



**Telecommunication
Development Bureau (BDT)**

BDT/TDAG/DM/44

Geneva, 21 April 2011

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To TDAG Bureau members

Subject: TDAG Bureau meeting, ITU Headquarters, 12 May 2011

Dear TDAG Bureau member,

In the framework of the preparation of the 16th meeting of the Telecommunication Development Advisory Group to be held from 29 June to 1 July 2011, I am pleased to invite you to participate in a TDAG Bureau meeting to be held on Thursday 12 May at 16:00 at ITU Headquarters (Press Room, 1st Basement of ITU Tower Building).

Please be informed that a conference call will be set up for those of you who may not be able to be present. Please advise us if you wish to participate remotely so that in due time, we can send you the telephone number and pin code for joining the conference call.

I look forward to seeing you soon,

[Original signed]

Brahima Sanou
Director

Annex: Draft agenda

TDAG Bureau Meeting

12 May 2011 at 16:00
ITU Tower Building (Press Room, 1st basement)

DRAFT AGENDA

1. Approval of the agenda and welcome remarks by the BDT Director and the TDAG Chairman
2. Composition of the TDAG Bureau
3. TDAG mandate and working methods
4. WTDC-10 Resolutions related to the work of the TDAG
5. Preparation of the 16th meeting of the TDAG
 - Draft Agenda
 - Draft Time Management Plan
 - List of proposed documents
 - Other issues related to the TDAG meeting
6. Next meeting of the TDAG Bureau
7. Any other business