INTERNATIONAL TELECOMMUNICATION UNION
TELECOMMUNICATION DEVELOPMENT BUREAU

Agenda item: 1.4   PLENARY MEETING

Director, Telecommunication Development Bureau

REPORT OF THE TELECOMMUNICATION DEVELOPMENT ADVISORY BOARD
TO THE WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCE

This report contains a summary of the work carried out by the Telecommunication Development Advisory Board during the period 1994-1998, draft new Questions as examined by the TDAB in application of Resolution 3 (WTDC-94, Buenos Aires 1994) Section 3.2, and the consolidated Resolutions and Recommendations on the structure and working methods of the ITU Development Sector from various sources in particular the Reflection Group and the Drafting Group on the structure and working methods of the ITU-D study groups as reviewed by the TDAB. It is submitted to the Conference for perusal and any decisions the Conference may wish to take.

A. LAOUYANE
Director, BDT

CONTENTS

REPORT OF THE TELECOMMUNICATION DEVELOPMENT ADVISORY BOARD
TO THE WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCE

1　Terms of reference and purpose

The Convention (Geneva, 1992) defines the function of the Telecommunication Development Advisory Board as follows (No. 227):

"A Telecommunication Development Advisory Board shall be established and the members of the Board shall be appointed by the Director in consultation with the Secretary-General. The Board shall be composed of persons with a wide and equitable cross-section of interests and expertise in telecommunication development and shall elect its chairman from among its members. The Board shall advise the Director, who shall participate in its meetings, on priorities and strategies in the Union's telecommunication development activities; it shall *inter alia*, recommend steps to foster cooperation and coordination with other organizations interested in telecommunication development."

The purpose of the TDAB is to establish a forum in which external development sector partners are associated in the work of the BDT, and thus to advise the ITU Membership on how best to fulfil the BDT's catalytic role in promoting telecommunications development worldwide.

The TDAB is to provide strategic advice to the Director of the BDT on issues such as the promotion of telecommunications development worldwide and on any other related matter submitted to it for consideration.

Whilst the Advisory Board is neither to exercise supervisory functions nor intervene in the management of the BDT, it is specifically required to:

a)　provide views and recommendations that will contribute towards the development, expansion and efficient operation of telecommunications;

b)　help in raising the level of awareness of decision makers of the importance of telecommunications in the socio-economic development of nations;

c)　encourage the participation of industry, telecommunication operators and service providers, bilateral and multilateral organizations and financial institutions to promote telecommunications development in developing countries;

d)　assist in the mobilization of actions and resources for pre-investment and investment activities in the telecommunications field; and

e)　assist in the preparation of telecommunication development conferences.

2　Meetings of the TDAB

The TDAB held its first meeting on 6 and 7 July 1993 and has been meeting regularly since. During the period reported here it held seven meetings.

2.1　Third meeting (30-31 August 1994)

At this meeting Mr. Al-Basheer and Mr. A. DeBono were appointed respectively Acting Chairman and Acting Vice-Chairman.

The TDAB examined the Buenos Aires Action Plan and noted the crucial role of the private sector in achieving the objectives of the BAAP, especially in view of the financial constraints. The importance of integrated rural development was underlined.

The future work programme of the study groups was examined, and the TDAB also analysed the need for a harmonious cooperation between the future study groups and the 12 programmes of the BAAP. In discussing priorities among the 12 programmes, it was decided that priorities could lead to a revision in the implementation calendar of the various programmes but should not lead to the elimination of any of them: the Plenipotentiary Conference should adopt the BAAP as a whole. It would be up to the BDT to manage the available resources in the best way possible. It was decided that an information document intended for the Plenipotentiary Conference would be prepared on the resources required.

The private sector involvement in the Buenos Aires Action Plan, including the study groups was further examined. It was pointed out that the benefits of such participation to both sides needed to be highlighted, and that as much information as possible should be circulated.

Finally, the composition of the TDAB and the WorldTel project were briefly discussed.

2.2   Fourth meeting (11-13 December 1995)

Mr. S. Al-Basheer (Saudi Arabia) was elected as Chairman. In addition to the Chairman, the TDAB created five Vice-Chairmen posts each dealing as rapporteur with the following areas:

i)   preparation of WTDC-98 - Mr. Anthony DE BONO (Malta);

ii)   rural telecommunications - Mr. Tony ZEITOUN (Canada);

iii)   LDCs - Mr. Brahima SANOU (Burkina Faso);

iv)   technological developments (new technologies, new initiatives, global or inter-agency projects such as telemedicine, tele-learning, interactive television, etc.) - Mr. Jacques DONDOUX (France);

v)   partnership and financing

The working methods of the TDAB were adopted with the understanding that the TDAB members are in principle personal members and not delegates of administrations. However, it was admitted that members from international and regional organizations represent those organizations. Also, Resolution 10 of the WTDC (Buenos Aires) on the joint annual meeting of the TDAB with other Advisory Groups should be interpreted in a flexible manner. In view of the difficulties to organize annual joint meetings the TDAB may be represented in the joint RAG/TSAG meetings, through its Chairman and some Vice-Chairman.

Strategic partnerships holding much promise for developing countries, the TDAB welcomed this initiative and fully endorses the partnership concept, as well as the BDT approach to resource mobilization which was not simply aimed at obtaining additional resources for BDT activities but mainly at providing a flow of resources to developing countries to implement their projects. The BDT was encouraged to continue its activities in this direction: to deepen the dialogue with all development partners, to take further steps to ensure increased participation in its work by development agencies and financing institutions, and to encourage the private sector to participate in promoting telecommunication development in developing countries while at the same time advising these countries to offer fair and equitable business opportunities.

It was further decided that the TDAB would submit position papers to various meetings and fora. With regard to the Review Committee, however, it was recommended that the BDT Secretariat send

on behalf of the TDAB a paper on the minimum contributions required by the entities, other than the administrations, to become a member of the ITU-D Sector.

2.3   Fifth meeting (1-3 April 1996)

The fifth meeting of TDAB, took place just prior to the African Regional Telecommunication Development Conference (AF-RTDC-96).

At this meeting, TDAB appointed Mr. James Bond from the IBRD as Vice-Chairman and Rapporteur for the Committee on "Partnership and Financing". TDAB set up ad hoc task forces on ITU-2000, on the impact of the GATS agreements on developing countries and on the forthcoming development conferences.

TDAB further provided advice on the priority to be given to telecommunication development in developing countries, on strategic partnerships and financing strategies, on appropriate national telecommunication regulation, on case studies to be developed for information purposes, on the implementation of the Buenos Aires Action Plan, on the presentation of results, and on new initiatives in telecommunication development. Finally, TDAB prepared a contribution to the AF-RTDC-96 Conference.

2.4   Sixth meeting (7-8 October 1996)

The sixth meeting of TDAB was held from 7 to 8 October 1996, preceding the Regional Telecommunication Conference for the Arab States (AR-RTDC-96). At this meeting, a sixth Vice-Chairman and Rapporteur for the Committee on the "Private Sector" issues was appointed. The meeting considered that the Bureau (Chairman and Vice-Chairmen) should meet and work by correspondence to start preparing for the World Telecommunication Development Conference (WTDC-98). Also, the issue of alternate members was discussed, taking into account that members of TDAB are appointed by the Director in consultation with the Secretary-General. TDAB further examined the draft terms of reference of the Reflection Group to be convened by the Director.

