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| Ref.: | BDT/DDR/DM/162 | Geneva, 20 July 2020 |
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|  |  |  | To:- Regional Telecommunication Organizations- Chairmen TDAG Working Groups- TDAG Bureau members |
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| **Subject:** | **Invitation to appoint focal points to coordinate regional preparations for World Telecommunication Development Conference 2021 (WTDC-21) and to the Strategic and Operational Plans** |
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| Dear Sir/Madam,I would like to refer to the meetings of the TDAG Working Groups that took place on 16 and 17 July 2020, fully virtually, as follows:

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| **Working Group** | **Date of kick-off meeting** |
| TDAG Working Group on WTDC Preparations ([TDAG-WG-Prep](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/TDAG_WG_WTDC_Prep.aspx)) | 16 July |
| TDAG Working Group on WTDC Resolutions, Declaration and Thematic Priorities ([TDAG-WG-RDTP](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/TDAG_WG_WTDC.aspx)) | 16 July |
| TDAG Working Group on Strategic and Operational Plans ([TDAG-WG-SOP](https://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/TDAG_WG_SOP.aspx)) | 17 July |

The items on the agenda for the said meetings were, for all three groups, mainly procedural in nature and thus the participants discussed the workplans for the groups, as well as their working methods, including the following item: e. Recommendation for RTOs to designate focal points for regional coordinationIt is under this agenda item that I am reaching out to you to invite your organisation to nominate a focal point to better coordinate the activities in your region related to the three TDAG Working Groups.I look forward to receiving the names of the focal points appointed by your organisation.Yours faithfully,[Original signed]Doreen Bogdan-MartinDirector  |