Ref.        BDT/RPM-ARB/DM/273            Geneva, 27 February 2013

To:
- Administrations of ITU Member States of the Arab (ARB) region
- ITU-D Sector Members of the ARB region
- Regional and International organizations
- Intergovernmental organizations operating satellite systems

Subject:      **Regional Development Forum (RDF), 28 October 2013,and
Regional Preparatory Meeting (RPM) for the Arab States, 29 to 31 October 2013, in Bahrain**

Dear Sir/Madam,

I have pleasure in inviting you to participate in the Arab States Regional Preparatory Meeting for the World Telecommunication Development Conference 2014 (WTDC-RPM-ARB) to be held in Bahrain from **29 to 31 October 2013** at the kind invitation of the Government of Bahrain.

Regional Preparatory Meetings are organized in response to Resolution 31 (Rev. Hyderabad, 2010) in a bid to achieve greater regional coordination and engage Members in the WTDC-14 process early on. They also seek to identify issues, at the regional level, that need to be addressed to foster the development of telecommunication/information and communication technologies (ICT), taking into account the expression of pressing needs facing the Member States and Sector Members of the region.

The RPM-ARB is expected to identify top priority areas which are essential for the telecommunication/ICT development of the countries of the region. To this end and to facilitate effective preparations by the Members of the ITU Telecommunication Development Sector (ITU-D), a draft RPM-ARB agenda has been prepared and can be found in Annex.

Taking the opportunity of the RPM-ARB, ITU is also organizing the ITU Arab Regional Development Forum (RDF-ARB) to be hosted by the Government of Bahrain on **28st October 2013.** RDF-ARB intends to provide a platform for open dialogues, cooperation and partnerships among telecommunication/ICT policy makers, regulators, industry, academia, regional and international development agencies and organizations on specific regional telecommunication/ICT issues. An agenda for the RDF-ARB will be available soon on the RPM-ARB website.

**Contributions**

In order to facilitate the submission of contributions to the RPM-ARB, a contribution template will be

available **on 22 July 2013**. In addition to providing a common approach to submit proposals, the template will also provide a fast-track to the processing of the input documents by reducing the reformatting of the contributions. Contributions not submitted on this template may therefore result in delays in their processing and posting. The working documents will be posted at the same website as they become available.

To enable advanced preparations by delegations and in line with WTDC Resolution 1 rev. (Hyderabad 2010), proposals and contributions on the items of the draft agenda should be submitted as soon as possible but not later than **29 September 2013**.

## Registration and fellowship requests

Pre-registration and applications for fellowships will be carried out exclusively online through Designated Focal Points (DFP) designated by each Administration and entity entitled to participate in the RPM-ARB and RDF-ARB **from 22 July 2013.**

**Participants registering on-site must present a letter of accreditation from their respective Focal Point**.

The role of the 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 this address:

http://www.itu.int/net3/ITU-D/meetings/registration/

Designated Focal Points can find the registration form on the RPM-ARB website:
http://www.itu.int/net3/ITU-D/meetings/registration/

If your Administration/Entity does not have a Designated Focal Point, or wishes to modify the contact details and/or change the Designated Focal Point, you are kindly requested to submit the details of his/her last name, first name and e-mail address on an official letter head by fax to: +41 22 730 5545/+41 22 730 5484 or by e-mail to
bdt-registration@itu.int.

Subject to the available financial resources and in order to encourage participation, either one full fellowship or two partial fellowships may be granted per **eligible Member State** to participate in RDF-ARB and RPM-ARB. Member States eligible to receive ITU fellowships are those recognized as least developed countries (LDCs), according to the United Nations classification, as well as low-income countries having a per capita gross domestic product (GDP) not exceeding USD 2 000. In the case of partial fellowships, ITU will bear the cost of air tickets or daily subsistence allowances, the Member State shall cover the remainder of the fellowship. To receive a fellowship form, participants must *first* register on-line and *tick* the appropriate box on the form. **The signed and approved fellowship form must be submitted no later than 27 September 2013.** Pre-registration without fellowship requests will continue until the end of the RPM-ARB: that is, 31 October 2013.

## Practical information

For the RPM-ARB and RDF-ARB, I would propose that they be paperless as much as possible to support worldwide efforts in combating climate change. To facilitate work, participants are kindly requested to bring their laptops. If however your delegation would require hard copies of the RPM-ARB and RDF-ARB documents, kindly note that we would like to limit the distribution to two (2) sets per requesting Member State. Please be informed that the documents will be available at the RPM-ARB and RDF-ARB website.

Practical information related to accommodation and visa procedures will be available soon on the RPM-ARB website.

I remain at your full disposal. Should you require any further information, your staff may wish to contact, Mr. Ebrahim Al-Haddad, Regional Director, ITU Regional Office for Arab by email ebrahim.alhaddad@itu.int or phone + 202 35 37 17 77

I look forward to your inputs to ensure that WTDC-14 is an effective and viable tool to guide our work in the coming years to meet the needs of countries of the Arab region based on the top priorities you will have set.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

**Annex:** Preliminary Draft Agenda

**ANNEX**

# Preliminary Draft agenda RPM-ARB 2013

1. Opening ceremony

2. Election of the Chairman and Vice-Chairman

3. Approval of the agenda

4. Consideration of the Time Management Plan

5. Assessment of the implementation of the Hyderabad Action Plan (WTDC-10) and of the WSIS Plan of Action

5a Reports on Results of the WTSA-12 and Results of the WCIT-12 that relate to the work of the ITU-D

6. Identification of priority areas

7. Topics for ITU-D future work (including working methods and Study Group questions) linked to the identified priority areas

8. Priority setting for Regional Initiatives

9. Other business

Brahima Sanou

Director