TDAB further considered and made recommendations on a paper on comparative advantages of various financing systems, on specific case studies on telecommunication development, on the participation of Non-governmental organizations (NGOs) in the work of TDAB, on the theme of WTDC-98, on joint activities with other sectors and organizations, on the dissemination of information about ITU-D activities, on the coordination of Information Development activities, and on the allocation of a separate fund for LDCs. TDAB finally prepared a contribution for the AR-RTDC-96 Conference.

2.5   Seventh meeting (12-13 February 1997)

The seventh meeting of TDAB was held on 12 and 13 February 1997. The following issues were discussed during the meeting:

- progress report on the work of the ITU-D study groups as well as the implementation of the 12 BAAP Programmes;
- strategic partnership and mobilization of resources;
- outcome of AR-RTDC-96 held in Beirut;
- preparation of WTDC-98, Valletta;
- draft terms of reference of the "Reflection Group";
- strategic issues on telecommunications development;

- activity reports of TDAB's Vice-Chairmen/Rapporteurs in their respective areas;

- contributions of TDAB to WTDC-98 and ITU-2000.

The following decisions were taken:

- With regard to the theme of the conference the following title was agreed in principle: "Access to information - the key to development". However, the eventuality of a more comprehensive title including telecommunications was left open for further consideration.

- The TDAB took note with appreciation of the preparation of WTDC-98 as handled by the Vice-Chairman in charge. With regard to a declaration, it was decided that the Vice-Chairman (with the assistance of others as appropriate) should work out a draft version. The working methods proposed were adopted by the TDAB.

  TDAB recommended, in compliance with the Council decision to hold two global preparatory meetings; one in spring and the other one in the fall of 1997. In between, the idea of having preparatory meetings on regional level was supported, particularly for the regions where a Regional Telecommunication Conference was not organized. These meetings should benefit from inputs coming from the regional organizations concerned.

- The draft terms of reference of the "Reflection Group" were reviewed and the idea fully supported by the TDAB. This group composed of members of study groups and TDAB as well as ITU-D Sector Members would assist the Director in reviewing the strategy of the Sector to be proposed to the WTDC-98.

- Concerning strategic issues, the following recommendations were adopted:

  - TDAB should be actively participating in ITU-2000. TDAB's Chairman and other TDAB members were encouraged to reflect TDAB's views on ITU-2000.

  - GMPCS development and in particular, Opinion 5 was discussed and the Director was encouraged to establish the expert team called for by this opinion.

  - Call-back and tariff issues were also considered as very important items for developing countries and it was recommended that the BDT become the leader on these issues.

  - The Director was advised and encouraged to follow up very closely the issue of the use of the surplus of TELECOM for development projects in order that these funds should be used through normal BDT channels for the development of telecommunications in developing countries and in particular in LDCs. The TDAB members also stressed that one sector shall be responsible for any development activities and would not encourage any diversification mechanisms of ITU development activities (concerning this matter, see also Document C97/59).

  - Written and oral reports were received from the Vice-Chairmen on their respective activities and in particular, note was taken of the international conference "Global Knowledge 1997" to be held in June 1997, in Toronto, co-hosted by the World Bank and the Government of Canada. Even though the conference would take place during the Council session, and because it is a development conference, it was recommended that the BDT participate actively in that conference to demonstrate its development activities.

2.6 Eighth meeting (9-10 October 1997)

The TDAB discussed the results of ITU-2000 and the Reflection Group. All the subjects referred to merited careful reflection prior to the Valletta Conference. The developing countries must be made

aware of the potential impact of the recommendations on them and ITU-D. In particular Recommendation 24 dealing with the composition of TDAB was discussed. It was pointed out that if TDAB was to become an open-ended group, it would be necessary to ensure that the developing countries were properly represented and that there was the right balance between Member States and Sector Members. The best compromise would be to keep a group of experts to ensure continuity, and at the same time bring in a wider range of participants. It was also noted that the BDT was making a particular effort to introduce a communication strategy designed to keep Members abreast of all Sector activities.

The text of the available new Questions was examined. There would be an opportunity to examine the texts of all the Questions at the next meeting.

The report of the Drafting Group was examined. Once approved, the document would become a TDAB document (in combination with the report of the Reflection Group) for the Conference. The latter would adopt general principles and criteria applicable to study group working methods; TDAB, the Director and the BDT Secretariat, taking into account budget and timetable constraints, would decide jointly with the study group Chairmen on the allocation of Questions and the methods to be used.

The report of the Reflection Group was then discussed, with a particular focus on the future of TDAB and on the role of the private sector in the activities of the ITU-D. The comments of Board members on the recommendations of the Reflection Group would be incorporated in a document to be transmitted to administrations for their comments.

The TDAB reviewed a contribution by Mr. Bond on financing telecommunications investments in developing countries and a contribution by Mr. Zeitoun on rural telecommunications.

Mr. Lanvin (UNCTAD) introduced the recommendations from a meeting of the Trade and Development Board. UNCTAD would shortly be organizing a ministerial meeting at which countries would set out their proposals in respect of electronic commerce. ITU participation would be welcome.

Mr. De Bono presented his contribution on the position of women in telecommunications. It was considered important for ITU to take a lead in that field at the Valletta Conference.

The TDAB examined the first draft of the Strategic Report, presented by Mr. Gilbert who suggested as a title "Partners in development - new possibilities for telecommunications". A TDAB working group would produce the final version of the Strategic Report by electronic mail, or at a meeting if necessary. The Report should be ready for the January meeting of the Board and should be transmitted to members by 31 January 1998.

Mr. Borg presented a document on the preparations of the Conference, indicating that all the preparatory work was well in hand.

The Chairman of ITU-R Study Group 11 (Mr. Krivocheev, Russia) introduced a document concerning interactive television and its application in developing countries and said that WTDC would afford a unique opportunity for the Development Sector to publicise the role it played in enabling developing countries to take advantage of new technologies and new services.

2.7 Interim meeting and joint meeting TDAB-RAG-TSAG (15 January 1998)

An interim meeting of TDAB was held on the morning of 15January 1998 in order to prepare a joint meeting of the three Advisory Bodies on the afternoon of the same day. At the interim meeting, the cooperation between the three Sectors was discussed. It was concluded that such

cooperation should take place at four levels: the Secretariat level, the study group level (improving the circulation of information), at the level of the Advisory Bodies (in particular through coordination of the management groups) and at the Conference level, including the three stages of preparation, participation and implementation.

It was further observed that Resolution 65 (Kyoto, 1994) should be included for implementation in the action plan 1999-2003.

At the joint meeting of the Advisory Bodies which was chaired by the Chairman of TSAG, the recommendations of ITU-2000 have been examined as well as the Strategic Plan of the Union. Here also, implementation of Resolution 65 was considered a high priority. It was finally decided that the three management groups would continue to circulate information and would examine the need for further joint meetings while taking into account the need for participation by developing countries.

2.8   Ninth meeting (9-11 February 1998)

For the ninth meeting of the TDAB not only the TDAB Members but also all Member States and Sector Members had been invited to participate. The meeting examined the preparations for WTDC-98. It was noted that not only the regional telecommunication development conferences would be reported to the Conference, but also the regional preparatory meetings and the finance and trade colloquia in order for WTDC-98 to be informed of the telecommunication development priorities in all Regions. It was also noted that the BDT should present the financial plan following from the decisions to be taken at Valletta.

