



Telecommunication
Development Bureau (BDT)



Ref.: Circular BDT/DDR/109

Geneva, 13 October 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 World Telecommunication Development Conference (WTDC), 13-14 December, Virtual

Dear Sir/Madam,

I am pleased to invite you to participate in the second Inter-Regional Meeting (IRM-2) to prepare for the World Telecommunication Development Conference (WTDC) which, further to the decision by the Telecommunication Development Advisory Group (TDAG) at its meeting on 24-28 May 2021, has now been scheduled to take place virtually, on 13-14 December 2021. You may recall that this meeting had initially been scheduled to take place in April 2021 and was then postponed *sine die*.

IRM-2 will be a two-day meeting that will give ITU-D membership the opportunity to continue the conversation and work toward consensus on key issues ahead of WTDC. All six Regional Preparatory Meetings (RPMs) have now taken place and IRM-2 will be able to build on the work of these regional meetings as well as of the TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities (TDAG-WG-RDTP) and the TDAG Working Group on the Strategic and Operational Plans (TDAG-WG-SOP), allowing 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. A final IRM is planned for 14-15 March 2022.

A draft agenda for IRM-2 is attached in **Annex 1**. A revised agenda will be published after the deadline for contributions has passed, based on the proposals received from Member States, Sector Members, Regional Telecommunication Organizations (RTOs), and other stakeholders, in the form of contributions.

For this meeting, an IRM version of the Conference Proposal Interface (CPI) is available. This system will allow membership to submit revisions and new text and to view and amend other Members' proposals. Additional information on this system is available on the [IRM landing page](#).

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, Internet technical community, youth, gender equality organizations, and others.

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

Attachments: Annex 1 – Draft agenda
Annex 2 - Information on submission of contributions, registration and other logistics
Annex 3 – Application form for an e-fellowship

ANNEX 1

Draft agenda for IRM-2

1. Opening of the meeting
2. Approval of the agenda
3. WTDC update
4. Update on RTO preparations
5. Contributions from membership
6. Any other business
7. Closing

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 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 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.

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 (**19 November 2021, 2359h Geneva time**).

Please find the fellowship request form in **Annex 3**.

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 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 13.2.2 of WTDC Resolution 1, contributions for IRM-2 must be received no later than 30 calendar days before the start of the event, that is by **13 November 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 29 November 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-2 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)	Deadline for the reception of e-fellowship applications
13-14 December 2021	13 November 2021	29 November 2021	19 November 2021

ANNEX 3

Application form for an e-fellowship

**APPLICATION FORM FOR AN E-FELLOWSHIP**

The participation of women is encouraged
Second Inter-Regional Meeting (IRM-2) to prepare for WTDC
 13-14 December 2021
 Deadline : **19 November 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	
<ol style="list-style-type: none"> 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). 	
Date	
Signature of the candidate	
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.	
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>	