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| **Telecommunication Development Sector**  **Study Groups** | | P:\SUP\Logos\Post-150th Anniv\ITU-logo-UNblue.jpg |
| **[Title of meeting will be inserted]** | | |
| **[Place, date, month and year of the meeting will be inserted]** | | |
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|  | | **Document x/[Document number provided by SG secretariat]-E** |
| **[Date]** |
| **Original: English** |
| **For action/information**  [Indicate which is appropriate For action (To be placed on the agenda to be discussed)/ For information (For reference only, not to be placed on agenda or discussed)] |
| Question x/x: | [Insert title of the Question here] | |
| SOURCE: | [Insert source here] | |
| TITLE: | [Insert title of the document here] | |
| Reference to document: x/xxx-E [Insert reference to relevant document] | | |
| Action required: | [Insert what is expected from the meeting (for contributions submitted for action only)] | |
| *Keywords:* | [Insert relevant keywords] | |

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| **Abstract:**  [Insert here a summary of a few lines outlining your contribution.  Abstracts are required for all documents] |

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| **Lessons learned and suggested best-practices (if appropriate):**  [Insert here lessons learned and suggested best-practices which have been included in the contribution] |

[Insert the text of your document here (maximum 4 pages)]

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