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| Ref.: | Circular BDT/IP/CSTG-3 | | Geneva, 18 January 2018 |
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|  |  |  | To:   * Administrations of ITU Member States * Resolution 99 (Rev. Busan, 2014) |
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| **Subject:** | **Implementation of pilot project for participation of SMEs in ITU-D study groups** | | |
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| Dear Sir/Madam,  Following the Council 2017 decision to trial participation of Small and Medium Enterprises (SMEs) in ITU-T and ITU-D study groups (see Annex 1 with the Council 2017 agreed Terms of Reference), I am pleased to inform you that SMEs may participate in the upcoming meetings of ITU-D study groups. The trial period will run until the ITU Plenipotentiary Conference 2018 (PP-18).  Interested SMEs may consult with their respective Administration concerning possible participation. The Administration will inform ITU which SMEs meet the national criteria and may be considered in the trial.  While these selected SMEs do not constitute a membership category, they may participate fully in the work of the ITU-D study groups for the duration of the trial, with the exception of any role in decision making and management. When the representatives of the SMEs concerned register online, an e-mail notification will be sent for validation to the Focal Points designated by each Administration.  The ITU-D Study Groups Secretariat is at your disposal should you require further information.  Tel.: +41 22 730 5999, Fax: +41 22 730 5484, E-mail address: [devsg@itu.int](mailto:devsg@itu.int)  I look forward to your feedback on this pilot which enables the participation of SMEs in the work of our study groups.  Yours faithfully,  [Original signed]  Brahima Sanou  Director  cc: ITU Regional Offices  Chairmen and Vice-Chairmen of ITU-D Study Groups 1 and 2 | | | |

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| Annex 1  Terms of reference for the Small and Medium Enterprises (SMEs) pilot project  (as per Council 2017 decision)   1. The pilot project for SME participation will be open to interested Study Groups of ITU-T and ITU-D. 2. The pilot project would be promoted in collaboration between the involved Bureaux, regional organizations, concerned administrations and the ITU regional and area offices through contact with SMEs and SME associations. 3. SMEs may participate fully in the meetings of the participating Study Groups conducting the pilot project, with the exception of any role in decision-making, including leadership roles and the adoption of resolutions or recommendations regardless of the approval procedures. 4. The request of an SME to participate in the pilot project will be submitted via the concerned administration, which should confirm that they meet the national criteria to be recognized as an SME, including factors such as size of company and annual revenues. 5. The pilot project would run until PP-18. The secretariat will provide a progress report to the next Council, with a view towards presenting a full report for PP-18, including the benefits experienced, financial implications, and challenges to be addressed.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Annex 2  Registration for the first meetings of ITU-D study groups for the 2018-2021 study period – Study Group 1: 30 April - 4 May 2018 and Study Group 2: 7 - 11 May 2018  ***Registration online***  **Registration** will be carried out exclusively **online by each participant** interested in attending the meetings in person or remotely, and **validated through the Focal Points** designated by each administration and entity entitled to participate. This platform had been piloted at the previous study group meetings. With your TIES log-in credentials, you can register for all meetings, namely ITU-D Study Group 1 and Study Group 2, including their Rapporteur Group meetings. In case you do not have a TIES account, user account creation is available at any time [here](http://www.itu.int/net3/ITU-D/meetings/registration/). Online registration will open in the registration system on **18 January 2018** at the following website: <http://www.itu.int/net3/ITU-D/meetings/registration/> .  The circular letter has additional information on the ITU-D Study Group 1 and Study Group 2 meetings: <https://www.itu.int/md/D18-CA-CIR-0002/>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |