**Telecommunication
Development Bureau (BDT)**

Ref.:   BDT/DKH/CSTG-4   Geneva, 18 July 2023

To:
– Administrations of ITU Member States
– Palestine (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: **Second meetings of ITU-D study groups for the 2022-2025 study period –
Study Group 1: 23-27 October 2023 and Study Group 2: 30 October - 3 November 2023**

Dear Sir/Madam,

In consultation with Ms Regina Fleur Assoumou Bessou (Côte d'Ivoire), Chairman of ITU-D Study Group 1 (SG1), and Mr Fadel Digham (Egypt), Chairman of ITU-D Study Group 2 (SG2), I am pleased to invite you to the second meetings of ITU-D SG1 and SG2 for the eighth study period (2022-2025), which will take place at the International Telecommunication Union (ITU) Headquarters in Geneva.

These meetings will:

- present annual progress reports;

- review the outlines for Question deliverables;

- present contributions that are of relevance to the work;

- review means of collecting required information, such as case studies and lessons learned; and

- approve interim deliverables and other outputs as applicable.

Membership is encouraged to submit contributions to the work of the study Questions in accordance with the outlines of the Question deliverables and scope of work. Weblinks to the outlines can be found in **Annex 1**.

In line with the World Telecommunication Development Conference (WTDC) Resolution 55 (Rev. Kigali, 2022) and Resolution 76 (Rev. Kigali, 2022), and with the aim of organizing inclusive and gender-responsive study group meetings, you are invited to support and encourage the participation of women and young people in your delegation.

It is important for entities to ensure that individuals who have been appointed to positions as chairman or vice-chairman in the two study groups, and as (co)-rapporteur or vice-rapporteur for the 14 study Questions,

are physically present during these study group meetings. This is to ensure that they can lead their respective group without time-zone or connectivity constraints, efficiently collaborate with their management team members on-site and participate in decision making.

Management team meetings for the two study groups will take place on 22 October and 29 October respectively, and the meeting of the ITU-D SG1 and SG2 joint management team on 29 October 2023. The time management plans and draft agendas for these meetings will be posted on the website for each meeting as soon as they become available (see **Annex 1**). Detailed information on how to register and apply for fellowships and to submit contributions, along with other practical information is attached in **Annex 2**.

Ms Rosheen Awotar-Mauree and Mr Kyung-Tak Lee, Advisors for ITU-D SG1 and SG2 respectively, are at your disposal for further information or clarification, as required (tel.: +41 22 730 5999, e-mail: devsg@itu.int).

I look forward to your continued active participation in the work of our study groups.

Yours faithfully,

Cosmas Luckyson Zavazava
Director

Annex 1

Draft agenda and schedule of meetings

The draft agendas and schedules for the meetings of the two ITU-D study groups can be found at the links below:

Study Group 1

- Meeting page
- Draft agenda
- Draft time management plan
- Reports of the May 2023 Rapporteur Group meetings with updated work plans and outlines of deliverables

Study Group 2

- Meeting page
- Draft agenda
- Draft time management plan
- Reports of the May-June 2023 Rapporteur Group meetings with updated work plans and outlines of deliverables

Annex 2

Registration

Registration to the ITU-D Study Groups 1 and 2 meetings is mandatory and will be carried out online.

Registration is now open. The registration link can be found on the ITU-D meetings registration web page.

Delegates can register for 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 have already created an ITU user account when they registered for previous ITU-D study group 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), providing the new DFP's last name, first name and e-mail address.

Membership is encouraged to consider gender balance when deciding their delegations for the ITU-D study group meetings.

Badging

Badging will begin on **Monday, 23 October 2023** at 08h00 and will take place in the Montbrillant building. Registered delegates will need to bring their "Confirmation of Registration" message received by email and an official ID document with a photo. In the exceptional case that delegates are not registered online, they will also require a letter of accreditation from the DFP of their administration/entity to be able to register onsite, in addition to the above-indicated documents.

Visa support

When needed, **visa support** must be requested by the participant during the online registration process. Please note that a strict procedure for visas is in force in Switzerland and participants are urged to read carefully the visa procedure available on the website. Please note that the processing of a request for a Schengen visa takes a minimum of three weeks. The deadline for visa support requests is **20 September 2023**.

ITU Travel Section will send a letter to the designated focal points informing them about the visa support request sent to the nearest Swiss embassy. A copy of this visa support letter will be sent to the delegate travelling to Geneva for the meeting.