The meeting examined the 37 draft new Questions proposed by the study groups and by Member States and Sector Members. It was noted that a number of draft Questions could be combined and tentative formulations were agreed (see the following section and Annex 2). It was proposed to maintain the existing titles of the two study groups.

The Strategic Report of which a first draft had already been presented at the eighth meeting of the TDAB was then examined in detail and numerous proposals were made to improve its contents. The Strategic Report is presented to the WTDC-98[1] under a separate document.

The TDAB examined further the draft Strategic Plan, as requested by Council Decision 467. It proposed a number of amendments to the text, shortening it where reference was made to existing documents and taking into account contributions and suggestions of Member States and Sector Members.

Finally, the TDAB examined the present report. It was agreed that it would be finalized by the Chairman.

3   New Questions

The new Questions proposed for the forthcoming study group period were examined during the ninth meeting of the TDAB. A number of Questions have been submitted by the study groups and are contained in full in the reports of the study group Chairmen[2]. The TDAB has examined these proposed Questions, as well as further draft Questions proposed by Member States and Sector Members, by UNESCO, by Inmarsat and by the Platform for Democratisation and Communication,

---

[1] See Document 15.

[2] See Documents 31 and 42.

a London-based non-governmental organization. The full text of all proposed draft new Questions is contained in one document for reference[3].

The TDAB has proposed to combine a number of these draft new Questions and a consolidated text has been prepared for them. The text for these draft Questions, as proposed for consideration by the World Telecommunication Development Conference, is contained in a separate document[4].

A table listing all new proposed Question titles as well as their origin, the expected results and the proposed method of handling for each is contained in Annex 2.

4   Structure and working methods of the ITU Development Sector

The structure and working methods of the ITU Development Sector have been examined with different approaches by ITU-2000, the Reflection Group and the Drafting Group on the structure and working methods of the ITU-D study groups. ITU-2000 held its final meeting from 21 to 25 April 1997. Its recommendations were reviewed by Council and partly adopted, partly referred to the Plenipotentiary Conference for consideration. Document 10 contains the complete set of recommendations of ITU-2000.

The Reflection Group was convened in Geneva on 3 and 4 April by the Director of the BDT. The group elected Mr. M.A. Johnson (United Kingdom) as its Chairman. Its report, containing 12 recommendations and 5 draft resolutions, was approved at its second meeting on 25-26 September 1997.

The Drafting Group on the structure and working methods of the ITU-D study groups has been meeting along with the meetings of the study groups. It has prepared a "Template" for the documentation of proposed Questions and Issues for study, and draft Resolutions 3 - "Establishment of study groups" and 4 - "Procedures to be Applied by study groups". Both have been substantially revised to reflect current requirements, experience during the current study period, and the discussion and conclusions of the Drafting Group.

The TDAB has examined the various reports and proposals and is submitting in Annex 3 a consolidated set of draft resolutions and recommendations to the World Telecommunication Development Conference.

5   Draft Recommendation on the future TDAB

Various proposals have been made to widen the representation in TDAB and to align its functions with those of the RAG and the TSAG. After consideration of the various proposals made and taking into account the need to maintain a balanced representation of developing countries, developed countries and the private sector, draft Recommendation 2 contained in Annex 4 is proposed for consideration by the World Telecommunication Development Conference

---

[3] See Document 73.

[4] See Document 72.

ANNEX 1

Composition of the TDAB and its bureau

(17 December 1997)

To date, the members of the TDAB are:

Mr. AL-BASHEER Sami S. (Saudi Arabia), Chairman

Mr. ALLEN Peter (INTUG)

Mr. ALONSO Pedro L. (Spain)

Mr. FORESTIER Emmanuel (IBRD)

Ms. BRADFORD Martina (Lucent)

Ms CAMPBELL Suzanne (Australia)

Mr. CHAROENPHOL Direk (Thailand)

Mr. DE BONO Anthony (Investcom)

M. ROUXEVILLE H. Bernard (France)

Mr. D'ORVILLE Hans (UNDP)

Mr. DUPONT Georges (UNESCO)

Mr. GABRIELLI Alberto J. (Argentine)

Mr. GELLERT Horst (Germany)

Mr. GOLDSTEIN Irving (INTELSAT)

M. HAMZA A. (Algeria), Chairman of Study Group 1

Mr. HORVATH Pal (Inmarsat), Vice-Chairman of Study Group 1

Mr. JAVED Mohammad (Pakistan)

Mr. KOJIMA Mitsuo (Japan)

Mr. KRIVOCHEEV Mark (Russia)

Mr. LUCAS Wyn (United Kingdom)

M. MBAYE Cheikh T. (Senegal)

Mr. MICHNA Alès (Czech Republic)

Mr. NGCABA Andile (South Africa)

Mr. OBEID Makram (Syria)

Mme SAGNA Margarida E. (Cape Verde)

Mr. SALIM A. (Bangladesh), Vice-Chairman of Study Group 1

Mr. SANDNES Björn (Norway)

Mr. SPASIANO Giancarlo (Italy)

Mr. SYMEONIDIS George (Inmarsat)

Dr. TRUC Mai Liem (Viet Nam)

M. WAKRIM Mohamed (Morocco)

M. YUSOFF Mohamed A. (Malaysia), Vice-Chairman of Study Group 2

Mr. ZEITOUN Tony (Canada)

The Director, African Development Bank

The Director, SIDA

The Bureau is composed of:

Chairman:	Mr. Sami Al-Basheer (Saudi-Arabia)
Vice-Chairman/Rapporteur for Conferences:	Mr. Anthony De Bono (Investcom)
Vice-Chairman/Rapporteur for Rural Telecommunications:	Mr. Tony Zeitoun (Canada)
Vice-Chairman/Rapporteur for the Private Sector:	Ms. Martina Bradford (Lucent)

ANNEX 2

Proposed new Questions and follow-up of existing Questions for the next study period

Title	Source	Proposed methods of handling the Questions			Expected outputs	Remarks
		Study Group **Classical Approach Group**	**Focus**	**BDT regular activities**		
1 The role of telecommunications and information technology in economic development	SG 1 - Q.1/1			*	Case studies, report by experts	
2 Universal access/service	SG 1 - Q.2/1	*			1 Review of existing universal access/service mechanisms 2 Practical information, guidelines	and recommendations
3 Interconnection	SG 1 - Q.2/1 Q.3/2 Kenya	*	*	*	1 View of currently existing approaches 2 Practical information, guidelines	Combination of Questions 3.1, 3.2 and 3.3 and recommendations
4 Establishment of an independent regulatory body	SG 1 - Q.2/1	*			Set of best practice guidelines	
5 Regulatory impacts of the phenomenon of convergence within the telecommunications, broadcasting, information technology and content sectors	SG 1 - Q.2/1	*		*	Report and recommendations	
6 Methods to enhance the viability of public service broadcasting, particularly focusing on developing countries	SG 2 - Q.8/2	*		*	Report and recommendations	

