participate from an organization/country.

Fellowships

To ensure the participation of developing countries and subject to the availability of funds, eligible Member States can apply for participation grants, known as **e-fellowships**. Fellowship applications must be authorized by the national designated focal point of an administration of a Member State and must be submitted by the established deadline (**17 October 2021, 2359h Geneva time**).

Please find the fellowship request form in **Annex 4**.

Member States are encouraged to select their candidates taking into consideration gender balance and the inclusion of persons with disabilities and persons with specific needs.

Interpretation

Interpretation in the six ITU official languages will be provided for TDAG-21/2.

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 [TDAG-21/2 website](#).

Contributions to TDAG

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 [TDAG-21/2 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 13.2.2 of WTDC Resolution 1, contributions for TDAG must be received no later than 45 calendar days before the start of the event, that is by **24 September 2021 (2359 hours, Geneva time)**, 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 meeting (i.e., by 27 October 2021) shall be published but not translated.

Contributions received less than 12 calendar days before the meeting shall not be included on the agenda.

Documentation

All documents will be posted on the [TDAG-21/2 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 TDAG-21/2	Deadline to submit contributions with guaranteed translation (-45 days)	Final deadline for submission of contributions without translation (-12 days)	Deadline to request an e-fellowship
8-12 November 2021	24 September 2021	27 October 2021	17 October 2021

ANNEX 4



APPLICATION FORM FOR AN E-FELLOWSHIP

The participation of women is encouraged

29th meeting of the Telecommunication Development Advisory Group meeting (TDAG-21/2)

8-12 November 2021

Deadline : **17 October 2021** (23:59 Geneva time)

Any application received after this date will not be considered

Country		
Administration		
Mr / Ms		
Last name		
First/Given name		
Job title		
Date of birth		
E-mail		
Phone		
CONDITIONS		
<p>1. An e-fellowship includes the cost of connectivity for the duration of a virtual event. 2. A pro-forma invoice indicating the number of days and hours of connectivity and cost must be submitted with the e-fellowship request for consideration. 3. Payment will be made on the basis of the pro-forma invoice, and any balance will be settled upon submission of the final invoice. 4. The beneficiary must attend the entire virtual event. 5. The e-fellowship does not cover equipment (hardware and software).</p>		
Date		
Signature of the candidate		
<p>The fellowship candidature shall be considered valid only if it is submitted and duly signed by the national designated focal point of an administration of a Member State.</p>		
Date		
Name of national designated focal point		
Job title		
Signature		
Stamp of the administration		
<p><i>The form must be duly completed and validated by the relevant authority and must be returned together with any annexes within the established deadline, to:</i></p> <p style="text-align: center;">fellowships@itu.int or by fax +41 22 730 57 78</p> <p><i>Any request which does not meet the above requirements will not be considered.</i></p>		