

ITU-D study groups 2022-2025

Briefing for delegates

November 2022



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What do ITU-D study groups produce within a study period ?

How are Question teams formed ?

How does a delegate contribute ?

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- Important deadlines before each meeting, types of documents at the meeting
- Milestones for the 2022-2025 study period

Key things to do before a meeting, organisational matters during a meeting

List of tools at your service

| History and mandate

- The decision to create the ITU-D study groups was taken by the Additional Plenipotentiary Conference held in Geneva in **1992**
- The first two telecommunication development study groups were created by the first World Telecommunication Development Conference (WTDC) held in **1994** in Buenos Aires, Argentina
- They were upheld by subsequent WTDCs from 1998 until 2022 (eighth study period, 2022-2025)

2022-2025 mandate

- **Constitution and Convention of the ITU** (Articles 17 and 20) and the **General Rules of conferences, assemblies and meetings of the Union**
- **WTDC Resolution 1** (Rev. Kigali, 2022) **WTDC Resolution 2** (Rev. Kigali, 2022)
- Other relevant provisions of the Plenipotentiary Conference and WTDC

| What are ITU-D study groups ? (1/2)

A **neutral and global platform** for ITU-D membership to **collectively** study telecommunication/ICT matters of interest to the developing countries in particular, by

- exchanging information through contribution presented and discussed at meetings
- building a body of knowledge: case studies, lessons learned, best practices
- developing annual papers (deliverables) and end of study period (final) output reports for free public use in all official UN languages
- enabling to further collaborate on specific actions such as workshops, toolkit preparations, expert input in country level support including projects

Who attends ?

Administrations of ITU Member States, Resolution 99 (Rev. Dubai, 2018), ITU-D Sector Members, Academia and Associates, regional and international organizations, and organizations in the United Nations system.

See a sample invitation letter [here](#)

| What are ITU-D study groups ? (2/2)

Structure

- 2 study groups
- 14 rapporteur groups (1 for each Question)

Appointments

- Chairs and vice-chairs by WTDC
- Rapporteurs and vice-rapporteurs by study groups

Meetings

- Study groups generally meet once a year
- Rapporteur groups generally meet twice a year (one of them during the SGs meeting)

Reporting

- Rapporteur groups report to study groups
- Study groups report to TDAG and WTDC

Relevant
Resolutions:

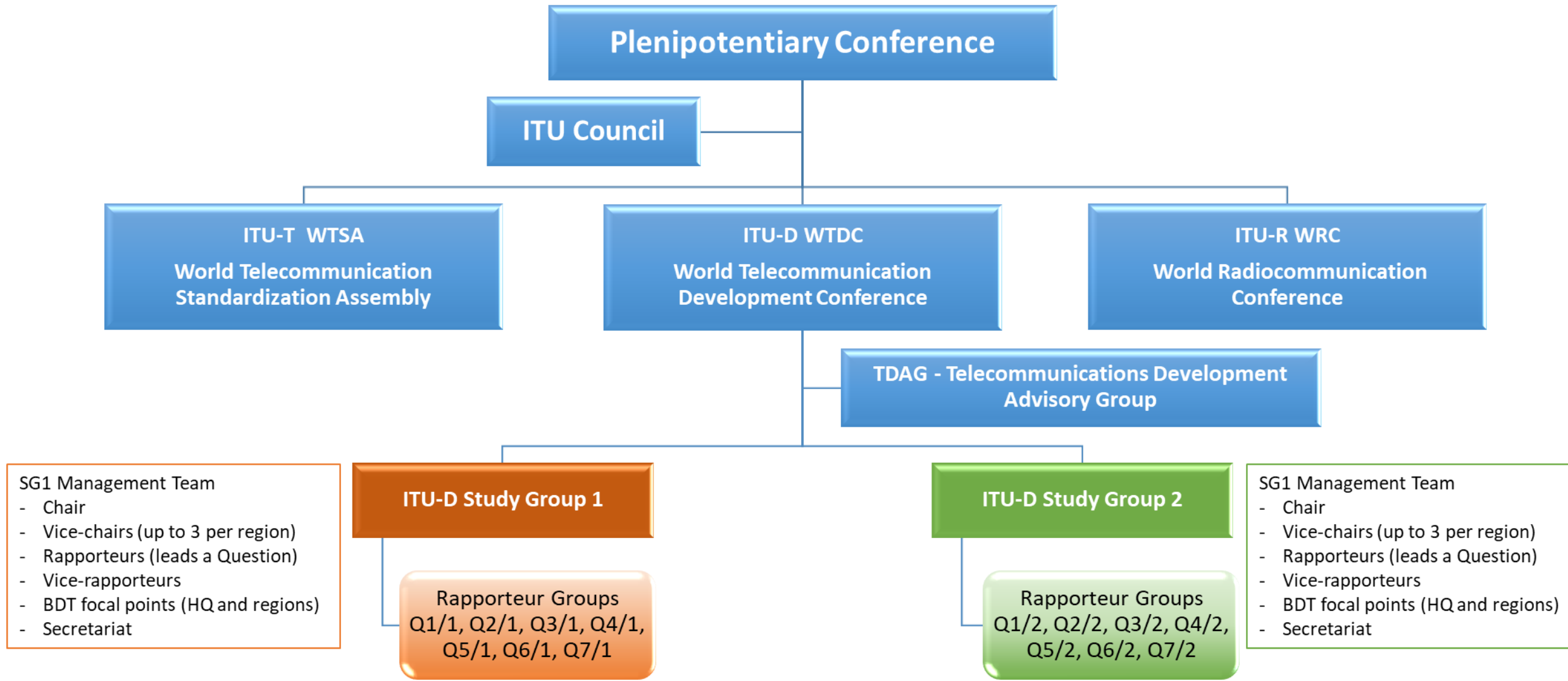
- WTDC Res. 2
- WTDC Res. 1 (§3.1)

- Plenipotentiary
Conference Res. 208
- WTDC Res. 1 (§3.3)