7 Impact of the introduction and utilization of new technologies on the regulatory environment of telecommunications	SG 1 - Q.3/1	*			Report and recommendations	
8 Factors to create a climate favourable to investment	SG 1 - Q.4/1	*			Report and guidelines	
9 Tariff policies, tariff models and methods of determining the cost of national telecommunication services	SG 1 - Q.4/1 Kenya	*		*	Report and guidelines	Combination of Questions 9.1 and 9.2
10 Technology transfer and informatization	SG 1 - Q.5/1	*				Text under development
11 The economic obstacles to access to telematic services	UNESCO			*		
12 Identify study group Questions in the ITU-T and ITU-R Sectors which are of particular interest to developing countries and systematically, by way of annual progress reports, inform them of the progress of work on the Questions to facilitate their contributions to the work on those Questions as well as, ultimately, to benefit from their outputs in a timely manner	WTDC-94 SG 2 - Q.1/2	*			Annual progress report	
13 Examine digital broadcasting technologies and systems, including cost/benefit analyses, assessment of demands on human resources, interoperability of digital systems with existing analogue networks, and methods of migration from analogue to digital technique	SG 2 - Q.1/2	*			Annual progress report	

14 Examine broadband communications over traditional copper wires on aspects of technologies, systems and applications	SG 2 - Q.1/2	*			Description and evaluation of the DSL technologies, economic cost-benefit analysis, guidelines and recommendations	
15 How to enhance implementation of satellites in developing countries	GMPCS Opinion 5			*	Database, realistic assess of telecommunications requirements, "real time" library available electronically	
16 Preparation of handbooks for developing countries: – Handbook on new developments in rural telecommunications – Handbook on new technologies and new services – Handbook on the legal, economical and structural aspects for the introduction of a new national radio-frequency spectrum management and monitoring system	SG 2 - Q.2/2	* * *	* * *			Finalization of the handbooks started in the first study period. The handbooks are proposed to be endorsed by the competent study groups.
17 Maintenance-oriented investments - information and computer-aided tools for evaluation of expansion/maintenance needs of bids for procurement of equipment	SG 2 - Q.3/2		*		Guidelines and computer aided models	Regional activity (consultation with users of SPC switches within the region)
18 Guidelines/procedures for improving efficiency of maintenance of software SPC switched	SG 2 - Q.3/2		*		Guidelines and procedures	Regional activity (consultation with users of SPC switches within the region)

19	Computer-aided tools and error-free traffic data acquisition procedures for strengthening the traffic administration systems of SPC switches to serve the need of competitive telecommunication markets	SG 2 - Q.3/2		*		Data model and set of procedures to overcome errors	Regional activity (consultation with users of SPC switches within the region)
20	Communications for rural and remote areas a) Communications for rural and remote areas b) Development of multi-purpose community telecentres c) Penetration and service target for rural telecommunications d) Definition of a set of indicators describing the state of development of a country's rural telecommunication network and services e) Sound and television broadcasting and communication for rural and remote areas f) Measurement of the impact of information and communication technologies in rural and remote areas	SG 2 - Q.4/2 UNESCO	*	*	*	Evaluation studies and guidelines Report, conclusions and recommendations	Combination of Questions 20.1, 20.2, 20.3, 20.4, 20.5 and 20.6
21	Human resources management and development to successfully meet the challenges of sector reform and transformation, with special emphasis on employment including consideration of gender issues	SG 2 - Q.5/2 Kenya	*		*	Guidelines, lessons from experience, best practices and recommended action plans	Combination of Questions 21.1 and 21.2

22	Fostering the application of telecommunication in health care	SG 2 - Q.6/2	*			Reports on proceedings and on pilot projects, development of TLC standards for telemedicine applications	
23	Telecommunication support for the protection of the environment	SG 2 - Q.7/2			*	Reports on progress made in the pilot projects	
24	Using telecommunication and telematics to enhance learning environments for development	UNESCO			*	Policy guidelines, inventory of technologies, technical specifications, case studies, programme of sensitization and training for decision makers	
25	The development of long-term strategic plans for the future use of the frequency spectrum in developing countries	United Kingdom	*		*	Reports on different studies	
26	Collaboration between sectors of public interest and telecommunication operators	UNESCO			*		
27	Enhancing the capacity of the NGOs to achieve development aims, through the use of telecommunication	United Kingdom - Platform for cooperation of communication and democratis. NGO			*	Analysis and guidelines	
28	Promoting Internet infrastructure in developing countries	United States		*		Best practice guide, technology-neutral guide, strategy and workplan	
29	Telecommunication support for the protection of the environment	SG 2 - Q.7/2			*	Reports on progress made in the pilot projects	Organization of workshops in cooperation with UNEP, UNDP, WMO, UNESCO and Ministries of Environment

30	Methods to enhance the viability of public service broadcasting, particularly focusing on developing countries	SG 2 - Q.8/2	*		*	Guidelines, proposals for demonstration, pilot projects	Joint studies with UNESCO and WBU Liaison with ITU-R SGs 4, 10, 11 and ITU-T SGs 13 and 15. Liaison with WBU and UNESCO
31	The economic obstacles to access to telematic services	UNESCO	*		*		Liaison with ITU-T and UNESCO
32	Using telecommunication and telematics to enhance learning environments for development	UNESCO	*		*	Policy guidelines, inventory of technologies, technical specifications, case studies, programme of sensitization and training for decision-makers	Liaison with UNESCO
33	The development of longterm strategic plans for the future use of the frequency spectrum in developing countries	UK	*		*	Reports on different studies	Liaison with the ITU-R
34	Collaboration between Sectors of public interest and telecommunication operators	UNESCO	*		*		
35	Enhancing the capacity of the NGOs to achieve development aims, through the use of telecommunication	UK-Platform for cooperation on communication and democratisation - NGO	*	*		Analysis and guidelines	The Platform is not a member of the ITU-D A programme and expert consultancy required

ANNEX 3

Draft resolutions and recommendations

DRAFT RESOLUTION 1

COORDINATION AND COLLABORATION WITH REGIONAL ORGANIZATIONS

The World Telecommunication Development Conference (Valletta,1998),

considering

a)   Resolutions 64 and 65 (Kyoto, 1994);

b)   Resolution 1114 of the 1997 Council;

c)   the experience gained from the first study period 1994-1998;

d)   Resolution 6 of WTDC (Buenos Aires, 1994),

recognizing

a)   that developing countries are at different stages of development;

b)   the need therefore to exchange opinions on telecommunication development at a regional level;

c)   the difficulty for some countries in some regions to participate in ITU-D study group activity;

d)   that regional rapporteur groups might permit wider participation by some countries, at lower cost, to address certain questions;

e)   that many of these countries effectively use regional organizations,

resolves

1   that ITU-D should actively coordinate and collaborate with regional organizations and take into consideration their activities, as well as providing them with direct technical assistance;

2   that procedures be developed for liaison between regional rapporteur groups and the study groups.

DRAFT RESOLUTION 2

**MEANS TO INCREASE PRIVATE SECTOR INVOLVEMENT
IN ITU-D ACTIVITIES**

The World Telecommunication Development Conference (Valletta, 1998),

considering

a)   the experience gained from the first study period 1994-1998;

b)   the necessity for developing countries to attract the private sector to invest in the development of their telecommunication infrastructure;

c)   the need for ITU-D to develop recommendations on policies and strategies that would assist this objective;

d)   the consequent requirement to involve private sector representatives in the activities of the ITU-D Sectors formulating the policies and strategies,

recognizing

a)   that private sector involvement in the work of the Sector would be enhanced by demonstrating the efficiency of its work and its financial prudence;

b)   that private sector involvement has specific objectives that need to be recognized,

resolves

that the guidelines in the Appendix to this Resolution should be implemented as a means of increasing the involvement of the private sector in the work of the Sector with the objective of increasing the willingness of the private sector to invest in the improvement of developing countries telecommunication infrastructure.

