Telecommunication Development Bureau (BDT)

Ref.:   Circular BDT/DDR/123   Geneva, 1 April 2022

To the Administrations of the Member States of the Union

Subject: **Organizational arrangements for the World Telecommunication Development Conference (WTDC-21), Kigali, Rwanda, 6 to 16 June 2022**

Dear Sir/Madam,

Further to the ITU Secretary-General's invitation letter of 22 February 2022 (Circular No.CL-22/007 - SG/BDT), I have great pleasure in providing herewith information on organizational and practical arrangements for the forthcoming World Telecommunication Development Conference, to be held at the Kigali Convention Centre (KCC), Kigali, Rwanda, from 6 to 16 June 2022.

The theme selected for WTDC is "**Connecting the unconnected to achieve sustainable development**". The draft agenda of WTDC-21, as approved by the ITU Council and submitted to the approval by all Member States, and the draft structure of the conference are shared for information purposes in **Annexes 1 and 2**, respectively.

The ITU Partner2Connect (P2C) Digital Development Roundtable, scheduled to take place on **7-9 June 2022**, during WTDC, will offer Member States, ITU-D Sector Members and other stakeholders an opportunity to engage in high-level discussions around the challenges and opportunities related to digital development, make concrete pledges, and forge new partnerships. The Roundtable will comprise high-level panels on topics related to digital development and in line with the Focus Areas of the Partner2Connect Digital Coalition. Ministerial level attendees are invited to participate in the Roundtable high-level panels and make a **3-minute statement**, ideally in the form of **pledges** that will advance progress to achieving digital development for all.[1]

In order to secure a speaking slot at the high-level panels of the P2C Digital Development Roundtable, please fill out the form here. Assignment of speaking slots at the high-level panels and the order of speakers will be determined on selected slot/session preference, the type of P2C pledge being made, and other criteria such as geographic and gender balance, as well as physical presence. As the conference will be physical with a robust virtual component, and to facilitate proper planning and an optimal assignment of speaking slots, we kindly request you to fill out the form no later than **29 April 2022**. If you have any questions on the P2C Roundtable, please contact the P2C Secretariat at: partner2connect@itu.int. Please note that virtual interventions will be possible, though these should be live to preserve the dynamic nature of the roundtables.

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[1] Read the P2C Action Framework Report and visit the P2C Online Platform.

Member States are encouraged to send their own delegations to the Conference. However, a Member State that cannot physically attend the Conference may give another Member State powers to vote on its behalf (see CV 335). Also, a delegation with the right to vote accredited at the Conference may give to another delegation with the right to vote a mandate to exercise its vote at one or more meetings at which it is unable to be present (see CV 336). It should be noted that a Member State cannot speak on behalf of another Member State at the Conference, even if it has received a transfer of powers or a proxy between delegations, as per CV 335-338. For delegates having participated in the recent WTSA, the same rules applied at the Assembly will apply at WTDC-21.

I further refer to Resolution 55 (Rev. Buenos Aires, 2017) of the World Telecommunication Development Conference, on Mainstreaming a gender perspective for an inclusive and egalitarian information society, and to Resolution 198 (Rev. Dubai, 2018) of the Plenipotentiary Conference on Empowerment of youth through telecommunication/information and communication technology and encourage your administration to include women and youth in the delegation to WTDC.

Registration for WTDC and P2C is now open on the [Admission and Registration page](). Practical information concerning registration itself as well as fellowships, procedure and deadline for the submission of contributions, can be found in **Annex 3**.

I also take this opportunity to let you know that registration for the Generation Connect Global Youth Summit 2022 will be available next week. Please register [here]().

Mr Stephen Bereaux, Deputy to the Director, BDT, is at your disposal should you require further information (E-mail: [wtdc@itu.int]()).

I look forward to your participation and contributions to ensure that the Declaration, Strategic Plan, and Action Plan to be adopted by WTDC-21, as well as the commitments and pledges made in the context of our Partner2Connect platform, will be effective and viable tools to guide our work in the coming years to meet the needs of all countries based on agreed priorities and strategies.