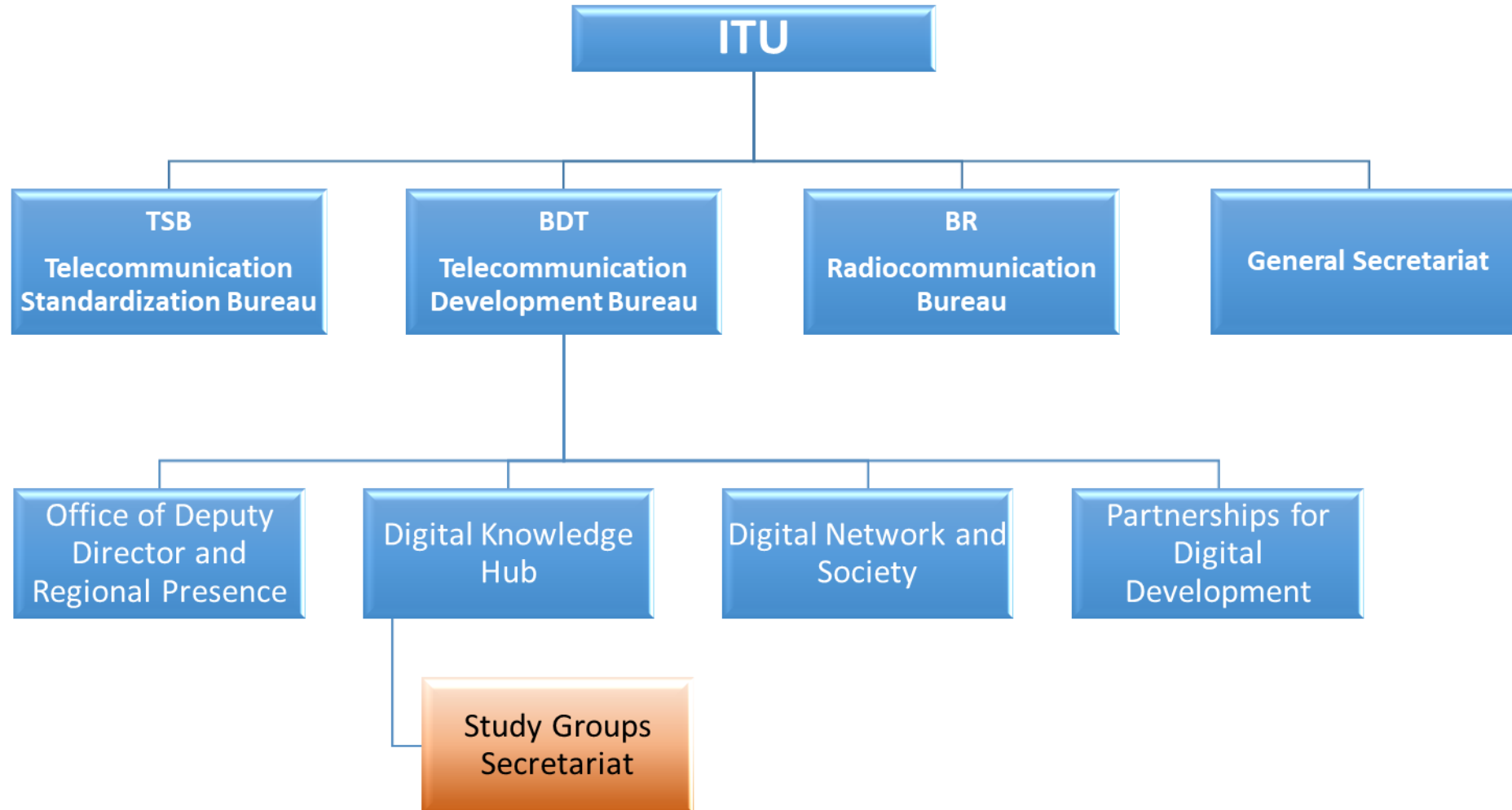
WTDC Res. 1 (§3.7)

WTDC Res. 1 (§3.10)

ITU-D study groups in the ITU conference structure



ITU-D study groups in the ITU organisation structure



| Roles in ITU-D study groups

- **Chairman:** leads all aspects of a study group's work including chairing study group plenary meetings
- **Vice-chairman:** supports the chairman in conducting work including specific coordinator roles
- **Rapporteur:** leads all aspects of a study Question's work including chairing study Question meetings. See Annex 5 to Resolution 1 (Rev. Kigali, 2022)
- **Vice-rapporteur:** supports the rapporteur in conducting work including specific roles
- **BDT focal point:** facilitates information sharing on BDT work as in house HQ subject matter expert and as colleague from a regional or area office
- **Secretariat:** coordinates the running of all study group and study Question work

For more information: see WTDC Resolution 1 (Rev. Kigali, 2022)

| Responsibilities of vice-chairs

- **Assist the chairman in matters relating to the management of the study group**, including:
 - substitution for the chairman at official ITU-D meetings
 - replacement of the chairman should he or she be unable to continue with study group duties
- **Assume specific functions assigned by the chairman**, such as:
 - assist in the production of outputs called for by WTDC
 - coordinators on specific topics
 - focal points for monitoring other programmes and sectors
- May take **additional responsibilities**, such as rapporteurs/vice-rapporteurs (including of joint rapporteur groups and intersector rapporteur groups)

| Responsibilities of rapporteurs

- **Progress the work of the Question** in line with the expected results provided by WTDC
- **Prepare and maintain a work plan** for the Question, giving due attention to the expected deliverables, including annual deliverables to the extent possible
- Compile the texts and input received to **develop new and revised reports**, and Recommendations
- **Prepare meeting reports** after each meeting
- **Coordinate the work of the rapporteur group, using mailing lists, collaborative tools**, and other electronic tools to facilitate the communication and exchange of information on specific matters in the context of study
- **Report on the progress** of the work and escalate issues to the study group chairman when deemed necessary for resolution at the study group level

| Responsibilities of vice-rapporteurs

- **Progress the work of the Question** in specific area(s) of work as assigned by the rapporteur.
- **Assist the rapporteur** in preparing the meeting reports.
- **Prepare and submit contributions** for consideration by the rapporteur group.
- **Review and compile the texts and input** received in the specific area(s) and highlight areas where further contributions and input are needed.
- **Report on the progress of work** in the assigned area(s).
- **Contribute actively** to the work of the rapporteur group, using mailing lists, collaborative tools on specific matters in the context of study.
- **Participate and contribute actively** to rapporteur group, study group and management team meetings, and any other meetings organized by the rapporteur or chairman of the study group (in person or using remote participation).

| Scope of work for the 2022-2025 study period

Study Group 1: Enabling environment for meaningful connectivity¹

- 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.