Appendix: 1

APPENDIX TO DRAFT RESOLUTION 2

**MEANS TO INCREASE PRIVATE SECTOR INVOLVEMENT
IN ITU-D ACTIVITIES**

The following means to increase private sector involvement in ITU-D activities should be implemented:

1) greater information dissemination of the activities of the Sector;

2) explanation of the benefits, and added value, to the private sector of their involvement in the activities of the Sector;

3) increased partnership between public and private sectors including the promotion of specific projects, and the national private sector;

4) establishment of national committees or associations to encourage greater involvement and ease participation in the activities of the ITU Development Sector;

5) greater emphasis on project team activities;

6) improved study group working procedures;

7) business-like working methods in the Sector activities;

8) encourage private sector Rapporteurs by providing more closely coordinated BDT support;

9) participation of TDAB in budget preparation;

10) special meetings/events aimed at "recruiting" private sector members, in particular small entities.

DRAFT RESOLUTION 3

ESTABLISHMENT OF STUDY GROUPS

The World Telecommunication Development Conference (Valletta,1998),

considering

a)   Article 21 and in particular No. 127 of the Constitution (Geneva, 1992) on the specific functions of the Telecommunication Development Sector (ITU-D);

b)   Nos. 209, 211 and 214 of the Convention (Geneva, 1992);

c)   the provisions of Resolution 7 of the Additional Plenipotentiary Conference (Geneva,1992),

having noted

the documents presented to WTDC-98,

having considered

a)   the Report by the Director of the Telecommunication Development Bureau (BDT) on the activities of the Bureau since WTDC-94;

b)   the Questions which it has been decided that ITU-D should study during the 1998-2002 study period in close coordination with the implementation of the planned activities of ITU-D;

c)   Resolutions 1 and 24 of the Plenipotentiary Conference (Kyoto, 1994),

taking into account

the economic and social environment prevailing in the different regions,

recognizing

a)   the desirability of studying at the global level a number of priority problems related to the institutional, technical, commercial, regulatory and economic evolution of the telecommunication sector, having regard to the progressive globalization of the sector and its implications for the developing countries;

b)   the need for the Director of the BDT to take appropriate steps to facilitate the active participation of both developing and developed countries in the work of the Telecommunication Development Sector,

stressing

the need to avoid duplication between studies undertaken by the Telecommunication Development Sector and those carried out by the Radiocommunication and Telecommunication Standardization Sectors,

resolves

to create within the Telecommunication Development Sector and until the next World Telecommunication Development Conference, the appropriate number of study groups. Determination of the number and structure of the study groups will be carried out after, and will be based on, the selection of the Questions and Issues to be pursued in the upcoming study period.

The following descriptions of areas of natural expertise and interest may be helpful in categorizing and grouping Questions and issues:

- national telecommunication policies and regulatory strategies which best enable countries to benefit from the impetus of telecommunications as an engine of economic, social and cultural development;

- finance and economics, including WTO issues, tariff policies, case studies, application of accounting principles as developed by ITU-T Study Group 3, private sector development and partnership - details to be determined;

- methods, techniques and approaches that are the most suitable and successful for the service providers in planning, developing, implementing, operating, maintaining and sustaining telecommunication services which optimize their value to the users. This work will include specific emphasis on communications for rural and remote areas, and particular focus and emphasis on applications enabled by telecommunications, including *inter alia*, telemedicine, distance education, electronic transactions, database access, and other opportunities as appropriate;

- Human Resources Management/Human Resources Development, including all aspects of training and development, with particular emphasis on electronic techniques, and also related supporting functions, including, *inter alia*, handbooks;

- the implementation and application of information technology, Internet and convergence, using technologies studies by the other Sectors, taking into account the special requirements of the developing countries.

Appendix: 1

APPENDIX TO DRAFT RESOLUTION 3

TERMS OF REFERENCE OF ITU-D STUDY GROUPS

ITU-D study groups shall:

1) Organize the work, and establish work programmes, so as to make optimum progress while respecting the limits of the resources available. The schedule of the work programmes should duly consider the required timing of the expected output.

2) Establish appropriate groups within each study group, including, *inter alia*, rapporteur groups and focus groups, which will best facilitate the furthering of the work. This will include the establishment of regional groups when appropriate.

3) Prepare recommendations, opinions, guidelines, and reports within each study group's areas of competence.

4) Pay particular attention to the needs and concerns of the Least Developed Countries, in furthering the work.

5) Ensure appropriate coordination with work in progress within the Secretariat of ITU-D, including the regional and area offices.

6) Ensure appropriate coordination with work in progress in the other two Sectors of the ITU, including work both within the study groups and within the Sector Secretariats.

DRAFT RESOLUTION 4

PROCEDURES TO BE APPLIED BY STUDY GROUPS

The World Telecommunication Development Conference (Valletta, 1998),

considering

a)   that pursuant to the provisions of Article 21 of the Constitution (Geneva, 1992), the functions of ITU-D include providing advice and carrying out or sponsoring studies, as necessary, on technical, economic, financial, managerial, regulatory and policy issues, including studies of specific projects in the field of telecommunications;

b)   that for carrying out such studies it may be appropriate to set up study groups, as provided for in Article 16 of the Convention (Geneva, 1992), to study specific telecommunication issues, including those aspects mentioned in No. 211 of the said Convention, and recommendations to help the developing countries to develop their telecommunications;

c)   that the general working methods of the Development Sector are defined in Articles 16 to 18 and 19 to 22 of the Convention (Geneva, 1992);

d)   that those general provisions should be supplemented by more detailed ones relating, *inter alia*, to the work of the study groups, the preparation and approval of Questions and the approval of recommendations, opinions, guidelines, handbooks and reports,

resolves

that insofar as ITU-D is concerned, the general provisions of the Convention referred to in paragraph c) above should be supplemented by the provisions of this Resolution and its Appendix.

Appendix: 1

APPENDIX TO DRAFT RESOLUTION 4

PROCEDURES TO BE APPLIED BY STUDY GROUPS

SECTION 1

Study groups and other groups

1   Creation of study groups and other groups

1.1   In accordance with the provisions of Article 16 of the Convention (Geneva, 1992), the WTDC may establish study groups for:

a)   studying a series of Questions falling within the terms of reference established by the Conference;

b)   elaborating draft recommendations, opinions or guidelines to foster telecommunication development in developing countries leading to a more balanced worldwide development of telecommunications.

1.2   To facilitate their work, the study groups may set up Working Parties, focus groups, rapporteur groups, and project teams to deal with specific Questions or subjects. When appropriate, and within the limits of authorized budgetary and other resources, a study group may make use of a single expert, within the area of study, who will report to the study group.

1.3   When appropriate, regional groups may be set up to study Questions or problems, the specific nature of which makes it desirable that they be studied within the framework of one or more regions of the Union.

Regional and subregional meetings offer a valuable opportunity for information exchange and the development of management and technical experience and expertise. Every opportunity should be taken to provide additional opportunities for experts from developing countries to gain experience by participating in regional and subregional meetings which deal with study group work.

The establishment of regional groups should not give rise to duplication of work being carried out at the global level by the corresponding study group or its other groups.

1.4   Following WTDC-98, study group Chairmen should meet with the Director of the BDT to draw up draft work plans to implement the results of the WTDC. This plan should include the structure of the study groups, a schedule of meetings and an agenda for the first meeting of each of the study groups. This information should be sent to all Member States and Sector Members at least three months before a study group meeting.

