



**Telecommunication  
Development Bureau (BDT)**

Ref.: BDT/DDR/TDAG/022

Geneva, 16 February 2024

To:

- Administrations of ITU Member States
- State of Palestine (Resolution 99)
- ITU-D Sector Members
- ITU Academia
- TDAG Bureau members
- Chairs and Vice-Chairs of ITU-D study groups
- Regional Telecommunication Organizations

**Subject: Meetings of the TDAG Working Group on the future of Study Group Questions**

Dear Sir/Madam,

During its last meeting (19-23 June 2023), TDAG approved the creation of a TDAG Working Group on the future of Study Group Questions. This Working Group will discuss and review contributions that are of relevance to the work, such as possible new topics and structure proposals for future Study Group Questions, in preparation for the next WTDC. This Working Group will be chaired by Dr Ahmad Reza Sharafat (Islamic Republic of Iran).

In order for this Working Group to be able to start working, a first fully virtual meeting has been scheduled for the following date:

<b>Working Group</b>	<b>Date of kick-off meeting</b>
TDAG Working Group on the future of Study Group Questions	4 March 2024, 1300h-1600h CET

In line with WTDC Resolutions 55 and 76 (Rev. Kigali, 2022), and with the aim to organize inclusive and gender-responsive meetings, you are invited to support and encourage the participation of women and young people in your delegation.

Interested members are invited to subscribe to the dedicated mailing list for this Working Group at this [link](#), preferably until **Thursday, 29 February 2024**. Future communications related to this Working Group, including announcements for follow-up meetings, will be made through this mailing list.

The draft agenda for this kick-off meeting will be posted at this [link](#) as soon as it becomes available. Detailed information on how to participate and contribute to these events is available in **Annex 1**.

The TDAG secretariat is at your disposal for further information or clarification, as required (e-mail: [tdag-secretariat@itu.int](mailto:tdag-secretariat@itu.int)).

I look forward to your active participation in the work of this TDAG Working Group.

Yours faithfully,

[Original signed]

Cosmas Luckyson Zavazava  
Director

Annexes:

Annex 1: Information note for participants

## Annex 1

### Information note for participants

#### Registration, access and participation

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Registration for the TDAG Working Group (WG) meetings will be carried out exclusively online. Registration for the kick-off meeting will open on **Tuesday, 13 February 2024**.

Each delegate interested in attending the meeting should complete and submit a registration form that can be accessed at this [link](#).

Delegates can register to these meetings using their ITU user account credentials (i.e., username and password). Delegates who do not have an ITU user account can create one by following the steps indicated at this [link](#).

**Note:** For delegates who already created an ITU user account when they registered for previous TDAG meetings or other recent ITU events, 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 DFPs will be available [here](#) and can be accessed using a user account with **TIES** access rights.

To modify the contact details of a DFP or to change the DFP, an official letter from an authorized official should be sent to the BDT Meetings Registration Service (by e-mail to: [bdtmeetingsregistration@itu.int](mailto:bdtmeetingsregistration@itu.int)), providing the new DFP's first name, last name and e-mail address.

#### Remote participation in the meetings

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Interactive remote participation services will be provided for all meetings. In parallel, the standard webcast will also be available.

An ITU user account with TIES access is required to access both the interactive remote participation and the webcast services. Information on how to request TIES access for members can be found [here](#).

Instructions on how to connect to the remote platform will be sent to duly registered participants in the confirmation of registration e-mail. Only participants who are duly registered for each meeting will be able to access the virtual rooms for that TDAG-WG meeting.

#### Interpretation and captioning

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Meetings of the TDAG-WG will be held in English only.

Real-time captioning will be provided for the full duration of the meetings and will be displayed in Zoom. Participants wishing to follow the captioning transcript on a separate browser may find the link on the group's webpage.

#### Contributions to the TDAG-WG

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Your contributions to the work of the TDAG-WG will be highly appreciated. A joint contribution with other administrations and organizations requires the written approval of the parties involved, in order to authorize its release.

Given the short notice in announcing this meeting, it is not possible to apply the 12-day deadline established in WTDC Resolution 1. The deadline is exceptionally extended until 27 February 2024 for any contribution to be included in the agenda of the meeting, in order to allow for processing of documents. Contributions must be submitted using the online template available [here](#). 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.

**Documentation**

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ITU-D study group meetings will be paperless. Delegates are asked to ensure that they have ITU user accounts with TIES access rights to be able to access the documents for the TDAG-WG meetings through the website. Information on how members can request TIES access rights can be found [here](#).

**Other practical information**

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You will find all other practical information on the [dedicated website](#) for the TDAG-WG.

Do not hesitate to contact the **TDAG secretariat** with any questions you may have regarding these meetings and the activities of the TDAG-WG (by e-mail: [tdag-secretariat@itu.int](mailto:tdag-secretariat@itu.int)).

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