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.

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**
- 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**.

For more information:
see **Annex 1 of WTDC Resolution 2**

Study Questions for the 2022-2025 study period

Study Questions

ITU-D Study Groups

Study Group 1 Enabling environment for meaningful connectivity

Q1/1

Strategies and policies for the deployment of broadband in developing countries

Q2/1

Strategies, policies, regulations and methods of migration to and adoption of digital technologies for broadcasting, including to provide new services for various environments

Q3/1

The use of telecommunications/ICTs for disaster risk reduction and management

Q4/1

Economic aspects of national telecommunications/ICTs

Q5/1

Telecommunications/ICTs for rural and remote areas

Q6/1

Consumer information, protection and rights

Q7/1

Telecommunication/ICT accessibility to enable inclusive communication, especially for persons with disabilities

Learn more at
itu.int/itu-d/sites/studygroups

Study Questions

ITU-D Study Groups

Study Group 2 Digital Transformation

Q1/2

Sustainable smart cities and communities

Q2/2

Enabling technologies for e-services and applications, including e-health and e-education

Q3/2

Securing information and communication networks: Best practices for developing a culture of cybersecurity

Q4/2

Telecommunication/ICT equipment: Conformance and interoperability, combating counterfeiting and theft of mobile devices

Q5/2

Adoption of telecommunications/ICTs and improving digital skills

Q6/2

ICTs for the environment