Yours faithfully,

(Original signed)

Doreen Bogdan-Martin
Director

Attachments: Annex 1 – Draft agenda WTDC-21
                Annex 2 – Draft structure of WTDC-21
                Annex 3 – Organizational arrangements
                Annex 4 – Fellowship request form
                Annex 5 – E-fellowship request form

Annex 1

Draft Agenda
World Telecommunication Development Conference (WTDC-21)

The draft agenda for the forthcoming WTDC was approved by Council at its 2022 session and is currently being submitted to the approval of all Member States.

I.   Report on the implementation of the Buenos Aires Action Plan

1.   Update on global digital transformation and reporting on the implementation of the WTDC-17 Buenos Aires Action Plan (including the Regional Initiatives), contribution to the implementation of the WSIS Plan of Action and the Sustainable Development Goals (SDGs)

2.   Report of the Telecommunication Development Advisory Group

3.   Report of Study Groups

4.   Report on the implementation of outcomes of other ITU Conferences, Assemblies and meetings related to ITU-D work:

a.   Plenipotentiary Conference (PP-18)

b.   Radiocommunication Assembly (RA-19)/World Radiocommunication Conference (WRC-19)

c.   World Telecommunication Standardization Assembly (WTSA-20)

d.   World Telecommunication Policy Forum (WTPF-21)

II.   ITU-D work plan for 2022-2025

5.   Outcomes of Regional Preparatory Meetings for WTDC-21

6.   ITU-D contribution to the ITU Strategic Plan for 2024-2027

7.   ITU-D Thematic Priorities

8.   ITU-D Action Plan for 2022-2025

9.   WTDC Declaration

10.   Telecommunication Development Advisory Group

a.   Authorization for the Telecommunication Development Advisory Group to act between world telecommunication development conferences (Resolution 24, Rev. Dubai, 2014)

b.   Structure and working methods

11.   Study Groups

a.   Study Questions

b.   Structure and working methods

12.   Resolutions and recommendations

III.   Partner to Connect Digital Coalition (P2C) – non statutory

13.   P2C Digital Coalition

14.   Any other business

Annex 2

Draft Structure of the World Telecommunication Development Conference 2021 (WTDC-21)

Meeting of heads of delegation

Terms of reference: in accordance with No. 49 of the General Rules of conferences, assemblies and meetings of the Union, the inaugural meeting of the conference shall be preceded by a meeting of heads of delegation. At this meeting, the heads of delegation shall prepare the agenda for the first plenary meeting and make proposals for the organization, chairmanships and vice-chairmanships of the conference, its committees and, as appropriate, working group(s) of the Plenary.

During WTDC, the heads of delegation shall meet to consider the proposals concerning the work programme and the constitution of study groups, and to draw up proposals concerning the designation of chairmen and vice-chairmen of study groups, TDAG and any other groups established by WTDC.

Committee 1: Steering Committee

Terms of reference: to coordinate all matters connected with the smooth execution of work and to plan the order and number of meetings, avoiding overlapping wherever possible in view of the limited number of members of some delegations.

This committee is composed of the Chairman, and the Vice-Chairmen of the conference and the Chairmen and Vice-Chairmen of the committees and working group(s) of the Plenary.

Committee 2: Budget Control

Terms of reference: to determine the organization and facilities available to the delegates, to examine and approve the accounts for expenditure incurred throughout the duration of the conference and to report to the plenary meeting on the estimated total expenses of the conference, and the estimated financial needs of ITU Telecommunication Development Sector (ITU-D) up to the next World Telecommunication Development Conference (WTDC) and the costs entailed by the execution of the decisions taken by the Conference.

Committee 3: Objectives

Terms of reference: to review and approve the agenda and make proposals for the organization of work; to review and approve the outputs and outcomes for the objectives; to review and agree on the related study group questions and related regional Initiatives and establish appropriate guidelines for their implementation; to review and agree on relevant resolutions; and to ensure that the output is in accordance with a results-based management approach aiming to improve management effectiveness and accountability.

Committee 4: ITU-D Working Methods

Terms of reference: to review and approve the agenda and make proposals for the organization of work; to examine proposals and contributions relating to cooperation among members; to evaluate the working methods and functioning of the ITU-D study groups and Telecommunication Development Advisory Group (TDAG); to assess and identify options for maximizing programme delivery and to approve appropriate changes thereto with a view to strengthening the synergies between study group questions, programmes and regional initiatives; and to submit to the plenary meeting reports, including proposals on the ITU-D working methods for implementation of the ITU-D work programme, on the basis of TDAG and study group reports submitted to the conference and the proposals of ITU Member States, ITU-D Sector Members and Academia.