1.5   Where practical, each study group should have several Vice-Chairmen, from different ITU regions. The TDAB is authorized to appoint study group Chairmen and Vice-Chairmen, when the need arises during the period between world telecommunication development conferences. In principle, each Question should have one Rapporteur and at least one Associate Rapporteur.

1.6   The structure and working methods of the ITU-D study groups should continue to be considered during the next study period, in close relation with the TDAB. The TDAB is authorized to approve changes which are appropriate in the structure and working methods of the ITU-D study groups, during the period between world telecommunication development conferences.

2   Powers of the study groups

2.1   Each study group may develop draft recommendations for approval either by the WTDC or as provided in Section 4 below. Recommendations approved in accordance with either procedure shall have the same status.

2.2   Each study group may also adopt draft Questions for approval by the WTDC or in accordance with the procedure described in Section 3 paragraph 3.

2.3   In addition to the above, each study group shall be competent to adopt:

–   Opinions;

–   Guidelines;

–   Handbooks;

–   Reports.

3   Meetings

3.1   The study groups or other groups shall normally meet at ITU headquarters.

3.2   However, some study group or other group meetings may take place outside Geneva in response to invitations by Member States or Sector Members and if holding them outside Geneva is likely to facilitate the attendance of developing countries.

Such invitations shall normally be considered only if they are submitted to a WTDC or an ITU-D study group meeting. They shall be finally accepted after consultation with the Director of the BDT if they are compatible with the resources allocated to the BDT by the Council.

3.3   The invitations mentioned in paragraph 3.2 above shall be issued and accepted and the corresponding meetings outside Geneva organized, only if the conditions laid down in Resolution of the Plenipotentiary Conference (Kyoto, 1994) and ITU Council Decision No 304 are met.

4   Participation in meetings

4.1   Administrations and other entities duly authorized to participate in ITU-D activities shall be represented in the study groups and other groups in whose work they wish to take part, by participants registered by name and chosen by them as experts qualified to make an effective contribution to the study of the Questions entrusted to those study groups.

4.2   The Director of the BDT shall keep up to date a list of the administrations and other entities participating in each study group.

5   Frequency of meetings

5.1   The study groups shall in principle meet at least once per year during the interval between two WTDCs. However, additional meetings may take place with the approval of the Director of the BDT, in accordance with the priorities laid down by the preceding WTDC and with the physical and budgetary resources of the BDT itself.

5.2   To ensure the best possible use of the resources of ITU-D and of those participating in its work, the Director, in collaboration with the study group Chairmen, shall establish and publish well in advance a timetable of meetings. The timetable shall take account of such factors as the capacity

of the ITU Common Services, document requirements for meetings and the need for close coordination with the activities of the other Sectors and other international or regional organizations.

5.3   In the establishment of the work programme, the timetable of meetings must take into account the time required for participating bodies to prepare contributions and documentation.

5.4   In the interval between two WTDCs, the study groups shall hold their final meetings not later than five months before the opening of the next WTDC to enable the final reports and draft recommendations to be prepared and disseminated within the required deadlines.

5.5   The programme for the final study group meetings shall be established by the Director of the BDT in collaboration with the Chairman of each study group.

6   Establishment of work programmes and preparation of meetings

6.1   After each WTDC, a work programme shall be proposed by each study group Chairman with the assistance of the BDT. The work programme shall take account of the programme of activities and priorities adopted by the WTDC.

The implementation of the work programme will, however, depend to a large extent on the contributions received from ITU-D Member States and Sector Members and the BDT Secretariat, as well as on the opinions expressed by participants in the meetings.

6.2   An Administrative Circular with an agenda of the meeting, a draft work plan and a listing of the Questions to be studied shall be prepared by the BDT Secretariat with the help of the Chairman of the study group concerned.

The Administrative Circular must reach the bodies participating in the work of the study group concerned at least three months before the opening of the meeting.

A registration form must be appended to the Administrative Circular so that the bodies concerned can state their intention to participate in the meeting. The form must then be returned to the BDT Secretariat so as to arrive at least three weeks before the meeting. It shall contain the names and addresses of intending participants or at least the number of participants expected if their names cannot be provided. This information will facilitate the registration process and the timely preparation of registration materials.

6.3   Study group management teams should maintain contact among themselves and with the BDT by electronic means to the extent practicable. Appropriate liaison meetings should be arranged, as necessary, with the study group Chairmen of the other Sectors.

7   Preparation of reports

7.1   Reports on the work carried out at study group and other group meetings shall be prepared by the BDT and shall contain a synopsis of the outcome of the work and emerging trends. They must also indicate items which require further study at the next meeting. The number of annexes to reports must be kept to a minimum.

Reports shall normally comprise two parts:

–   Part I - Organization of work - main results - trends - future work programme;

–   Part II - Draft recommendations, opinions or guidelines.

These Reports of meetings shall be submitted to the Chairman of the relevant group for approval.

7.2   The following format is recommended for the Progress Reports of Rapporteurs to enable a maximum transfer of information to all concerned:

a)   brief summary of contents of report;

b)   conclusions or recommendations for which endorsement is sought;

c)   status of work with reference to work plan including baseline document, if available;

d)   draft new or draft revised recommendations;

e)   draft liaison in response to or requesting action by other study groups or organizations;

f)   major issues remaining for resolution and draft agenda of future approved meetings, if any;

g)   list of attendees at all meetings held since last Progress Report.

Progress Reports of Rapporteurs shall be submitted to the relevant group for approval.

7.3   The report on the first meeting of the study group following a WTDC shall contain a list of the Chairmen and Vice-Chairmen of any other groups that may have been created.

8   Study group reports to the WTDC

8.1   Study groups shall meet at least five months before the WTDC to ensure that the Member States and Sector Members receive the reports submitted by each study group to the Conference at least two months before that Conference.

8.2   The final report of each study group to the WTDC shall be the responsibility of the chairman of the study group concerned and shall contain:

–   a summary of the results achieved by the study group during the study period in question. The summary shall describe the work of the study group and the outcome which resulted;

–   reference to any new or revised recommendations or opinions approved by correspondence by Member States and Sector Members during the study period;

–   the text of recommendations or opinions submitted to the WTDC for approval;

–   a list of any new or revised Questions proposed for study during the next study period.

8.3   The preparation of Recommendations should follow the general practice of the Union. Examples include the Recommendations, and also the Resolutions, of WTDC-94, and of the Regional Development Conferences. A Recommendation document should stand alone. Information may be annexed to the Recommendations, in order to accomplish this.

A model Recommendation appears as an example in point 8.4 below.

8.4   Model Recommendation for guidance when drafting Recommendations.

The ITU-D (general terminology applicable to all recommendations).

The WTDC (terminology only applicable to recommendations approved at a World Development Conference).

        considering

This section should contain various general background references giving the reasons for the study. The references should normally refer to ITU documents and/or ITU Resolutions.

recognizing

This section should contain specific factual background statements such as "the sovereign right of each Member State" or studies which have formed a basis for the work.

taking into account

This section should detail other factors which have to be considered such as national laws and regulations, regional policy decisions and other applicable global issues.

noting

This section should indicate generally accepted items or information that support the Recommendation.

convinced

This section should contain details of factors which forms the basis to the recommendation. These factors could include objectives of government regulatory policy, choice of financing sources, ensuring fair competition, etc.

recommends

This section should contain a general sentence providing a lead in to the detailed actions points

specific action point

specific action point

specific action point

etc.