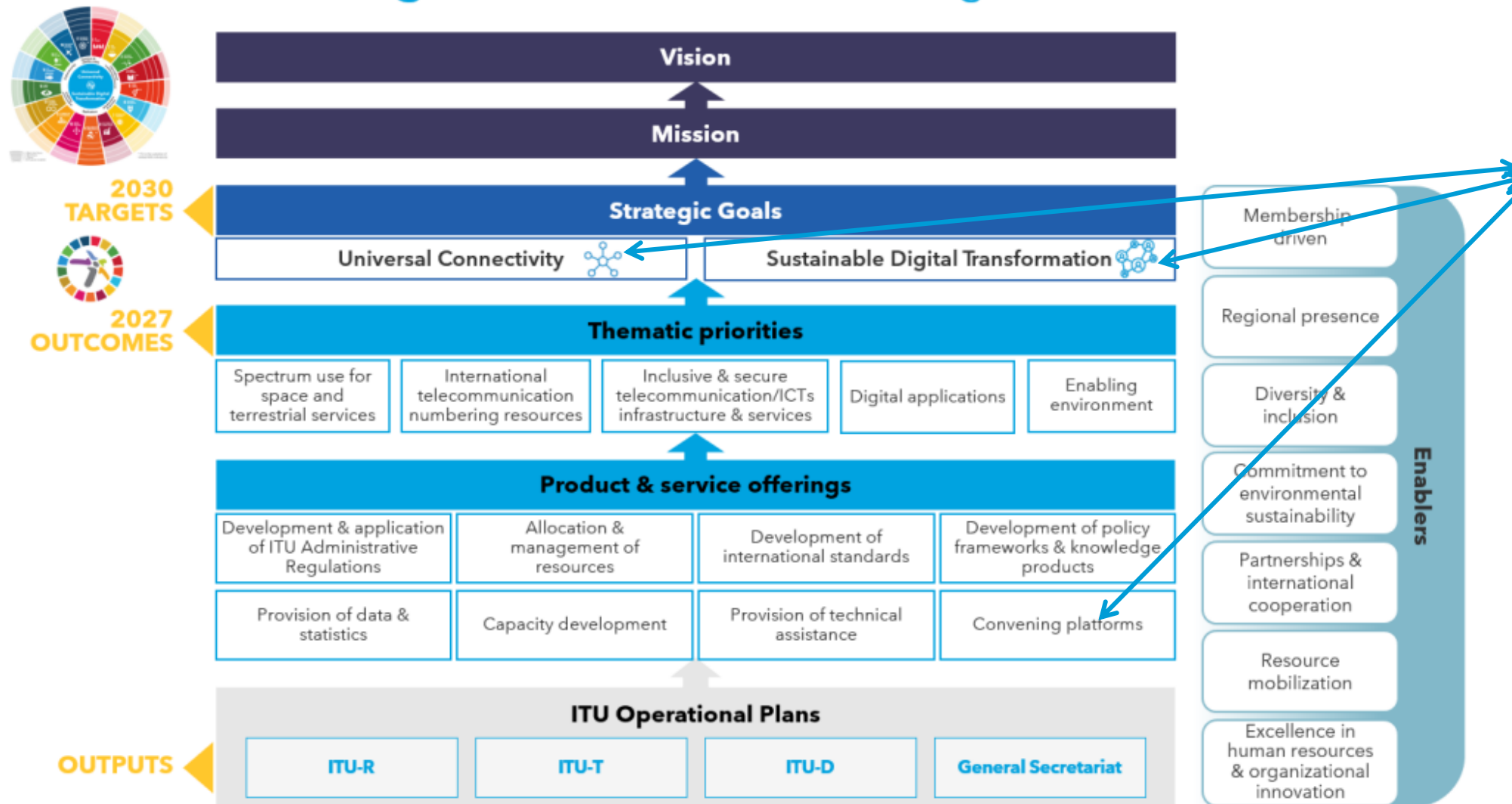
Q7/2

Strategies and policies concerning human exposure to electromagnetic fields

Learn more at
itu.int/itu-d/sites/studygroups

Linking to ITU Strategic Plan 2024-2027 of

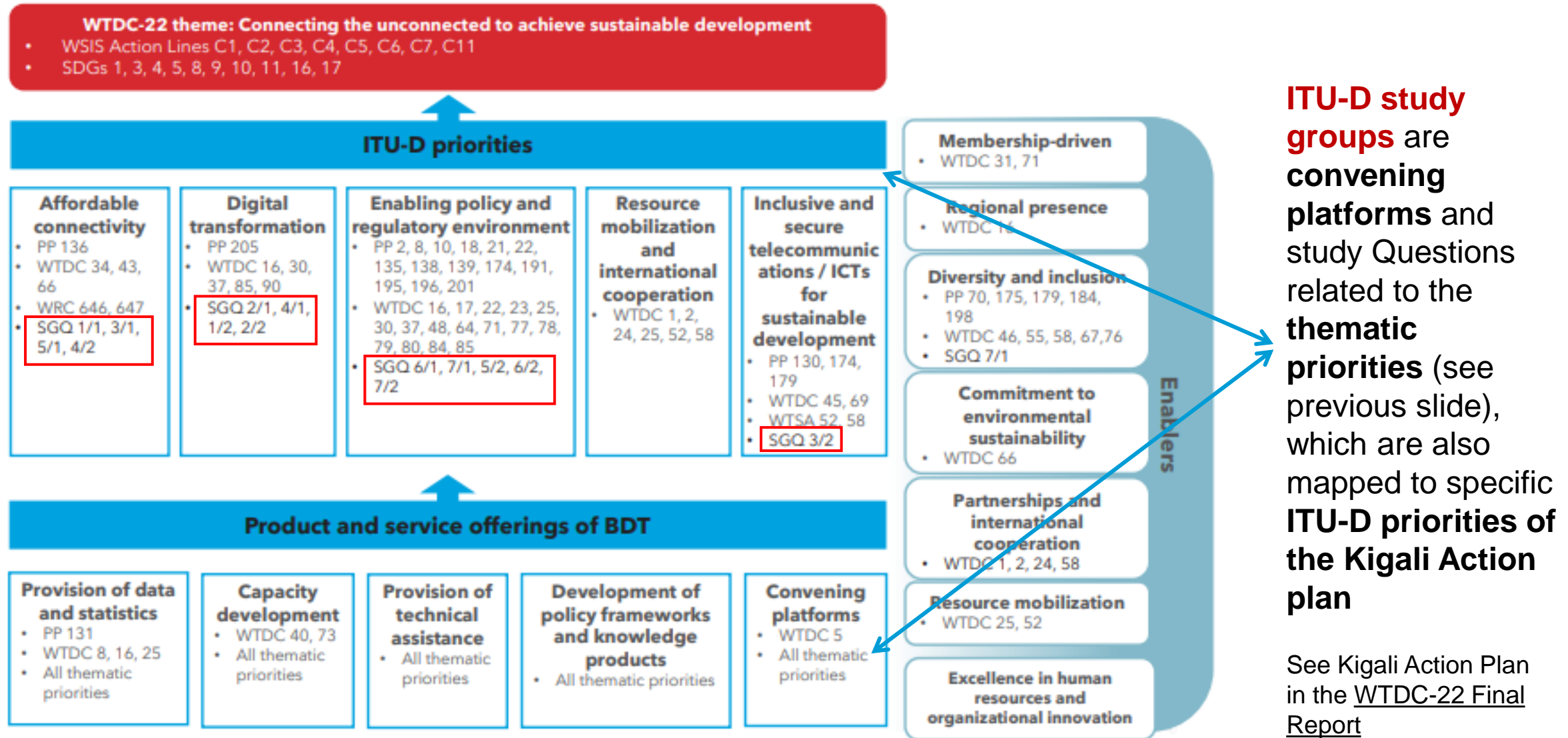
ITU Strategic Plan 2024-2027: Strategic framework visual



ITU-D study groups convene platforms and study group titles relate to the ITU strategic goals

See Annex 1 to Resolution 71 (Rev. Bucharest, 2022)

Mapping to the Kigali Action Plan



| What do ITU-D study groups produce within a study period ?

Reports, guidelines
and annual thematic papers (interim deliverables)

Available
online free of
charge in all
UN languages

ITU-D Study Groups
Final reports 2018 - 2021
www.itu.int/itudsgpub

ITU Publications



Contributions
from ITU-D members,
focal points of collaborators

Incoming liaison statements
from other ITU Sectors &
organizations

- **Time management plans**
- **Agendas of meetings**
- **Administrative documents**
- **Study period survey Questionnaire and results** from the secretariat



Output reports and guidelines

News, blogs, videos and interviews

Interim deliverables

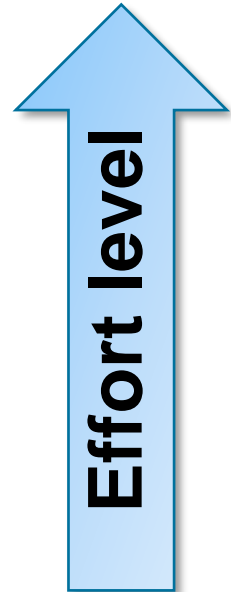
Workplans and progress reports for
Questions

Meetings reports and statistics

Outgoing liaison statements to other ITU
Sectors and organizations

| How are Question teams formed, and what is the work effort ?

Question teams are formed **at the first meeting** of the study group for the new period (after WTDC where the chairs and vice-chairs are appointed), where rapporteurs and vice-rapporteurs are appointed and BDT focal points are presented to all.