Committee 5: Editorial Committee

Terms of reference: to perfect the wording of texts arising from WTDC deliberations, such as resolutions, without altering the sense and substance, and align the texts in the official languages of the Union, with a view to their submission for approval to the plenary meetings.

Furthermore, it is suggested to set up Working Group of the Plenary as follows:

Working Group of Plenary: ITU-D contribution to the ITU Strategic Plan 2024-2027 and WTDC Declaration1

Terms of reference: to draw up a draft WTDC Declaration and the input of the ITU-D Sector to the Union's strategic plan to be adopted at the next Plenipotentiary Conference.

Explanatory note

In accordance with No. 63 of the General Rules of conferences, assemblies and meetings of the Union, the plenary meeting of the World Telecommunication Development Conference may set up committees to consider matters referred to the conference.

Partner2Connect for Digital Development

Terms of reference: to launch a coalition to advance Global Digital Development, structured around several focus areas and securing concrete commitments from new partners. These commitments would define how existing and new ITU partners intend to support LDCs, LLDCs, and SIDS to access and use digital connectivity to transform lives, communities, and society.

Explanatory note

This segment is open to ITU Members and non-members. Additional preparatory work will be conducted around the focus areas to prepare the concrete outcomes ahead of the WTDC.

Annex 3

Organizational arrangements

I.   Invitation, admission and participation

The Secretary-General, after consulting the Director of the Telecommunication Development Bureau (BDT), sends an invitation to the administration of each Member State, to the ITU-D Sector Members, to the organizations and institutions referred to in the relevant provisions of Article 25 of the ITU Convention as well as to Palestine in accordance with Resolution 99 (Rev. Dubai, 2018) and to Academia in accordance with Resolution 169 (Rev. Dubai, 2018). This invitation was sent in February 2022.

Credentials to attend WTDC-21 are not needed. However, any Member State or Sector Member intending to send a delegation or representatives to WTDC-21 shall so inform the Director of BDT indicating the names and functions of all members of the delegation or of the representatives (N°. 339 of the ITU Convention).

To ensure that the necessary arrangements can be made in a timely fashion, Member States and Sector Members wishing to participate in WTDC-21 and organizations, agencies and other entities that are eligible to attend as observers under Article 25 of the ITU Convention or Resolution 99 or Resolution 169 are requested to register online.

II.   Registration

Registration for WTDC-21 and P2C 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: 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 of membership in WTDC and P2C 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: wtdc-registration@itu.int), providing the new DFP's last name, first name and e-mail address.

A dedicated link is available for non-Members to register for Partner2Connect.

All information on registration is available on the Admission and Registration page.

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

Onsite badging at the Kigali Convention Centre (KCC), Kigali, will start on Friday, 3 June 2022. Opening hours of the badging desk will be communicated shortly on the Admission and Registration page.

III. Provisional organization of the conference

WTDC-21 will set up committees to conduct its work. A draft structure of the conference is to be found in **Annex 2**, along with draft terms of reference for the committees and for the Working Group of the Plenary, as endorsed by TDAG-21.

IV. Fellowships

To encourage participation of developing countries and subject to availability of funds, one full, or two partial fellowships may be granted per eligible Member State. Full fellowships will cover the air ticket (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), and appropriate daily subsistence allowance intended to cover accommodation, meals and incidental expenses. Member States shall cover the remainder of the cost of the participation.

As you know, WTDC will be preceded by the Generation Connect Global Youth Summit from 2 to 4 June 2022.

In this respect, Member States are encouraged to select their candidates taking into consideration the inclusion of youths between 18 to 29 years of age in their delegations, bearing in mind gender balance and the inclusion of applicants with disabilities and with specific needs. The fellowships awarded to these youths may be extended to enable their participation in the Youth Summit.

The duly validated fellowship request form (**Annex 4**) and its annexes must be returned to the Fellowships Service by e-mail to fellowships@itu.int or by fax: + 41 22 730 57 78, **by 22 April 2022** at the very latest. Registration prior to submitting the fellowship request is mandatory.

Taking into consideration possible travel restrictions, Member States can apply for participation grants, known as e-fellowships, which covers the cost of connectivity for the duration of the virtual event. The duly validated application form (**Annex 5**) and its annexes must be returned to the ITU Fellowships Service **by 22 April 2022** at the latest.

