Telecommunication
Development Bureau (BDT)

Ref.:   Circular BDT/IP/CSTG-7   Geneva, 7 June 2019

To:
− Administrations of ITU Member States
− Resolution 99 (Rev. Dubai, 2018)
− ITU-D Sector Members, Associates and Academia
− Chairmen and Vice-Chairmen for ITU-D Study Group 1 and 2
− Observers (Regional and International Organizations)
− United Nations, Specialized agencies, and IAEA

Subject: Rapporteur group meetings of ITU-D Study Group 1 (23 September – 4 October 2019) and Study Group 2 (7-18 October 2019), Geneva, Switzerland

Dear Sir/Madam,

In consultation with Ms Regina Fleur Assoumou Bessou (Côte d'Ivoire), Chairman of ITU-D Study Group 1 (SG1) and Dr Ahmad Sharafat (Islamic Republic of Iran), Chairman of Study Group 2 (SG2), I am pleased to invite you to the ITU-D SG 1 and 2 rapporteur group meetings, which will be held from 23 September to 4 October 2019 and from 7 to 18 October 2019 respectively. These meetings will take place at ITU headquarters in Geneva, Switzerland.

The ITU-D SG 1 and 2 rapporteur group meetings are open to participation by ITU Member States, ITU-D Sector Members, Associates and Academia, who are invited to attend these meetings and to provide contributions to the relevant study Questions. It is important for entities to ensure that individuals who have been appointed to positions as chairman and vice-chairman in the two study groups, and as rapporteur or vice-rapporteur for the 14 study Questions are present during these rapporteur group meetings.

These meetings will present contributions that are of relevance to the work, review means of collecting required information, such as case studies and lessons learned, and review draft texts for annual deliverables and reports as applicable. Membership is encouraged to submit contributions to the work of the study Questions in accordance with the outlines of the Question deliverables and scope of work.

The time management plans and draft agendas for these meetings will be shared in due time on the website for each meeting (see Annex 1). Detailed information on how to register and apply for fellowships, how to submit contributions, along with other practical information is attached in Annex 2.

Ms Christine Sund and Mr Kyung-Tak Lee, Advisers for ITU-D study groups, are at your disposal should you require further information. Tel: +41 22 730 5999, Fax: +41 22 730 5484, E-mail address: devsg@itu.int

I look forward to your continued active participation in the work of our ITU-D study groups.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

ANNEX 1

Draft agenda and schedule of meetings

The draft agendas and schedules for the **ITU-D Study Group 1 and 2 rapporteur group meetings** can be found at the links below:

ITU-D Study Group 1 rapporteur groups

Relevant websites:

- Meeting page
- Draft agendas
- Draft time management plan
- Reports of the March 2019 meetings with work plans and draft outlines of deliverables

ITU-D Study Group 2 rapporteur groups

Relevant websites:

- Meeting page
- Draft agendas
- Draft time management plan
- Reports of the March 2019 meetings with work plans and draft outlines of deliverables

ANNEX 2

Registration, visa support and fellowship requests

Online registration

Registration will be carried out **exclusively online**. Each participant interested in attending the meetings in person or remotely should complete and submit a registration form to be accessed from the following link: http://www.itu.int/net3/ITU-D/meetings/registration/

With your TIES log-in credentials, you can register for the ITU-D SG 1 and 2 rapporteur group meetings and their related focus sessions/workshops. In case you do not have TIES access, you can create your user account by following the steps available here https://www.itu.int/en/ties-services/Pages/default.aspx.

Note: If you already created your user account when you registered for ITU-D SG meetings in March 2019 or previous SG meetings, then your user account is still valid.

Online registration will open on **Monday, 10 June 2019** at the following link: http://www.itu.int/net3/ITU-D/meetings/registration/

All registration requests for participation in these meetings must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available at the following link: http://www.itu.int/net3/ITU-D/meetings/registration/. 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 fax: +41 22 730 5545/+41 22 730 5484 or by e-mail to: bdtmeetingsregistration@itu.int), providing the new DFP's last name, first name and e-mail address.

Visa support

When needed, **visa support** must also be requested by the participant during the online registration process. Please note that a strict procedure for visas is in force in Switzerland and participants are urged to read carefully the visa procedure available on the website at https://www.itu.int/en/ITU-D/Study-Groups/2018-2021/Pages/delegate-resources/visa-procedures.aspx. Please note that the processing of a request for a Schengen visa takes a **minimum of three weeks**.

On-site badging

On-site badging will begin at 08h00 on **Monday, 23 September 2019**, in the Montbrillant building. Registered delegates must bring their "Confirmation of Registration" letter received from ITU, along with their identification card or passport.

You will find registration details and all other logistical information such as accommodation and visa arrangements on the dedicated websites for the meetings: **SG1 rapporteur group** website (https://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2018&blk=21834) and **SG2 rapporteur group** website (https://www.itu.int/net4/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2018&blk=21835).

Fellowship requests

For each study group, one full or two partial fellowships per eligible country may be awarded, subject to available funding, to facilitate participation from developing countries. Priority will be given to participants who will submit a written contribution of direct relevance to at least one specific Question under study. Note that such written contributions should be submitted concurrently with the fellowship application.

Fellowship applications, limited to one person per eligible country, must be authorized by the relevant administration of the ITU Member State and submitted before **1 August 2019 at the latest**.

Fellowship applicants must first **submit** their registration for the specific study group meeting in order to receive the fellowship form. This means that during the registration process, they should tick the box corresponding to fellowships.

Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs when proposing candidates for fellowships.