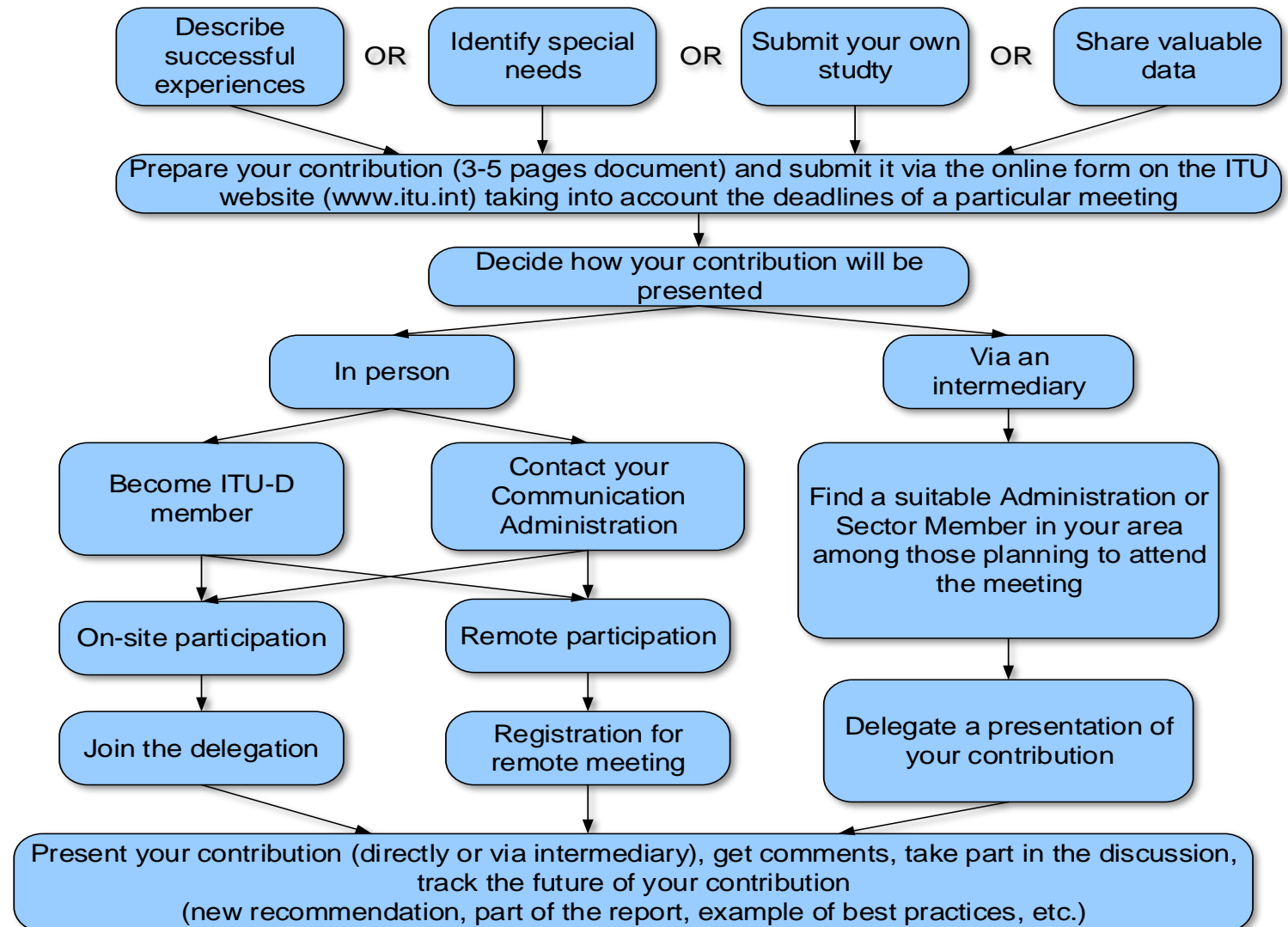
- 
- **Chairs** are in constant touch with the secretariat to advance the study group work, and holds team meetings with vice-chairs, as needed.
 - **Rapporteurs** are in constant touch with the Question team and the secretariat to advance the work of the Question.
 - **Vice-chairs** provide agreed coordination support to chairs.
 - **Vice-rapporteurs** provide agreed support to rapporteurs.
 - **All ITU-D members** can be **active contributors** - with specific interests and actions on study Questions, may submit (and present at the meetings concerned) as many contributions to as many Questions as they wish.

A delegate as an active contributor to ITU-D study groups


- Provide a written contribution (max 5 pages), which are translated in other UN languages¹ and provided to members.

¹: if received not later than 45 days before a meeting, in accordance with WTDC Resolution 1 (Rev. Kigali, 2022)

- The work of ITU-D study groups is based on contributions from ITU Member States, ITU-D Sector Members, Academia and Associates and other authorized entities and organizations
- Hence, study groups are in continuous need of quality and substantive contributions, case studies and lessons learned



Preparing a contribution

Telecommunication Development Sector Study Groups		
First Meetings of ITU-D Study Groups 1 and 2 Geneva, 28 November – 9 December 2022		
		Document 1/[xxx]-E Document 2/[xxx]-E [date] Original: [English]
Original language(s) of contribution →		
Question [x]/1: Question [x]/2:	} Question(s) relevant to the contribution	
SOURCE: ←	Submitting <u>ITU-D member entity</u> (not individual or department's name)	
TITLE:		
Reference to document: e.g. follow-up to any previous contribution		
Action required: ←	Any <u>particular</u> action requested	
Keywords: ←	Keywords best representing the contribution	
Abstract: Abstract of the <u>entire</u> contribution		
Lessons learned and suggested best-practices (if appropriate): Proposed guidelines based on lessons learned		

Tips

- Distinguish contribution **for action** and **for information**:
 - For action: included on agenda for discussion
 - For information: not included on agenda and not discussed
- Identify **specific target Questions** to ensure that your contribution is relevant to the Question at hand
 - “All SG1/SG2 Questions” are for review by SG plenaries coordinators on specific topics
- Invest time to write a good **abstract**
 - Usually used for meeting reports and sometimes final reports
 - Avoid copy-pasting introduction section
- **Lessons learned and suggested best practices** are encouraged
 - Facilitate identification of guidelines for the final reports
- Max. **5 pages** in main section (including cover page)
 - Additional information can be included in an annex (not translated)

| Submitting the contribution and next steps

- **Deadlines** for submission of input documents as per WTDC Resolution 1 (Rev. Kigali, 2022)
- Contributions are submitted **online** in any of the languages of the meeting at the following [link](#)
- Once submitted, your contribution is processed by the secretariat, translated in UN official languages, if applicable, and added on the meeting website for access by all ITU-D members
- Your contribution will be part of the agenda of the relevant meeting
- You will be called upon by the meeting chair to present your contribution and take any questions from participants
- A decision will be agreed by consensus on how and where to use the relevant content of your contribution in [an interim deliverable and/or for the final output report](#)
- Your submission will be noted by the chairperson and will be referenced in the meeting report

ITU-D study group and rapporteur groups meetings

- For each study group, there will be 4 study group meetings and 2 rapporteur group meetings
- The time management plan and plenary agenda, as approved by the study group chair, are shared in the invitation letters of each meeting. See an example at the following [link](#)

