



**Telecommunication  
Development Bureau (BDT)**

Ref. Circular BDT/TDAG/023

Geneva, 3 June 2014

To:

- Administrations of ITU Member States
- ITU-D Sector Members
- TDAG Bureau members
- Chairs and Vice-Chairs of ITU-D Study Groups

Subject: 19th meeting of the Telecommunication Development Advisory Group  
29 September – 1 October 2014

Dear Sir/Madam,

I am pleased to invite you to participate in the 19th meeting of the Telecommunication Development Advisory Group (TDAG) to be held from 29 September to 1 October 2014 at ITU Headquarters in Geneva.

This meeting of TDAG has a particular interest as it will address the outcomes of the recently held World Telecommunication Development Conference (WTDC-14) and their implications on the work of the ITU Telecommunication Development Sector (ITU-D). TDAG will also review the main components of the Dubai Action Plan with a view to providing strategic input for its effective implementation in the next 4 years.

The TDAG draft agenda is attached as **Annex 1**.

A note providing information on registration, fellowships application, submission of contributions, accommodation and visa procedure is attached as **Annex 2**

All meeting documents will be posted on the TDAG website (<http://www.itu.int/en/ITU-D/Conferences/TDAG/Pages/default.aspx>) as they become available.

I firmly believe that your active participation will make this meeting a success and I trust that I will benefit from your advice and recommendations, which are so valuable to the work of BDT.

I look forward to seeing you in Geneva.

Yours faithfully,

[Original signed]

Brahima Sanou  
Director

Annexes: 2

# Telecommunication Development Sector

## Telecommunication Development Advisory Group (TDAG)



### 19<sup>th</sup> Meeting of the TDAG

Geneva, 29 September - 1 October 2014

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Document TDAG14-19/1-E

Date: xxx

Original: English

**SOURCE:** Director, Telecommunication Development Bureau

**TITLE:** Draft agenda

1. Address by the Secretary-General
2. Address by the Director of the Telecommunication Development Bureau
3. Opening remarks by the Chairman of TDAG
4. Adoption of the Agenda and consideration of the Time Management Plan
5. Outcome of WTDC-14
  - 5.1 TDAG's new mandate (Res. 24)
  - 5.2 Strategic considerations for the implementation of the Dubai Action Plan
  - 5.3 Intersectoral activities
6. Review of the implementation of the ITU-D Operational Plan
7. ITU-D Study Groups related matters
8. ITU-D contribution to the implementation of the WSIS Plan of Action
9. ITU-D 4-year rolling Operational Plan 2015-18
10. TDAG and Study Groups working methods
11. Report of the Group on Capacity Building Initiatives (GCBI)
12. Membership and Partnership-related issues
13. Other business

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## TDAG INFORMATION NOTE

### Registration and fellowship requests

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Pre-registrations will be carried out exclusively **online through focal points** designated by each administration and entity entitled to participate in the TDAG meeting. Online registration will open on Monday 16 June 2014 at <http://www.itu.int/net3/ITU-D/meetings/registration/>.

On-site registration will open on 29 September 2014 at 08:30 at the ITU Montbrillant Building. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID. Delegates who do not pre-register will also require a letter of accreditation from the designated focal point of their entity to register on-site.

The role of a focal point is to handle registration formalities for his/her respective administration/entity. The list of focal points can be accessed using a TIES log-in at <http://www.itu.int/net3/ITU-D/meetings/registration/>.

To modify the contact details of a focal point for registration or to change the focal point, an official fax from an authorized official should be sent to the BDT Meetings Registration Service (+41 22 730 5545/+41 22 730 5484 or by e-mail to: [bdtmeetingsregistration@itu.int](mailto:bdtmeetingsregistration@itu.int)), providing the updated details: last name, first name and e-mail address.

Within the budget available, one fellowship per country may be granted to participants from countries with a GDP per capita less than 2'000 USD, with priority to Least Developed Countries (LDCs). Due to budgetary constraints, beneficiary countries of a fellowship may have to contribute partly to the costs of the fellowship. To request a fellowship form, participants must first register online and tick the appropriate box.

**The approved and signed fellowship form** must be returned to the Fellowship Service **no later than 15 August 2014**.

*Forms received after the deadline will not be considered.*

### Interpretation and translation

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Interpretation will be provided based on the requests of participants. You are therefore invited to indicate on the registration form **before 14 August 2014** whether you require a language other than English.

### Remote participation and webcast

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Interactive remote participation will be available at the forthcoming TDAG meeting.

In parallel, the standard webcast will continue to be provided.

A TIES account is required to access both the interactive remote participation and the webcast services. Please visit the [TDAG website](#) for all information regarding practical use of these facilities.

### Contributions to the TDAG

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As per Resolution 1 (Rev. Dubai, 2014), contributions should not exceed five pages and must be submitted using the online template available at [http://www.itu.int/ITU-D/CDS/contributions/tdag\\_v2](http://www.itu.int/ITU-D/CDS/contributions/tdag_v2).

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 provision 13.1.1 of the same Resolution, the deadline for the submission of contributions has been set for **15 August 2014**.

All contributions received less than 45 calendar days but at least 12 calendar days before the meeting shall be published but not translated.

Contributions received less than 12 calendar days before the meeting shall not be entered on the agenda. They shall not be distributed but held for the next meeting. No contributions shall be accepted after the opening of the meeting.

### **Documentation**

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The TDAG meeting will be paperless. Delegates are invited to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A user guide to synchronize documents will be available on the [TDAG website](#).

Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the TDAG meeting through the website. Information on how to request a TIES account can be found at <http://www.itu.int/TIES/index.html>

### **Practical information**

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Please note that a strict procedure for visas is in force in Switzerland. Participants are urged to read carefully the visa procedure available on the [TDAG website](#). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks.

You are invited to visit the ITU delegate's corner at <http://www.itu.int/en/delegates-corner/Pages/default.aspx> for practical information on Geneva, including a list of hotels offering preferential ITU rates.

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