Ref.:	Circular BDT/DKH/CSTG-1	Geneva, 28 July 2022

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

Subject: **Candidates for rapporteurs and vice-rapporteurs of ITU-D study Questions for the 2022-2025 period**

Dear Sir/Madam,

The World Telecommunication Development Conference 2022 (WTDC-22) in Kigali has appointed the chairmen and vice-chairmen for the ITU-D study groups. Pursuant to WTDC Resolution 2 (Rev. Kigali, 2022), both Study Groups 1 and 2 will conduct their work in line with the scope of the study Questions which are listed in **Annex 1** to this circular. The focus of Study Group 1 is *"Enabling environment for meaningful connectivity"* and for Study Group 2, *"Digital transformation"*.

WTDC Resolution 1 (Rev. Kigali, 2022) stipulates that rapporteurs and vice-rapporteurs are appointed in order to progress the study Questions. The appointment of rapporteurs should be based on expertise in the subject to be studied, the ability to coordinate the work, and their active participation in the work of ITU-D study groups. Elements of the expected work to be done by the rapporteurs are described in Annex 5 to Resolution 1, attached for ease of reference as **Annex 2** to this circular. Subject to the relevant provisions of the ITU Constitution and Convention, Member States, ITU-D Sector Members, Associates, and Academia are encouraged to propose candidates to the Director of the Telecommunication Development Bureau (BDT), to be considered for appointment at the meetings of Study Group 1 and 2 planned for November/December 2022.

Should your administration/organization wish to propose candidates for rapporteurs or vice-rapporteurs of ITU-D study Questions, please submit the names of these candidates and their Curriculum vitae, highlighting the qualifications of the individuals concerned for the positions sought, by **31 October 2022**. The names and CVs of candidates nominated will be posted in the original language on the dedicated webpage. The ITU-D study group secretariat is at your disposal for further information or clarification, as required (tel.: +41 22 730 5999, e-mail: devsg@itu.int).

I look forward to receiving your proposed candidature(s) and I thank you for your continued support in the activities of the ITU-D study groups.

Yours faithfully,

[Original signed]

Doreen Bogdan-Martin
Director

Annexes: **Annex 1**: scope of ITU-D Study Groups 1 and 2 and their study Questions
            Annex 2: rapporteur's checklist (Annex 5 to WTDC Resolution 1 (Rev. Kigali, 2022))

Annex 1

Scope of ITU-D study groups

Annex 1 to Resolution 2 (Rev. Kigali, 2022)

1   Study Group 1

Enabling environment for meaningful connectivity[1]

–   National policy and regulatory aspects of broadband telecommunication/ICT development

–   Economic aspects in the field of national telecommunications/ICTs, including facilitating the implementation of the digital economy and the provision of telecommunication/ICT services, including for rural and remote areas

–   National approaches for providing access to telecommunications/ICTs in rural and remote areas, with special focus on developing countries, including least developed countries, small island developing states, landlocked developing countries and countries with economies in transition

–   Access to telecommunication/ICT services to enable inclusive communications, especially for persons with disabilities and persons with specific needs

–   Migration and adoption of digital technologies for broadcasting for different environments

–   Use of telecommunications/ICTs for disaster risk reduction and management, particularly in developing countries

–   Consumer information, protection and rights for telecommunication/ICT services, especially for vulnerable groups.

2   Study Group 2

Digital transformation

–   Telecommunications/ICTs for e-services, including e-health and e-education

–   Building confidence and security in the use of ICTs

–   Using telecommunications/ICTs for monitoring and mitigating the impact of climate change, and consideration of circular economy and safe disposal of electronic waste

–   Combating counterfeit telecommunication/ICT devices and theft of mobile telecommunication devices

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[1]   Meaningful connectivity is a level of connectivity that allows users to have a safe, satisfying, enriching and productive online experience at an affordable cost.

- Implementation of conformance and interoperability testing for telecommunication/ICT devices and equipment
- Human exposure to electromagnetic fields
- Challenges and prospects for developing countries in the access to emerging technologies, platforms, applications and use cases
- Using telecommunications/ICTs to create smart cities and the information society
- Adoption of telecommunications/ICTs and improving digital skills.

Questions assigned by the World Telecommunication Development Conference to ITU-D study groups

Annex 2 to Resolution 2 (Rev. Kigali, 2022)

Study Group 1

- **Question 1/1**: Strategies and policies for the deployment of broadband in developing countries[2]
- **Question 2/1**: Strategies, policies, regulations and methods of migration to and adoption of digital technologies for broadcasting, including to provide new services for various environments
- **Question 3/1**: The use of telecommunications/ICTs for disaster risk reduction and management
- **Question 4/1**: Economic aspects of national telecommunications/ICTs
- **Question 5/1**: Telecommunications/ICTs for rural and remote areas
- **Question 6/1**: Consumer information, protection and rights
- **Question 7/1**: Telecommunication/ICT accessibility to enable inclusive communication, especially for persons with disabilities.

Study Group 2

- **Question 1/2**: Sustainable smart cities and communities
- **Question 2/2**: Enabling technologies for e-services and applications, including e-health and e-education
- **Question 3/2**: Securing information and communication networks: Best practices for developing a culture of cybersecurity

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[2] These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

- **Question 4/2**: Telecommunication/ICT equipment: Conformance and interoperability, combating counterfeiting and theft of mobile devices
- **Question 5/2**: Adoption of telecommunications/ICTs and improving digital skills
- **Question 6/2**: ICTs for the environment
- **Question 7/2**: Strategies and policies concerning human exposure to electromagnetic fields.

Annex 2

Rapporteur's checklist

Annex 5 to Resolution 1 (Rev. Kigali, 2022)

1   Establish a work plan in consultation with the vice-rapporteurs. The work plan should be reviewed periodically by the relevant study group and contain the following:

–   list of tasks to be completed;

–   target dates for milestones in consideration of annual output reports;

–   results anticipated, including titles of output documents and annual output reports;

–   liaison required with other groups, and schedules for liaisons, if known;

–   proposed meeting(s) of rapporteur group and estimated dates, with request for interpretation, if any.

2   Adopt work methods appropriate to the group. Use of electronic document handling (EDH), electronic and facsimile mail to exchange views is strongly encouraged.

3   Act as chairman at all meetings of the relevant ITU-D study Question. If special meetings on the study Question are necessary, give appropriate advance notice.

4   Delegate portions of the work to vice-rapporteurs or other collaborators, depending on the workload.

5   Keep the study group management team regularly informed of the work progress. In case no progress can be reported on a given ITU-D study Question between two study group meetings, the rapporteur should nevertheless submit a report indicating the possible reasons for the lack of progress. To allow the chairman and BDT to take the necessary steps for the work to be done on the study Question, reports should be submitted at least two months before the study group meeting.

6   Keep the study group informed of the progress of work through reports to study group meetings. The reports should be in the template of white contributions (when substantial progress has been made such as completion of draft ITU-D Recommendations or a report) or temporary documents.

7   The progress report mentioned in §§ 3.10.1 and 3.10.3 above should, as far as applicable, comply with the format given in those sections of this resolution.

8   Ensure that liaison statements are submitted as soon as possible after all meetings, with copies to the study group chairmen and BDT. Liaison statements shall contain the information described on the *Template for liaison statements* in Annex 4 to this resolution. BDT may provide assistance in distributing the liaison statements.

9   Oversee the quality of texts up to and including the final text submitted for approval.