1/ADM/2-E

PAGE 2

	Monday 28 November 2022	Tuesday 29 November 2022	Wednesday 30 November 2022	Thursday 1 December 2022	Friday 2 December 2022
Morning	09:30 – 10:45 Opening of SG1 meeting and first plenary session (1/OJ/1)	09:30 – 10:45 Question 1/1 (Strategies and policies for the deployment of broadband in developing countries) (1/OJ/2)	09:30 – 10:45 Question 3/1 (The use of telecommunications/ICTs for disaster risk reduction and management) (1/OJ/4)	09:30 – 10:45 Question 5/1 (Telecommunications/ICTs for rural and remote areas) (1/OJ/6)	09:00 – 10:30 Question 7/1 (Telecommunication/ICT accessibility to enable inclusive communication, especially for persons with disabilities) (1/OJ/8)
	Break	Break	Break	Break	Break
	11:00 – 12:30 First plenary session (Continued)	11:00 – 12:30 Question 1/1 (Continued)	11:00 – 12:30 Question 3/1 (Continued)	11:00 – 12:30 Question 5/1 (Continued)	10:45 – 12:00 Question 7/1 (Continued)
	Lunch	Lunch	Lunch	Lunch	Lunch
Afternoon	14:30 – 15:45 First plenary session (Continued)	14:30 – 15:45 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) (1/OJ/3)	14:30 – 15:45 Question 4/1 (Economic aspects of national telecommunications/ICTs) (1/OJ/5)	14:30 – 15:45 Question 6/1 (Consumer information, protection and rights) (1/OJ/7)	14:30 – 15:45 Second plenary session (1/OJ/1)
	Break	Break	Break	Break	Break
	16:00 – 17:30 First plenary session (Continued)	16:00 – 17:30 Question 2/1 (Continued)	16:00 – 17:30 Question 4/1 (Continued)	16:00 – 17:30 Question 6/1 (Continued)	16:00 – 17:00 Second plenary session (Continued)
			17:30 – 19:00 Chairman's meeting with management team members		17:00 – 17:30 Closing of SG1 meeting