V. Interpretation

Interpretation into the six official ITU languages will be provided for all meetings of the plenary and committees.

VI. Documents for the conference

The following preparatory documents will be published:

- Report on the implementation of the Buenos Aires Action Plan, including the ITU-D contribution to the WSIS Action Lines;
- Report on the Telecommunication Development Advisory Group activities;
- Report on the RPM Coordination meeting for WTDC-21;
- Draft ITU-D Contribution to the ITU Strategic Plan for 2024-2027;
- Draft ITU-D Action Plan for 2022-2025;
- Draft WTDC-21 Declaration;
- Rules of Procedure of ITU-D (WTDC Resolution 1);
- Reports by the Study Group Chairmen;
- Reports on the outcomes of other ITU conferences, assemblies and other events impacting the work of ITU-D;
- Contributions by Member States and ITU-D Sector Members to WTDC-21.

In compliance with Council Resolution 1141 and Resolution 154 (Rev. Dubai, 2018) of the Plenipotentiary Conference, the work of WTDC-21 will be conducted paperless. Each participant is encouraged to upload a sync application that will automatically synchronize with the ITU FTP document server to allow participants to have at hand at any time all published documents of the conference in any of the six official ITU languages that are available. Each participant to the Conference will receive on the last day an email providing them access to the draft Final Report.

Documents will be available on the WTDC-21 website at WTDC documents.

Participants are therefore requested to bring their laptops. Should participants require it, a cybercafé will be available, as required, on a self-service basis.

VII. Contributions

To allow for thorough consideration by delegations, the firm deadline for submission of contributions from membership is set at **16 May 2022 at 2359 hours Geneva time** (based on Resolution 165 (Rev. Dubai, 2018) of the Plenipotentiary Conference). This deadline is also intended to guarantee the timely translation of submitted documents.

Contributions should be submitted by electronic means using the system indicated below. Should you require any clarification or guidance, please contact the WTDC-21 secretariat at: wtdc.documentcontrol@itu.int.

Member States and Sector Members are urged to give careful attention to the initial preparation of contributions in order to avoid revisions to documents.

VIII. Processing of contributions prior to the conference

In order to consolidate the various contributions submitted in a way that lends itself to the elaboration of a solid, cohesive package consisting of inter-related and mutually reinforcing components, a web-based tool known as Conference Proposals Interface (CPI) is being made available to members and can be accessed at this link. A User Guide along with Guidelines for the preparation of proposals are also available on the same page.

In addition to providing a common approach to submitting contributions, CPI will also provide a fast-track to the processing of the input documents by reducing the reformatting of the contributions. Contributions not submitted through CPI may result in delays in their processing and posting.

Members who have submitted proposals to other major ITU events, such as the ITU Plenipotentiary Conference 2018 (PP-18), the World Radiocommunication Conference 2019 (WRC-19), or the World Telecommunication Standardization Assembly 2020 (WTSA-20), are already familiar with CPI. For any queries regarding CPI, please contact the WTDC-21 secretariat at: wtdc.documentcontrol@itu.int.

In accordance with No. 42 of the General Rules of Conferences, Assemblies and Meetings of the Union, contributions containing more than one proposal should be submitted with a number to identify each proposal along with the topic of the proposal. The secretariat will annotate each proposal with index numbers composed as follows:

ABC/25/3

where ABC represents the symbol of the country that is the author of the proposal, 25 represents the number of the document in which the proposal will be published, and 3 the serial number of the proposal within that document. The three-letter code and document number will be included by the secretariat. However, the numbering of each proposal will be assigned by the online system when submitting each proposal.

On the basis of the contributions received by the deadline, BDT will allocate the documents based on the topics identified by the submitting administration in order to facilitate discussion at WTDC-21.

IX. Processing of contributions during the conference

Owing to the limited duration of the conference, substantive debate should take precedence over the systematic presentation of individual proposals. For ease of referencing during the discussions, the secretariat will prepare a temporary document listing all the contributions with cross-references to the different items on the agenda. Member States are strongly encouraged not to submit new contributions during the conference.