Please note that depending on the number of eligible requests, the countries that are beneficiaries of a fellowship may have to contribute partially to the cost of the fellowship.

The approved and signed fellowship form must be returned to the Fellowship Service (by e-mail to fellowships@itu.int or by fax: +41 22 730 57 78), **no later than 1 August 2019**. Remember to submit your substantive written contribution(s) to the meetings by 1 August 2019 and mention your submission when you return the approved and signed fellowship form. Late contributions will not be considered in the fellowship selection process.

Forms received after the deadline will not be considered.

Interpretation

Interpretation will be provided based on the requests of participants. You are, therefore, invited to indicate on the registration form, before **8 August 2019**, whether you require a language other than English.

Remote participation in the meetings

Interactive remote participation services will be provided for the ITU-D SG 1 and 2 rapporteur group meetings. In parallel, the standard webcast in all languages of the respective meeting will be provided.

A **TIES account** is required to access both the interactive remote participation and the webcast services. Information on how to request a TIES account can be found at: https://www.itu.int/en/ties-services/Pages/default.aspx.

Details on Questions under study

The titles and definitions of the Questions to be dealt with by the study groups, as approved by WTDC-17, can be found on the ITU-D SGs website in all official languages: SG1 website (https://www.itu.int/net4/ITU-D/CDS/sg/questions.asp?lg=1&sp=2018&stg=1) and SG2 website (https://www.itu.int/net4/ITU-D/CDS/sg/questions.asp?lg=1&sp=2018&stg=2).

Contributions to the ITU-D study groups

Your contributions to the work of the ITU-D study Questions will be highly appreciated. You may of course feel free to coordinate your proposals with other administrations and organizations. A joint contribution requires the written approval of the parties involved in order to authorize its release.

As per Resolution 1 (Rev. Buenos Aires, 2017), inputs to SGs or rapporteur groups may be of three types: a) Contributions for action; b) Contributions for information; and, c) Liaison statements. The following applies:

- All contributions *for action* received **45 calendar days** before a meeting shall be translated and published not less than seven calendar days before the said meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which they may have been translated by the author.
- All contributions received less than **45 calendar days but at least 12 calendar days** before a meeting shall be published but not translated. The secretariat shall publish these delayed contributions as soon as possible and not later than three working days after receipt.
- Contributions received less than **12 calendar days** before a meeting shall not be entered on the agenda. They shall not be distributed but shall be retained for the next meeting. No contributions shall be accepted after the opening of the meeting.
- All contributions should be submitted with an **abstract** providing an overview of the content of the document. If appropriate, present **lessons learned and suggested best practices** in the document. The contribution should clearly indicate what kind of action the meeting is requested to take.
- Contributions submitted to a meeting *for information* are those which do not require any specific action under the agenda of the meeting (e.g. descriptive documents submitted by Member States, Sector Members, Associates, Academia, or duly authorized entities and organizations, general policy

statements, etc.), as well as other documents considered by the study group chairman and/or the rapporteur, in consultation with the author, as being for information. These documents should be published in the original language only (and in any other official language into which they may have been translated by the author) and appear under a separate numbering scheme from the contributions submitted for action.

- Contributions *for information* need to be submitted with a **detailed abstract** which will be translated for the meeting.
- Documents submitted to the study groups as **contributions should not exceed five (5) pages**. For existing texts, cross-references should be used instead of repeating material *in extenso*. Information material can be placed in annexes or provided on request as an information document.

Contributions must be submitted using the online template available at: http://www.itu.int/ITU-D/CDS/contributions/sg/index.asp. 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 in § 13.2 of Resolution 1 (Rev. Buenos Aires, 2017), the deadline for the submission of contributions for translation has been set to **8 August 2019** for SG1 rapporteur groups and **22 August 2019** for SG2 rapporteur groups. Documents arriving after the deadline will be distributed in the original language only.

Meeting	Date	Deadline for fellowship applications	Deadline for interpretation requests	Deadline for submission of documents for translation	Deadline for submission of documents without translation
SG1 rapporteur groups	23 September – 4 October 2019	1 August 2019	8 August 2019	8 August 2019	10 September 2019
SG2 rapporteur groups	7-18 October 2019	1 August 2019	8 August 2019	22 August 2019	24 September 2019

Documentation, collaboration and networking

The ITU-D study group meetings will be paperless. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A user guide to synchronize documents is available here https://www.itu.int/en/ITU-D/Study-Groups/2018-2021/Pages/delegate-resources/synchronization-application.aspx.

Various **collaborative tools** are available to facilitate collaborators' electronic participation in the work of the ITU-D SGs. While **mailing lists** allow for the exchange of e-mails amongst experts interested in the topics under study, the collaborative SharePoint sites provide a virtual meeting place for participants, with a calendar of activities, announcements, and a document exchange area to facilitate the work in between and during the meetings. An area exclusively for the management teams of the study groups is also available with similar facilities. Information on the collaborative tools can be found here https://www.itu.int/en/ITU-D/Study-Groups/2018-2021/Pages/collaborative-tools.aspx.

Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the study group meetings through the website, collaborative sites and synchronization tool. Information on how to request a TIES account can be found at: https://www.itu.int/en/ties-services/Pages/default.aspx.

Practical information

A list of Geneva hotels offering preferential ITU rates can be found on the website here http://www.itu.int/net4/travel/index.aspx#.XO1EiXduJ9M.

Do not hesitate to contact the **ITU-D Study Group Secretariat** with any questions you may have regarding these meetings and the activities of the ITU-D SGs (by e-mail: devsg@itu.int or tel.: +41 22 730 5999).

_____