Fellowship requests

To encourage participation of developing countries and countries with economies in transition and subject to availability of funds, one full fellowship or up to two partial fellowships may be awarded per eligible Member State.

Please note that the decision criteria to grant a fellowship include available ITU budget, active participation namely the submission of new contributions of direct relevance to the expected outputs of a given Question, equitable distribution among countries and regions, application by persons with disabilities and specific needs, and gender balance.

A full fellowship includes one return economy class ticket by the most direct/economical route from the country of origin to the location of the meeting as well as a daily allowance to cover accommodation, meals, and incidental expenses. A partial fellowship covers either a return economy class air ticket or daily subsistence allowance. In the case of partial fellowships, ITU will bear the cost of air tickets or daily subsistence allowance; the Member State concerned shall cover the remainder of the fellowship.

To ensure the participation of developing countries and subject to the availability of funds, eligible Member States can alternatively apply for participation grants, known as **e-fellowships**, to cover the cost of connectivity linked with

remote participation in these meetings. Fellowship applications must be authorized by the national designated focal point of an administration of a Member State and must be submitted by the established deadline.

To request a fellowship or an e-fellowship, the participant must **first register** online, as explained on this [webpage](#).

The duly validated application fellowship and e-fellowship forms (available in this [webpage](#)) and its annexes must be returned to Fellowship Service by e-mail to fellowships@itu.int or by fax: + 41 22 730 57 78, by **7 September 2023**. The contribution of direct relevance to the expected outputs of a given Question, should be submitted using the online template available [here](#) by **7 September 2023.**

Requests for fellowships arriving after the deadline will not be considered. Only requests that have fulfilled all conditions will be considered.

It is imperative that fellows be present from the _first_ day to the end of the meeting and participate during the entire fellowship period.

Interpretation and captioning

Interpretation will be provided in the six official languages of the Union for the full length of the meetings.

Additionally, sign interpretation in English will be provided for the Question 7/1 meeting.

Real-time captioning will be provided for the full duration of the meetings and will be displayed in the meeting room and in Zoom. Participants wishing to follow the captioning transcript on a separate browser may find the link on the event webpages.

Remote participation in the meetings

Interactive remote participation services will be provided for all meetings. In parallel, the standard webcast in all languages 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 rapporteur group's meeting.

Details on Questions under study

The titles and definitions of the Questions to be dealt with by the study groups, as approved by WTDC-22, can be found on the ITU-D study groups [website](#).

Contributions to the study groups

Your contributions to the work of the study group Questions will be highly appreciated. You may 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 WTDC Resolution 1 (Rev. Kigali, 2022), inputs to study group or rapporteur group meetings may be of three types: a) contributions for action; b) contributions for information; and c) liaison statements.

The following applies:

- All contributions _for action_ received **45 calendar days** before a meeting shall be translated and published not less than seven calendar days before the said meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which they may have been translated by the author.
- All contributions received less than **45 calendar days but 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. Exceptionally, contributions considered to be of extreme importance and urgency may be admitted by the chairman in derogation to the above deadline, provided that these contributions are available to participants at the opening of the meeting.

- All contributions should be submitted with an **abstract** providing an overview of the content of the document. **Lessons learned and suggested best-practices** are invited to be included in the contribution as appropriate. 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, 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 not later than **12 calendar days** before a meeting, 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 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.

In accordance with provisions in Resolution 1, the deadline for the submission of contributions for translation has been set for **7 September 2023** for Study Group 1 and **14 September 2023** for Study Group 2. Documents arriving after the deadline will be distributed in the original language only.

Meeting	Date	Deadline for fellowship applications	Deadline for submission of documents for translation	Deadline for submission of documents without translation
Study Group 1:	23 - 27 October 2023	7 September 2023	7 September 2023	10 October 2023
Study Group 2:	30 October - 3 November 2023	7 September 2023	14 September 2023	17 October 2023

Documentation

ITU-D study group meetings will be paperless. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents. The application to synchronize documents as well as a user guide are available here.

Delegates are asked to ensure that they have ITU user accounts with TIES access rights to be able to access the documents for the study group meetings through the website and synchronization tool. Information on how members can request TIES access rights can be found here. Non-members are invited to contact bdtmeetingsregistration@itu.int.

Practical information

You will find registration details and all other logistical information such as accommodation and visa arrangements on the dedicated websites for the meetings: **Study Group 1** meeting website and **Study Group 2** meeting website.

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

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