X. Length limit for the submission of contributions

In the spirit of PP Resolution 154, it is encouraged to limit the length of contributions. In this regard, a contribution should not exceed five (5) pages and should be submitted to the Director of the Telecommunication Development Bureau.

In the case of a more detailed contribution that significantly exceeds the length limit, an executive summary should be submitted. Only the executive summary will be translated if submitted within the time limit. The detailed version of the contribution will only be available in the original language.

XI. Accessibility needs

Captioning in English will be provided for all plenary and committee meetings, which will also be interpreted into the six official languages of the Union.

Please request, as soon as possible, any reasonable specific assistance needed by e-mail to wtdc@itu.int. The ITU secretariat will meet the expressed requirements to the best of its ability, subject to availability of resources.

XII. ITU information/document access policy

In line with the ITU information/document access policy approved by the 2018 Plenipotentiary Conference, information/documents will be made publicly accessible, unless the submitter of the document advises the ITU secretariat otherwise.

The new policy is available at the following link http://www.itu.int/en/access-policy/Pages/default.aspx.

Annex 4

APPLICATION FOR A FELLOWSHIP

Participation of women is encouraged

World Telecommunication Development Conference (WTDC-21)
Kigali, Rwanda – 6-16 June 2022

Deadline: **22 April 2022** (23:59 Geneva CH)
Any application received after this date will not be considered.

Country	
Name of the Administration	

Personal information			
Gender	☐ Female	☐ Male	☐
Family name (***as in passport)***			
Middle name *(if any, **as in passport)***			
First/given name (***as in passport)***			
Date of birth	*DD/MM/YYYY*		
Place of birth	*DD/MM/YYYY*		

Additional information		
Accessibility needs/Specific needs* (*please specify*)		
I am a Youth delegate (between 18 and 29) and wish to attend the Generation Connect Global Youth Summit	☐ Yes	☐ No

Contact details	
E-mail	
Phone number	

Passport information	
Nationality	
Passport number	
Date of issue	*DD/MM/YYYY*
Place of issue	
Valid until	*DD/MM/YYYY*

Education
Degree/Diploma/Field of study

Work experience
Exact title of post
Years of service

Brief description of your current functions *(add pages if necessary)*

Your experience in the field of the activity/event *(add pages if necessary)*

Practical use of the knowledge upon return to your administration *(add pages if necessary)*

Have you already benefited from fellowship(s) during the past year? If yes, please list each activity below

Annex(es) *(select the appropriate option(s) and indicate number of pages annexed)*
Any document/information in direct relation with the application, if any
CV, if any

Conditions

Criteria of selection

- Fellowships may be awarded to delegates from developing countries.
- Fellowships will be awarded with a view to maintaining equitable geographical distribution, gender balance and the inclusion of participants with disabilities and with specific needs, within budgetary constraints.
- Member States are encouraged to include youth between 18 and 29 of age in their delegations to WTDC. Fellowships awarded to these youths may be extended upon request to enable their participation in the Generation Connect Global Youth Summit from 2 to 4 June 2022.

Composition of the fellowship

- Either one full (air ticket + appropriate daily subsistence allowance) or two partial fellowships per eligible country.
- For partial fellowships, please select your preference:
  - one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue.
  - appropriate daily subsistence allowance (intended to cover accommodation, meals and misc.).
- Any other expenses not included in the fellowship offer must be borne by the participant's Administration.

I hereby certify that the statements made by me in this application are true and complete. If selected for a fellowship, I undertake to:

- Attend the entire meeting.
- Inform ITU whenever there are changes in my availability that will affect the terms of my ITU award.

In signing the form, both, the candidate and the approving officer certify that they have read the conditions and accept them in their entirety.

Date

Signature of the candidate

The fellowship candidature shall be considered valid only if submitted and duly signed by the national designated focal point of an administration of a Member State.

Date

Name of the national designated focal point

Job title

Signature

Stamp of the administration

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
fellowships@itu.int or by fax +41 22 730 57 78
Any request which does meet the above requirements will not be considered.

Annex 5

APPLICATION FORM FOR AN E-FELLOWSHIP

Participation of women is encouraged

World Telecommunication Development Conference (WTDC-21)
Kigali, Rwanda – 6-16 June 2022

Deadline : **22 April 2022** (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 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	
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: *fellowships@itu.int or by fax +41 22 730 57 78* *Any request which does not meet the above requirements will not be considered.*	

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