Note that the above list of *action verbs* is not exhaustive. Other *action verbs* may be used when appropriate. Existing Conference Recommendations provide examples.

SECTION 2

Submission, processing and presentation of contributions

1   Submission of contributions

1.1   Member States and Sector Members registered with a study group or other group and the Chairmen and Vice-Chairmen of study groups and/or other groups should submit their contributions to current studies to the Director of the BDT.

1.2   Such contributions should, *inter alia*, deal with the results of experience gained in telecommunication development, describe case studies and/or contain proposals for promoting balanced worldwide and regional telecommunication development.

1.3   Contributions should be submitted in electronic form, to the extent possible. **All contributions should be made available on the Web**.

1.4   In order to facilitate the study of certain Questions, the BDT Secretariat may submit consolidated documents or the results of case studies. Such documents will be treated as contributions.

2   Processing of contributions

2.1   Contributions received at least two months before a meeting shall be published and distributed in time for the said meeting.

The Director shall assemble the documentation and arrange, for those contributions received before the deadline, any translation needed as well as disseminate this documentation to participants in the working language they desire before the date set for the meeting of a study group or other group. When a document is large and is descriptive in nature, and after consultation with the Chairman of the study group or other group involved, it may be agreed that the Director shall send out the documents without having them translated.

2.2   Contributions received by the Director less than two months, but not less than ten working days before the opening of a meeting, will not be processed in accordance with the procedure outlined in 2.1 above and shall be published as "delayed contributions" in the original language only (and in any other working language into which they may have been translated by the originator). They shall be distributed at the opening of the meeting solely to the participants present.

2.3   Contributions received by the Director less than ten working days before the opening of a meeting shall not be entered on the agenda. They shall not be distributed but will be held for the next meeting.

2.4   The BDT shall not reissue delayed contributions as normal contributions unless the relevant group concerned decides otherwise in cases of special interest and importance. Delayed contributions shall not be incorporated in reports as annexes.

3   Presentation of contributions

3.1   Contributions shall be relevant, clear, concise and comprehensive.

3.2   The first page shall indicate the relevant Question(s), agenda item, date, source (originating country and/or organization, address, telephone number, fax number, and possible email address of author or contact person), as well as the title of the contribution. Then follows the content as defined under 1.2. The last paragraph shall contain the proposal or conclusion.

3.3   If existing text needs to be revised, adequate indications should be given to identify the changes proposed.

SECTION 3

Development and approval of Questions

1   Development of Questions

1.1   Proposed new Questions for the Development Sector shall be submitted at least four months prior to a WTDC by Member States and Sector Members authorized to participate in the activities of the Sector.

1.2   However, an ITU-D study group may also propose new or revised Questions at the initiative of a member of that study group if there is sufficient consensus on the subject.

1.3   Each proposed Question should state the reasons for the proposal, the precise objective of the tasks to be performed, the urgency of the study and any contacts to be established with the other two Sectors and/or other international or regional bodies. Originators of Questions should use the template/outline provided in Section 3A to ensure that all relevant information is included.

1.4   The Telecommunication Development Advisory Board (TDAB) shall be informed of proposed Questions so that it can offer its opinions and recommend any changes required.

2   Approval of Questions by the WTDC

2.1   The TDAB shall meet at least two months before a WTDC to examine proposed new Questions and, if necessary, recommend amendments to take account of the BDT's general development policy objectives and associated priorities.

2.2   At least one month before a WTDC, the Director of the BDT shall communicate to Member States and Sector Members a list of the Questions proposed, together with any changes recommended by the TDAB. **All Questions should be made available on the Web**.

3   Approval of proposed Questions between two WTDCs

3.1   Between two WTDCs, Member States and Sector Members authorized to participate in ITU-D activities may submit proposed Questions to the study group concerned.

3.2   Each proposed Question shall be documented on the template/outline as indicated in 1.3.

3.3   If the study group concerned agrees by consensus to study the proposed Question and some Member States and Sector Members (normally at least four) have committed themselves to support the work (e.g. by contributions, provision of Rapporteurs or editors and/or hosting of meetings), it shall address the draft text thereof to the Director of the BDT with all the necessary information.

3.4   The Director of the BDT, after consultation with the TDAB, shall advise Member States and Sector Members of the new Questions by Circular-letter.

SECTION 3A

Template/outline for proposed Questions and issues for study and consideration by the ITU-D Sector

* Information in italics describes the information which should be provided by the originator under each heading.

Title of Question or issue. *(the title replaces this heading).*

1   Statement of problem or situation *(the notes follow these headings)*

*   Provide an overall general description of the problem or situation which is proposed for study, with specific focus on the implications for developing countries and LDCs, and how a solution will benefit these countries. Indicate why the problem or situation warrants study at this time.

2   Question or issue proposed for study

*   *State the Question or issue that is proposed for study, expressed as clearly as possible. The tasks should be tightly focused.*

3   Description of the expected output

*   *Provide a detailed description of the expected output of the study. This should include a general indication of the organizational level or status of those who are expected to use and to benefit from the output.*

4   Required timing of the expected output

*   *Indicate the required timing, noting that the urgency of the output will influence both the method used to carry out the study, and the depth and breadth of the study.*

5   "Proposers/sponsors" - Those who requested study of the Question or issue

*   *Identify by organization and contact point those proposing and supporting the study.*

6   Sources of input required, in carrying out the study

*   *Indicate what types of organizations are expected to provide contributions to further the work, e.g. Member States, Sector Members, other UN agencies, Regional groups, etc.*

*   *Also include any other information, including potentially useful resources, that will be helpful to those who are charged with the responsibility of carrying out the study.*

7   Target audience for the output

a)   Indicate expected types of target audience, by noting all relevant points on the matrix which follows

	Developed countries	Developing countries	LDCs
Telecom policy-makers	*	*	*
Telecom regulators	*	*	*
Service providers (Operators)	*	*	*
Manufacturers	*	*	*

*   Explanatory notes as to why certain matrix points were included or excluded will be most welcome.

b)   Target audience - Who specifically will use the output

*   *Indicate as precisely as possible what individuals/groups/regions within the target organizations will use the output.*

c)   Proposed methods for the implementation of the results

*   *In the originator's opinion, how should the results of this work best be distributed to and used by the target audience.*

8   Proposed method of handling this Question or issue

a)   How? Indicate the suggested handling of the proposed Question or issue

    1) Within a study group:
-     Question (over a multi-year study period)   ÿ ☐
-     Focus group (12 months duration maximum)   ☐

    2) Within regular BDT activity:
-     Programmes   ☐
-     Projects   ☐
-     Expert consultants   ☐

    3) In other ways - describe (e.g. regional, within other organizations, jointly with other organizations, etc.)   ☐

b)   Why? Explain why you selected the alternative under a) above

9   Coordination requirements of the study

*   Include, inter alia, the coordination requirements with all of:

–   *regular ITU-D activities;*

–   *other study group Questions or issues;*

–   *regional organizations, as appropriate;*

–   *work in progress in the other Sectors of the ITU.*

10   Other relevant information

*   Include any other information that will be helpful in establishing how this Question or Issue should best be studied, and on what schedule.

