



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/DKH/CSTG-6

Geneva, 22 July 2024

To:

- Administrations of ITU Member States
- Palestine (Resolution 99 (Rev. Dubai, 2018))
- ITU-D Sector Members, Associates
- Academia
- Chairs and Vice-Chairs of ITU-D Study Groups 1 and 2
- Observers (regional and international organizations)
- United Nations, specialized agencies, and IAEA

**Subject: Third meetings of ITU-D study groups for the 2022-2025 study period –
Study Group 1: 4-8 November 2024 and Study Group 2: 11-15 November 2024**

Dear Sir/Madam,

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

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

Annual progress reports and contributions of relevance to the work of study groups, including case studies and lessons learned, will be presented to these meetings. The meetings will also review the draft Question deliverables and approve interim deliverables and reports 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**.

It is important for entities to ensure that individuals who have been appointed to positions as vice-chair in the two study groups, and as rapporteur or vice-rapporteur for the 14 study Questions, are physically present to ensure that they can lead their respective meetings without time-zone or connectivity constraints, efficiently collaborate with their management team members on-site and participate in decision making. The SG1 management team meeting will be held on 3 November 2024 from 15:30 to 17:30, and the joint SG1-SG2 and SG2 management team meetings will be held on 10 November 2024 from 14:30 to 16:00 and 16:15 to 18:00, respectively.

The time management plans and draft agendas for these meetings will be posted on the study groups website as soon as they become available (see **Annex 1**). Administrative information as well as information on how to submit contributions is shared 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,

[Original signed]

Cosmas Luckyson Zavazava
Director

Annex 1

Draft agenda and schedule of meetings

The draft agendas and schedules for the meetings of the two study groups, as well as the reports of the last rapporteur group meetings, can be found at the links below:

Study Group 1

- [Meeting page](#)
- [Draft agenda](#)
- [Draft time management plan](#)
- [Reports of the April 2024 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 April-May 2024 Rapporteur Group meetings with updated work plans and outlines of deliverables](#)

Annex 2

Key dates and deadlines

Meeting	Date	Deadline for fellowship applications	Deadline for submission of documents for translation	Deadline for submission of documents without translation
Study Group 1:	4-8 November 2024	19 September 2024	19 September 2024	22 October 2024
Study Group 2:	11-15 November 2024	19 September 2024	26 September 2024	29 October 2024

Registration

Registration is mandatory and carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-D event registration. Participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point. An [ITU user account](#) is required for this purpose. Further information on registration can be found on this [website](#).

[Register here](#)

For assistance with the registration process, please contact: BDTMeetingsRegistration@itu.int

Visa

When needed, visa support must be requested by the participant during the online registration process.

[Further information on visa support](#)

Fellowships

Please refer to the [ITU Fellowships Portal](#) for the policy for awarding fellowships for events and activities funded through the ITU regular budget and for the list of Member States eligible to receive ITU fellowships.

The decision criteria to grant a fellowship include:

- available ITU budget;
- active participation, including the submission of new contributions of direct relevance to the expected outputs of a given Question;
- equitable distribution among countries and regions;
- gender balance and the inclusion of persons with disabilities and persons with specific needs.

Subject to availability of funds and eligibility of the applicants, up to **one full fellowship or two partial fellowships** may be awarded per study group meeting and per eligible Member State. The deadline for fellowship application is **19 September 2024**.

To request a fellowship, the participant must **first register and obtain focal point approval**, as explained in the ITU Fellowships Portal linked above.

[Further information on the fellowship application process](#)

Interpretation and captioning

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

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

Captioning will be provided in English and displayed in the meeting room, on the remote participation platform, and on the event webpages.

Remote participation and webcast

Interactive remote participation will be provided for all meetings.

Advance registration is required to participate remotely. Instructions on how to connect to the remote participation platform will be sent to registered participants.

Webcast in in the six official languages of the Union will also be available ([TIES access](#) required). Registration is not required to follow the webcast.

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 Resolution 1 (Rev. Kigali, 2022) of the World Telecommunication Development Conference, input 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 Chair 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 Chair 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 **19 September 2024** for Study Group 1 and **26 September 2024** for Study Group 2. Documents arriving after the deadline will be distributed in the original language only.

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](#).

An ITU user account with [TIES access](#) is required to download the documents for the study group meetings through the website and synchronization tool.

Practical information

You will find further logistical and administrative information 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).
