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| Ref.: | Circular BDT/IP/CSTG-1 | | Geneva, 1 November 2017 |
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|  |  |  | To:   * Administrations of ITU Member States * ITU-D Sector Members, Associates, Academia * Chairmen and Vice-Chairmen of ITU- D Study Group 1 and 2 |
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| **Subject:** | **Candidates for Rapporteurs and Vice-Rapporteurs of ITU-D Study Group 1 and 2 study Questions for the 2018-2021 period** | | |
| Dear Sir/Madam,  The World Telecommunication Development Conference 2017 (WTDC-17) in Buenos Aires has appointed the Chairmen and Vice-Chairmen for the ITU-D study groups. Pursuant to WTDC-17, both Study Group 1 and 2 will continue their work with a series of study Questions which are listed in **Annex 1** to this circular.  Resolution 1 (Rev. Buenos Aires, 2017) stipulates that Rapporteurs and Vice-Rapporteurs are appointed in order to progress of the study Questions. Furthermore, because of the nature of the studies, the appointment of Rapporteurs should be based both on expertise in the subject to be studied and on the ability to coordinate the work. Elements of the expected work done by the Rapporteurs are described in Annex 5 to Resolution 1 and also attached in **Annex 2** to this circular. Subject to the relevant provisions of the Constitution and Convention, Member States, ITU-D Sector Members, Associates, and Academia are encouraged to indicate proposed candidates to the Director of BDT, to be considered during the first Study Group 1 and 2 meetings in 2018.  Should your administration/organization wish to propose candidates for Rapporteurs or Vice-Rapporteurs of ITU-D study group Questions, I would very much appreciate receiving the names of these candidates and their biographical profiles, highlighting the qualifications of the individuals concerned for the positions sought, as soon as possible, and at the latest by **8 December 2017**. The names and CVs of the nominated candidates will be posted on the website at <http://www.itu.int/ITU-D/study-groups> as soon as they are made available.  I look forward to receiving your proposed candidature(s) and to your continued support for the activities of the ITU-D study groups.  Yours faithfully,  [Original signed]  Brahima Sanou  Director | | | |

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| Annex 1  Below is the scope of the two ITU-D study groups and their Questions, as assigned by WTDC-17.  Scope of Study Group 1  **Enabling environment for the development of telecommunications/ICTs**   * National telecommunication/ICT policy, regulatory, technical and strategy development which best enables countries to benefit from the impetus of telecommunications/ICTs, including, infrastructure supportive of broadband services, cloud computing, network functions virtualization (NFV), consumer protection and future networks as an engine for sustainable growth. * Economic policies and methods of determining costs of services related to national telecommunications/ICTs including facilitating the implementation of the digital economy. * Access to telecommunications/ICTs for rural and remote areas. * National policies, regulations, and strategies for providing access to telecommunications/ICTs in rural and remote areas. * Access to telecommunication/ICT services by persons with disabilities and other persons with specific needs. * Migration and adoption of digital broadcasting and implementation of new services.   Study Group 1 Questions as assigned by WTDC-17   |  |  | | --- | --- | | **Number** | **Title** | | Q1/1 | Strategies and policies for the deployment of broadband in developing countries | | Q2/1 | Strategies, policies, regulations and methods of migration and adoption of digital broadcasting and implementation of new services | | Q3/1 | Emerging technologies, including cloud computing, m-services, and OTTs: Challenges and opportunities, economic and policy impact for developing countries | | Q4/1 | Economic policies and methods of determining the costs of services related to national telecommunication/ICT networks | | Q5/1 | Telecommunications/ICTs for rural and remote areas | | Q6/1 | Consumer information, protection and rights: Laws, regulation, economic bases, consumer networks | | Q7/1 | Access to telecommunication/ICT services by persons with disabilities and other persons with specific needs |   Scope of Study Group 2  **ICT services and applications for the promotion of sustainable development**   * Services and applications supported by telecommunications/ICTs. * Building confidence and security in the use of ICTs. * The use of telecommunications/ICTs in monitoring and mitigating the impact of climate change particularly on developing countries. * Combating counterfeit telecommunications/ICT devices and combating theft of mobile telecommunication devices. * Implementation of conformance and interoperability testing for telecommunication/ICT devices and equipment. * Human exposure to electromagnetic fields and safe disposal of electronic waste.   Study Group 2 Questions as assigned by WTDC-17   | **Number** | **Title** | | --- | --- | | Q1/2 | Creating the smart cities and society: Employing ICTs for sustainable social and economic development | | Q2/2 | Telecommunications/ICTs for eHealth | | Q3/2 | Securing information and communication networks: Best practices for developing a culture of cybersecurity | | Q4/2 | Assistance to developing countries for implementing conformance and interoperability (C&I) programmes and combating counterfeit ICT equipment and theft of mobile devices | | Q5/2 | Utilizing telecommunications/ICTs for disaster risk reduction and management | | Q6/2 | ICTs and the environment | | Q7/2 | Strategies and policies concerning human exposure to electromagnetic fields | |

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| Annex 2  Annex 5 to Resolution 1 (Rev. Buenos Aires, 2017)  Rapporteur’s checklist  1 Establish a work plan in consultation with the vice-rapporteurs or relevant working parties. The work plan should be reviewed periodically by the relevant working party and study group and contain the following:   * list of tasks to be completed; * target dates for milestones in consideration of annual output reports; * results anticipated, including titles of output documents and annual output reports; * liaison required with other groups, and schedules for liaisons, if known; * proposed meeting(s) of rapporteur’s group and estimated dates, with request for interpretation, if any.   2 Adopt work methods appropriate to the group. Use of electronic document handling (EDH), electronic and facsimile mail to exchange views is strongly encouraged.  3 Act as chairman at all meetings of the relevant question. If special meetings on the question are necessary, give appropriate advance notice.  4 Delegate portions of the work to vice-rapporteurs or other collaborators, depending on the workload.  5 Keep the working party and study group management team regularly informed of the work progress. In case no progress can be reported on a given Question between two study group meetings, the rapporteur should nevertheless submit a report indicating the possible reasons for the lack of progress. To allow the chairman and BDT to take the necessary steps for the work to be done on the Question, reports should be submitted at least two months before the study group meeting.  6 Keep the study group informed of the progress of work through reports to study group meetings. The reports should be in the template of white contributions (when substantial progress has been made such as completion of draft Recommendations or a report) or temporary documents.  7 The progress report mentioned in §§ 12.1 and 12.3 above should, as far as applicable, comply with the format given in those sections of this resolution.  8 Ensure that liaison statements are submitted as soon as possible after all meetings, with copies to the study group chairmen and BDT. Liaison statements must contain the information described on the *Template for liaison statements* described in Annex 4 to this resolution. BDT may provide assistance in distributing the liaison statements.  9 Oversee the quality of texts up to and including the final text submitted for approval. |

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