SECTION 4

Approval of new or revised Recommendations and opinions

1   General

Requests for the approval of new or revised recommendations or opinions shall normally be submitted to a WTDC. In accordance with the provisions of Article 20 of the Convention (Geneva, 1992), however, the study groups may seek the approval by Member States and Sector Members of a number of recommendations in the interval between two WTDCs with a view to meeting certain priorities. In such cases, the following rules shall apply. However, for Recommendations which are of a policy or regulatory nature, following completion of the study group studies, the Recommendations will be approved by Member States only, using the relevant procedures below.

2   Process

Study groups may decide that the procedure described below should be applied for seeking the approval of certain draft new or revised recommendations or opinions which meet priority objectives in the context of the BDT's work programme and have developed to a mature state.

3   Prerequisites

3.1   At the request of a study group Chairman, the Director of the BDT shall explicitly announce, when convening the study group meeting, that the intention is to apply the procedure for approving a recommendation or opinion. He shall state the specific purpose of the proposed text in the form of a summary when the proposed text is voluminous. In this case, reference will be made to the document in which the complete text of the draft new or revised recommendation or opinion to be considered may be found.

The above information shall be disseminated to all ITU-D Member States and Sector Members.

3.2   Invitations to the meeting and the announcement of the approval procedure shall be sent by the Director of the BDT to all ITU-D Member States and Sector Members so as to be received in the normal course of delivery at least three months before the meeting.

3.3   The text of draft new or revised recommendations or opinions shall be distributed in the three working languages at least two months before the meeting.

3.4   Normally, the revision of a recommendation or opinion approved during a given study period should not be subjected again to the present procedure during the same study period unless the proposed revision supplements rather than amends the previous version of the text.

4   Procedure at study group meetings

4.1   Decisions by delegations to apply the approval procedure must be taken without opposition. Exceptionally, but only during meetings, a delegation may request more time to consider its position. Unless the Director of the BDT is informed of a formal opposition on the part of the Member State and/or Sector Member participating in the meeting within six weeks following the last day of the meeting, he shall proceed in accordance with the provisions in paragraph 5 below.

4.2   If a delegation elects not to oppose the approval of a text but wishes to enter reservations on one or more points, its reservations must be mentioned in the report of the meeting.

5   Consultation

5.1   Within one month following the decision of a study group to seek approval, the Director of the BDT shall request Member States and Sector Members to inform him within three months whether they approve or object to the draft new or revised recommendation or opinion.

This request shall contain a reference to the final complete text of the new or revised draft recommendation or opinion, in the three working languages**This text shall also be made available on the Web**.

5.2   The Director of the BDT shall advise the Directors of the other two Bureaux, as well as other duly authorized bodies participating in the work of the study group concerned that, pursuant to Article 20 of the Convention (Geneva, 1992), he has asked Member States and Sector Members to respond to a consultation on a draft new or revised recommendation or opinion.

5.3   The draft recommendation or opinion shall be accepted if 70% or more of the replies from Member States or Sector Members indicate approval.

5.4   If the draft recommendation or opinion is not accepted, it shall be referred back to the study group.

5.5   Any Member States or Sector Members who indicate disapproval are requested to state their reasons and indicate possible changes that would facilitate the future approval of the draft recommendation or opinion.

6   Notification

6.1   Within four weeks of the closing date for Member States or Sector Members to respond to the consultation, the Director of the BDT shall indicate by Administrative Circular whether or not the text is approved. He shall make the necessary arrangements to ensure that this information is also included in the next available ITU Notification.

6.2   Any comments received along with responses to the consultation shall be collected by the BDT Secretariat and submitted to the next study group meeting for consideration.

6.3   The Secretary-General shall publish the approved new or revised recommendations or opinions in the working languages as soon as practicable, **both on paper and on the Web**.

SECTION 5

Support to the study groups and other groups

The Director of the BDT should ensure that, within the limits of existing budgetary resources, the study groups and other groups have appropriate support to conduct their work programmes as outlined in the terms of reference and as envisioned by the WTDC's work plan for the Sector. In particular, support may be provided in the following forms:

a)   Appropriate administrative and professional staff support.

b)   Contracting of outside expertise, as necessary.

c)   Coordination with regional and subregional telecommunication organizations.

DRAFT RECOMMENDATION 1

ROLE OF WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCES

The World Telecommunication Development Conference (Valletta,1998),

considering

a)   the role of the Development Sector as defined in Article 21 of the Constitution and Articles 16,17 and 18 of the Convention (Geneva, 1992);

b)   in particular provision CS137 states that telecommunication development conferences shall be a forum for the discussion and consideration of topics, projects and programmes relevant to telecommunication development; and provision CV211 states that they shall serve as a forum for the study of policy, organizational, operational, regulatory, technical and financial questions and related aspects;

c)   Resolution 2 (Kyoto, 1994) on the establishment of a Forum to discuss strategies and policies in the changing telecommunication environment;

d)   in particular *resolves* 1 of Resolution 2 (Kyoto, 1994) resolves that a world telecommunication policy forum shall be established to discuss and exchange views and information on telecommunication policy and regulatory matters,

recognizing

a)   that the objective of the WTPF as stated in *resolves* 1 of Resolution 2 (Kyoto, 1994) is very similar to the text of provisions CS137 and CV211;

b)   that the Plenipotentiary Conference 1998 will consider whether to formalize the forum in the Constitution and Convention bearing in mind the experience gained during the plenipotentiary period 1995-1998,

conscious

a)   that there is some scope for integrating the WTPF with the WTDC particularly if the topic for the Forum is an issue of particular relevance to developing countries, or is a topic under study in the ITU-D study groups;

b)   that other topics related to the development, expansion and operation of telecommunication networks and services worldwide might be more appropriate to the Conferences of the other two sectors,

recommends to the Plenipotentiary Conference 1998

that when considering whether to formalize the WTPF in the Constitution and Convention, to examine the role of the WTPF and the WTDC with a view to clarifying the relationship between them.

ANNEX 4

DRAFT RECOMMENDATION 2

**FUTURE MEMBERSHIP AND FUNCTIONS OF THE
TELECOMMUNICATION DEVELOPMENT ADVISORY BOARD**

The World Telecommunication Development Conference (Valletta,1998),

considering

a)   Article 18 of the Convention (Geneva, 1992) concerning the Telecommunication Advisory Board (TDAB);

b)   the work carried out by the Telecommunication Development Advisory Board and the report of its Chairman;

c)   the desirability of broadbased participation of administrations, duly authorized entities and organizations in the TDAB activities;

d)   Resolution 9, WTDC-94;

e)   Recommendation 24 of the ITU-2000 Working Group;

f)   Recommendation 4 of the ITU-D Reflection Group,

having noted

the increased responsibilities given to the Telecommunication Standardization Advisory Group by the World Telecommunication Standardization Conference and to the Radiocommunication Advisory Group by the Radiocommunication Assembly,

recognizing

a)   that the role of TDAB is similar to that of the advisory groups of the other two sectors;

b)   that the advisory groups of the other two sectors have benefited from having open membership;

c)   that following the Plenipotentiary Conference (Kyoto, 1994) the TDAB has benefited from participation of representatives of bilateral cooperation, development aid agencies and multilateral development institutions;

d)   that the Director should continue tobe able to invite representatives of such organizations as well as ensuring appropriate representation of developing countries,

recommends to the Plenipotentiary Conference 1998

that it amends Convention provision No. 227 in order to convert TDAB into an open advisory group with delegated authority as decided by WTDCs and with a mechanism to ensure regionally balanced representation of developed and developing countries.

_____