



**Telecommunication
Development Bureau (BDT)**

Ref.: Circular BDT/TDAG/08

Geneva, 10 November 2016

To:

- Administrations of ITU Member States
- Resolution 99 (Rev. Busan, 2014)
- ITU-D Sector Members
- TDAG Bureau members

**Subject: 3rd meeting of the TDAG Correspondence Group on Streamlining Resolutions (CG-SR)
25 January 2017 (from 3.30 p.m.), Geneva, Switzerland**

Dear Sir/Madam,

It is my great pleasure to invite you to participate in the 3rd meeting of the TDAG Correspondence Group on Streamlining Resolutions (CG-SR), to be held on 25 January 2017 from 3.30 pm at ITU headquarters in Geneva.

This meeting will continue the discussion on ways and means to more effectively address the development priorities of ITU Membership in Resolutions of the World Telecommunication Development Conference (WTDC). It will carry out further work on integrating Resolutions on similar topics in view of their streamlining in preparation for WTDC-17, based on the revised guidelines for streamlining Resolutions of the WTDC attached as Annex 2. Proposals submitted by Membership will be presented and discussed. Feedback from the first two Regional Preparatory Meetings (RPMs) for WTDC-17 will also be passed on.

The draft agenda of the meeting is attached as Annex 1. All meeting documents will be posted on the [CG-SR website](#) as they become available. The terms of reference of CG-SR are also available on that website.

In the lead-up to the meeting, I encourage you to take part in the online discussions of CG-SR through the following mailing list, tdag-cg-sres@lists.itu.int. Guidelines on how to use the list are available on the Group's webpage.

As always, I very much look forward to your active participation and to your advice, which are ever so valuable to our work in BDT.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes:

- 1: Draft agenda
- 2: Draft revised guidelines for streamlining WTDC Resolutions
- 3: Information note for participants

Telecommunication Development Advisory Group (TDAG)



**Correspondence Group on Streamlining WTDC Resolutions
and Recommendations (CG-SR)
Geneva, 25 January 2017**

**Document TDAG/CG-SR/4-E
10 November
English only**

DRAFT AGENDA

TDAG CORRESPONDENCE GROUP ON STREAMLINING WTDC RESOLUTIONS

Wednesday 25 January 2017, 3.30 p.m.

ITU headquarters, Geneva

1. Opening remarks and approval of the agenda
2. Review main conclusions of the second meeting of TRAG CG-SR
3. Presentation and discussion on contributions
4. Discussion on the way forward
5. Any other business

Dr Ahmad Reza Sharafat
Chairman, TDAG Correspondence Group
on Streamlining WTDC Resolutions

DRAFT REVISED GUIDELINES FOR STREAMLINING WTDC RESOLUTIONS

A. Guiding principles for streamlining existing WTDC Resolutions

The following guiding principles might prove useful in the work on streamlining Resolutions:

Principle	Questions
Coherence & Consistency	Is the Resolution consistent with the BDT mandate and the WTDC Action Plan?
Overlap & duplication	Is there an overlap or duplication with existing WTDC Resolutions or with the Action Plan? Are the goals of Resolutions already reflected in the ITU-D Strategic Plan objectives, programmes, regional initiatives (RIs), Study Group (SG) questions, or BDT working methods?
Necessity	Is the Resolution indispensable? Is there already another WTDC/Council/PP Resolution or Resolutions which address the same topic or action? Has the Resolution already been implemented?
Action-orientation & accountability	Does the Resolution call for a specific action or outcome? Is there a clear accountability line in the Resolution?

In general, streamlining existing Resolutions is preferable to adding a new Resolution.

When the actions or activities put forward in a Resolution have been implemented or accomplished, the Resolution can be viewed as fulfilled and removed.

Editorial revisions of adopted Resolutions should be kept to the minimum or to what is strictly necessary for its efficient implementation.

If only editorial updates are required to a WTDC Resolution, the need to produce a revised version should be questioned.

B. Guidelines for drafting new WTDC Resolutions

New Resolutions are intended to define working methods or address issues which are demonstrably new and of highest importance for ITU-D, and which have not been considered in existing WTDC documents or internationally-agreed development agendas.

Concretely:

- New proposed Resolutions should be aligned and harmonized with existing ones;
- New proposed Resolutions should involve a distinct new subject within the scope of BDT or an issue that represents a significant new or unaddressed challenge related to ICT development or public policy;
- New proposed Resolutions should normally not involve a subject already covered in the WTDC Action Plan and the Operational Plan;
- If an existing Plenipotentiary Conference (PP) Resolution identifies a priority issue, the need for a similar WTDC Resolution should be carefully considered;
- The need for a new WTDC Resolution should be carefully examined if a new proposed Resolutions involves subjects already covered by internationally-agreed development goals, such as the Sustainable Development Goals (SDGs) and the goals of the World Summit on the Information Society (WSIS), as those are also already established as reporting lines;

- New proposed Resolution should specify an expected result(s) or outcome(s) so that its implementation can be measured, in line with result-based management principles. It should likewise specify an appropriate reporting mechanism;
 - New proposed Resolutions should be backed by more than one Member State Administrations.
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INFORMATION NOTE FOR PARTICIPANTS

Registration and visa support

Pre-registration for the 2nd meeting of the TDAG Correspondence Group on Streamlining Resolutions (CG-SR) 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 **10 November 2016** at <http://www.itu.int/go/regitud>.

On-site registration for the CG-SR meeting will open on **Wednesday, 25 January 2017 at 8 a.m.** at the ITU Montbrillant Building.

Pre-registered delegates will only need to bring their “Confirmation of Registration” message from ITU 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.

When needed, visa support must also be requested by the designated focal point (DFP) during the on-line 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 [TDAG website](#). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks.

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), providing the updated details: last name, first name and e-mail address.

Interpretation and translation

CG-SR will work in English only.

Remote participation and webcast

Interactive remote participation will be available at the forthcoming 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 and its Correspondence Groups

As per WTDC Resolution 1 (Rev. Dubai, 2014), contributions should not exceed five pages and must be submitted using the online template available at [this link](#).

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.

Contributions received less than 12 calendar days before the meeting shall not be entered on the agenda. No contributions shall be accepted after the opening of the meeting.

Contributions to CG-SR will not be translated.

Documentation

The 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/>.

Practical information

You are invited to visit the [ITU delegate's corner](#) for practical information on Geneva and ITU, including a list of hotels offering preferential rates negotiated by ITU.
