**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/DKH/CSTG-10   Geneva, 10 August 2020

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

Subject: **ITU-D study group plenary sessions during the next ITU-D rapporteur group meetings - Study Group 1 Plenary: 21 September 2020 and Study Group 2 Plenary: 5 October 2020**

Dear Sir/Madam,

Further to my circular letter BDT/DKH/CSTG-09 of 24 June 2020, inviting you to the 2020 rapporteur group meetings of ITU-D Study Group 1 (SG1) from 21 September to 2 October 2020 and of ITU-D Study Group 2 (SG2) from 5 to 16 October 2020, it has been decided to include SG1 and SG2 plenary sessions during these meetings. The SG1 plenary session will be held on 21 September 2020 and the SG2 plenary session will be held on 5 October 2020.

This decision was made in consultation with Ms Regina Fleur Assoumou Bessou (Côte d'Ivoire), Chairman of ITU-D SG1 and Dr Ahmad Sharafat (Islamic Republic of Iran), Chairman of ITU-D SG2, following recent views expressed by our membership on the need to explore greater synergies between the study group Questions and other activities in BDT, including ITU-D thematic priorities and regional initiatives. These plenary sessions will focus on the review of relevant inputs including proposals for future topics for the next study period, enhanced working methods, emerging requirements and priorities of ITU-D SGs leveraging on challenges and opportunities stemming from the global COVID-19 pandemic. The outcomes of the plenary meetings will be reported to the Telecommunication Development Advisory Group (TDAG).

In view of the continued global concern over the COVID-19 pandemic, these SG1 and SG2 plenary sessions will adopt the same fully virtual format as for the rapporteur group meeting sessions. The time management plans and draft agendas of these plenary sessions will be shared in due course on the website of each meeting (see Annex 1). Detailed information on how to register and how to submit contributions, along with other practical information can be found in Annex 2. Information on additional arrangements will be provided to registered participants.

The ITU-D Study Group Secretariat is at your disposal should you require further information (tel.: +41 22 730 5999, e-mail: devsg@itu.int).

I thank you all for your understanding and flexibility, and for your continued support to 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 plenary and rapporteur group meetings** can be found at the links below:

ITU-D Study Group 1 plenary and rapporteur group relevant websites:

- Meeting page
- Draft agendas
- Draft time management plan
- Reports of the February 2020 meetings

ITU-D Study Group 2 plenary and rapporteur group relevant websites:

- Meeting page
- Draft agendas
- Draft time management plan
- Reports of the February 2020 meetings

ANNEX 2

Registration, interpretation, real-time captioning and access to virtual meeting rooms for the SG1 and SG2 plenary sessions

Online registration

Registration to these virtual plenary sessions of SG1 and SG2 is mandatory, and will be carried out **exclusively online** via the following links:

For the plenary session of SG1: https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00007923

For the plenary session of SG2: https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00008047

Participants who had already registered for the rapporteur group meetings of SG1 and SG2 do not need to re- register. They will automatically receive a new confirmation of registration letter that includes their respective plenary session.

Participants with TIES access can register for these sessions using their TIES login credentials (username and password).

Participants who do not have TIES access can create their user account by following the steps available at: https://www.itu.int/en/ties-services/

Note: For participants who already created a user account when they registered for previous ITU-D study group meetings, their user account is still valid.

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.

Interpretation and real-time captioning

Interpretation and real-time captioning will be provided for the SG1 and SG2 plenaries and will be based on the requests of participants. At the time of registration, participants who require a language other than English must select their choice from the list on the form (Arabic, Chinese, French, Russian or Spanish).

Access to virtual meeting rooms

Instructions on how to connect to the platform for these virtual meetings will be sent to duly registered participants via e-mail once a decision is taken on the platform to be used. Only participants who are duly registered for the meetings will be able to access the virtual meeting rooms.

Closer to the start of the virtual meetings, all registered participants will be contacted via e-mail for an online platform test. In this context, participants are requested to register early.

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. Please 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) of WTDC, inputs to the next SG1 and SG2 plenary sessions may be of three types: a) contributions for action; b) contributions for information; and, c) liaison statements. The following applies:

- All contributions received **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 the provision in § 13.2.2 of Resolution 1 (Rev. Buenos Aires, 2017) of WTDC, the deadline for the submission of contributions without translation has been set as **8 September 2020** for SG1 and **22 September 2020** for SG2.

Documentation, collaboration and networking

ITU-D study group meetings are paperless. Delegates are urged to use their computers 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 study groups. 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/

Contact information

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

_____