Ref.: Circular BDT/DDR/TDAG/036	Geneva, 15 July 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 Groups

Dear Sir/Madam,

During its last meeting (20-23 May 2024), the Telecommunication Development Advisory Group (TDAG) approved the creation of two new TDAG Working Groups, one on the Declaration and a second one on ITU-D priorities.

The TDAG Working Group on Declaration (TDAG-WG-DEC) will be chaired by Mr Abdulkarim Oloyede (Nigeria) and the TDAG working group on ITU-D Priorities (TDAG-WG-ITUDP) will be chaired by Mr Christopher Kemei (Kenya).

The TDAG working groups will discuss and review contributions that are of relevance to their work.

In order for these Working Groups to be able to start working, the first fully virtual meetings have been scheduled as indicated in the table below, where you are also kindly reminded of the second meeting of the TDAG Working Group on the Future of Study Group Questions and the third meeting of the TDAG Working Group on Streamlining Resolutions.

Working Group	Date and Time of fully virtual meetings
TDAG Working Group on the Future of Study Group Questions	3 September 2024, 1300h-1600h CET
TDAG Working Group on ITU-D Priorities	4 September 2024, 1300h-1600h CET
TDAG Working Group on Streamlining Resolutions	5 September 2024, 1300h-1500h CET
TDAG Working Group on the Declaration	6 September 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 lists for these Working Groups at this link, preferably before Friday, 19 July 2024. Future communications related to these Working Groups, including announcements for follow-up meetings, will be made through these mailing lists.

The draft agenda for the meetings will be posted at the following links:

- TDAG Working Group on ITU-D Priorities Website
- TDAG Working Group on Declaration Website
- TDAG Working Group on the Future of Study Group Questions Website
- TDAG Working Group on Streamlining Resolutions Website

Detailed information on how to participate and contribute to these meetings 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).

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

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

Registration for the TDAG Working Group (WG) meetings will be carried out exclusively online. Registration is already open.

Each delegate interested in attending the meetings 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.

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), providing the new DFP's first name, last name and e-mail address.

Access to the meetings

The TDAG Working Group meetings will be fully virtual and accessible for duly registered participants from the Restricted Virtual Events portal. In parallel, the standard webcast will also be available.

An ITU user account with TIES access is required to access both the virtual room 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 the TDAG-WG meetings.

Interpretation and captioning

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 webpages.

Contributions to TDAG-WG

Your contributions to the work of the TDAG Working Groups 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.

The deadline for submission of contributions to the meetings is **22 August 2024**, that is, 12 days before the start of the first meeting, as established in WTDC Resolution 1 (Rev.Kigali, 2022).

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

ITU-D TDAG WG 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

You will find all other practical information on the dedicated websites for the TDAG Working Groups:

TDAG-WG-DEC – TDAG-WG-ITUDP – TDAG-WG-futureSGQ – TDAG-WG-SR

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).

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