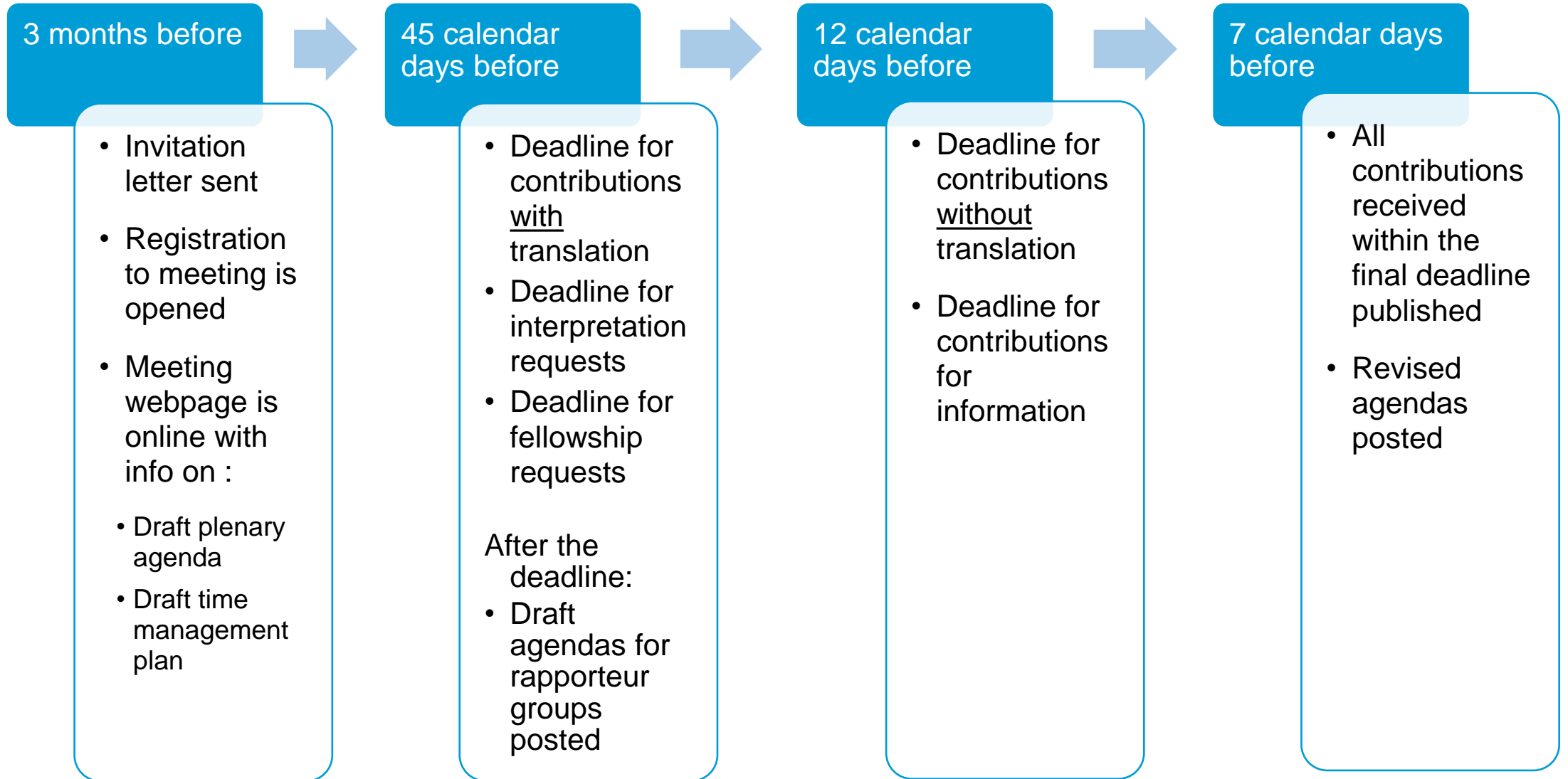
Time management plan

Plenary agenda

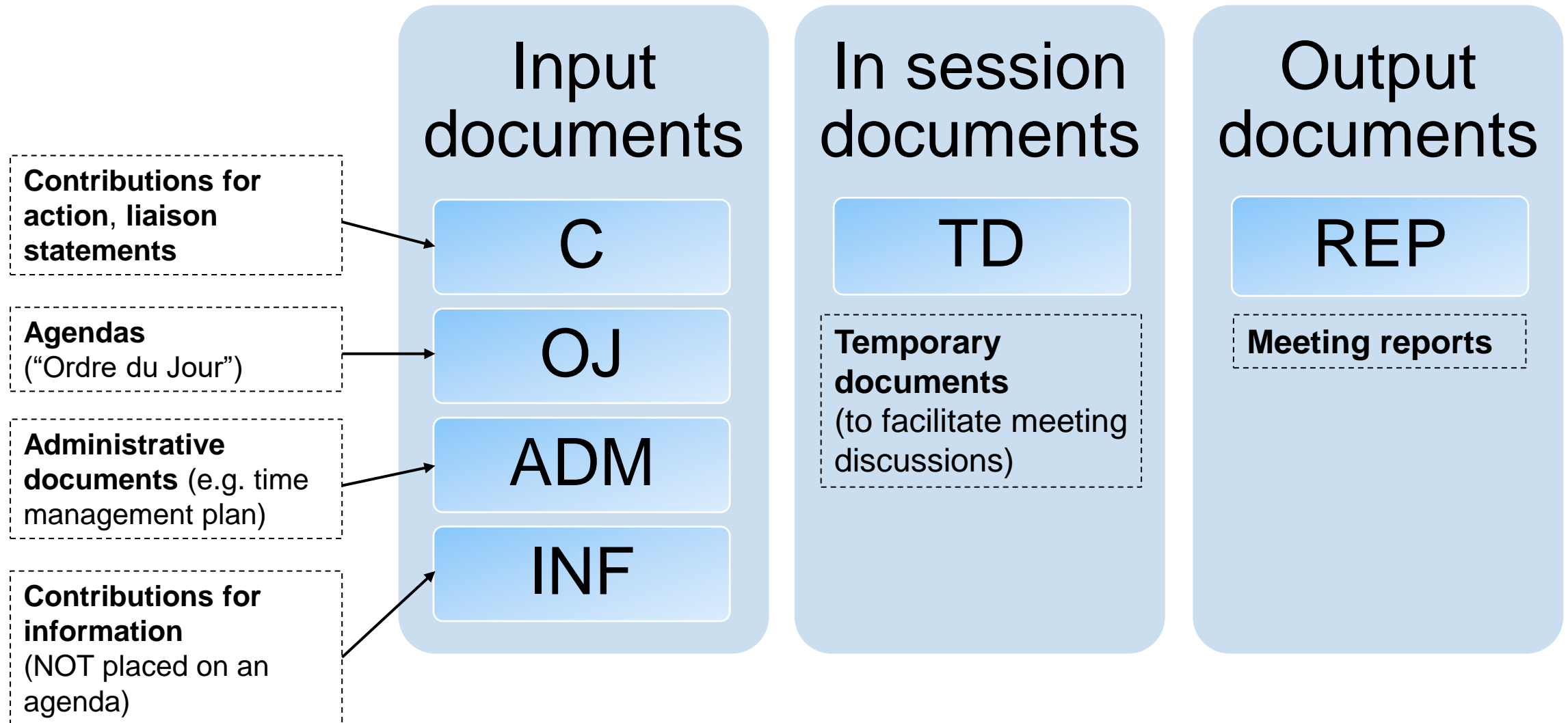
	Items	Documents
Opening session (Monday, 5 December 2022, 09:30 – 12:30, 14:30 – 17:30)		
1.	Opening of the plenary meeting 1.1 Opening remarks by the BDT Director 1.2 Opening remarks by the Chairman of Study Group 2	
2.	Adoption of the agenda and time management plan	2/OJ/1
3.	Review of the report of Study Group 2 activities for the 2018-2022 study period	WTDC-22/7 (SG2 Chairman's report to WTDC-22)
4.	Study Group 2 overview and statistics	
5.	WTDC-22 and PP-22 relevant outcomes 5.1 Rules of procedure of the ITU Telecommunication Development Sector 5.2 Establishment of study groups 5.3 PP-22 key outcomes	
6.	Study Group 2 management matters 6.1 Presentation of the management team 6.2 Appointment of rapporteurs and vice-rapporteurs	
7.	Study Group 2 work plan for the study period	
8.	Study of the relevant input documents, including liaison statements	
9.	Induction session	
Closing session (Friday, 9 December 2022, 14:30 – 17:30)		
10.	Coordination with other ITU Sectors on matters of shared interest	
11.	Reports of the Rapporteur Group meetings (note: meeting reports will be posted at the end of the week of meetings): 11.1 Question 1/2 11.2 Question 2/2 11.3 Question 3/2 11.4 Question 4/2 11.5 Question 5/2 11.6 Question 6/2 11.7 Question 7/2	
12.	Proposed venue and dates for the next Study Group 2 rapporteur group meetings	2/ADM/1
13.	Any other business	
14.	Closing of the meeting	

- SG1 Management Team meeting will be held on Sunday, 27 November 2022 from 15:30 to 17:30 (TBC)
- Joint SG1/SG2 Management Team meeting will be held on Sunday, 4 December 2022 from 14:30 to 16:00 (TBC)

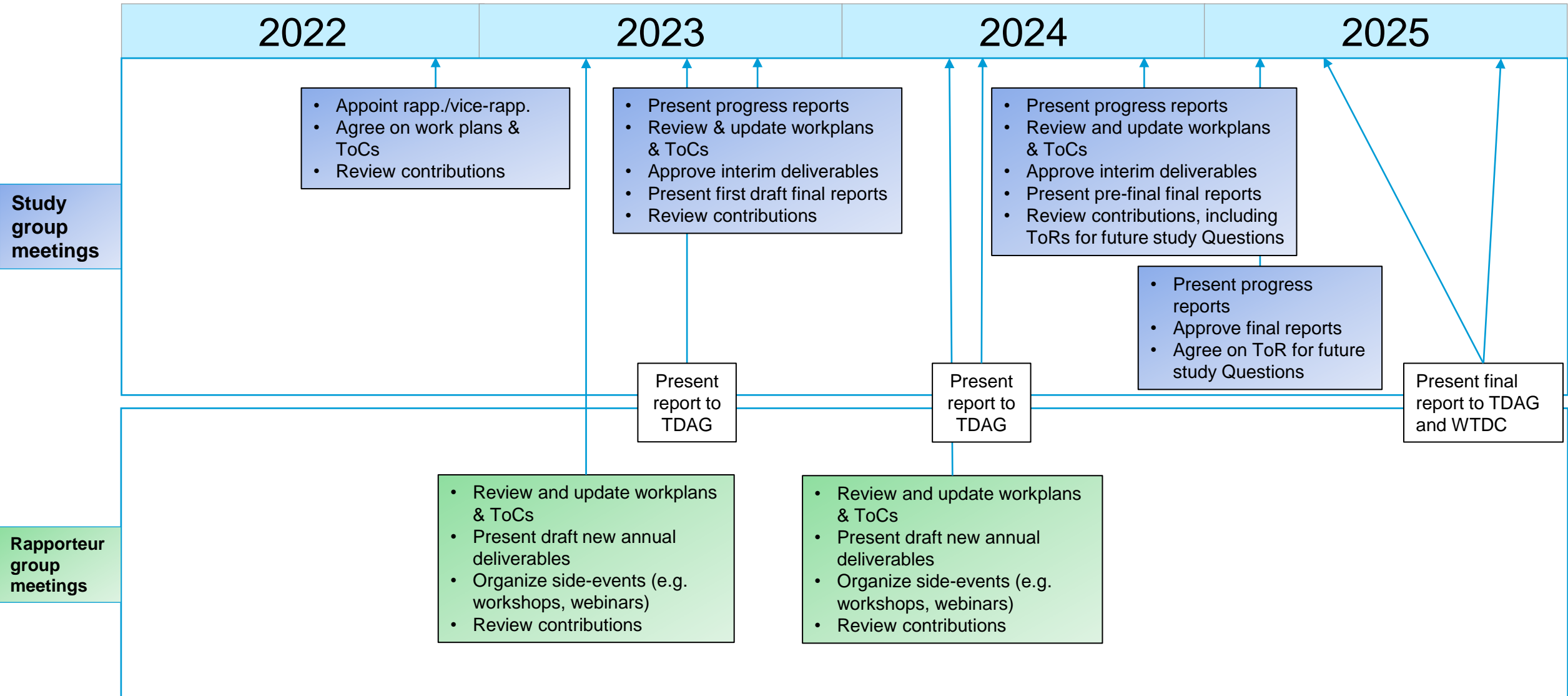
| Important dates before each meeting



| Types of documents for each meeting

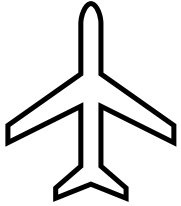


ITU-D study group meetings: milestones



| Key things to do before a meeting

Travel and visa support



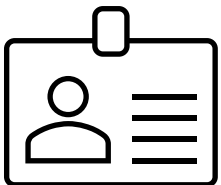
- Visa support must be requested by the participant
- The visa procedure available on the [website](#)
- Be mindful of deadline for visa support requests
- Registered participants may wish to contact the ITU travel section for more information at travel@itu.int

Consult the rules of procedures and download documents



- Documents for ITU-D study groups can be accessed through:
 - WTDC Resolutions 1 and 2, study Questions: [link](#)
 - Meeting documents: [SG1 documents](#), [SG2 documents](#)
- A [document synchronization application](#) may be used (TIES access needed)

Get your registration badges



- Badging takes place in the Montbrillant building.
 - Registered delegates will need to bring their “Confirmation of Registration” message received by email and an official ID with a photo.
- Exceptionally, delegates not registered online will also require a letter of accreditation from the DFP of their administration/entity to be able to register onsite. www.itu.int

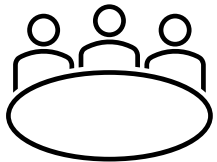
| Organizational matters during a meeting (1/2)

IT support



- For issues linked with remote participation during a meeting, send a chat message to the remote IT moderator
- For general issues, approach the ITU-D study group secretariat
- ITU Wi-Fi password: **itu@GVA1211**
- Service desk can be found in the Varembé building (V29)
Call 6666 from any fixed phone in ITU or via email to ServiceDesk@itu.int

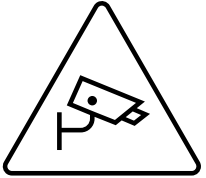
Room reservation



- T.105 is available to use. Please contact the ITU-D study group secretariat to book a slot
- To book other rooms, delegates are invited to contact **Room Management**
Office V247 (2nd floor Varembé Building)
Opening hours: 8:30-12:30 / 13:30-17:30
Contact: room.management@itu.int
Tel.: +41 22 730 5746

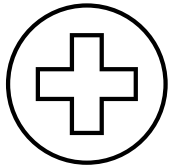
| Organizational matters during a meeting (2/2)

Safety & security



- **Security** can be physically contacted at the ITU Tower and Montbrillant building access points
 - To contact Security, call #119 (or by pushing the emergency button) on all the ITU premises telephones.
- Delegate **access to ITU premises**:
 - Via the Montbrillant building. Access point: 24-hour/day (Mon-Fri);
 - Via the Tower building. Access point: 07:00 - 20:00 (Mon-Fri);
 - Weekend exclusively via the Montbrillant building

Health



- **ITU medical services** is located in the Varembe Building on the ground (zero) floor.

Lost and found



- **Lost and found** items can be reported to Security at the Montbrillant building access point.

| List of tools at your service

- TIES and user account creation for document access credentials and meeting registration
- Registration for remote and physical meetings
- Meeting websites to access specific SG1 and SG2 meeting documents
- Mailing lists to exchange information on specific study Question
- Contributions dashboard and repository to search contributions and view abstracts
- Websync applications for documents and user guide to bundle download docs per meeting
- Remote participation in meetings for interactive engagement
- Webcast to follow live (SG1 and SG2) and archived meetings (SG1 and SG2)
- Captioning to access transcript during and after meetings (as ADM documents, which also include chat transcripts)
- Fellowship services to request subsidy for participating physical meetings

Thank you!

Contact us

- Nur Sulyna Abdullah, Chief, Digital Knowledge Hub Department
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<https://www.itu.int/itu-d/sites/studygroups>

