**Telecommunication
Development Bureau (BDT)**

Ref.:   BDT/DIR/DM/358   Geneva, 10 September 2013

ALL SSDM BOARD MEMBER

Subject: **Smart Sustainable Development Model (SSDM) Advisory Board – Follow-up Notification**

Dear Sir,

Further to my letters dated 10 April 2013 and 7 June 2013 and your subsequent acceptance to become one of the founding members of the Smart Sustainable Development Model initiative, I have the pleasure to invite you to attend the first meeting of the *Smart Sustainable Development Model Advisory Board* which will be held on 18 October 2013 at ITU headquarters in Geneva, Switzerland. Please find hereto attached as Annex I, the draft agenda.

On the occasion of the first meeting of the Advisory Board, we will have an opportunity to formally introduce each other, review the Terms of Reference of Board and network. The Visionary Dialogue session will present an opportunity for Board Members to both exchange views on aspects related to the functioning of the Board, and map strategies on the best way of ensuring optimal use of telecommunications/ICT resources for disaster management and sustainable development. It is my hope that we will also be able to develop and adopt a Work Programme that will define our future activities before adjourning.

Documentation for the Advisory Board meeting will soon be available at the following address: http://www.itu.int/en/ITU-D/Initiatives/SSDM/Pages/default.aspx Practical information for Board Members regarding accommodation, badging and visa regulations is provided as Annex II to this letter. Ms Gabriella Fofai and Mr Onder Cetinkaya (ssdm@itu.int)are at your disposal should you require further details and assistance.

I look forward to welcoming you at the first meeting of the Smart Sustainable Development Advisory Board.

Accept, Sir, the assurances of my highest consideration

[Original signed]

Brahima Sanou
Director

Annexes:
  I.   Draft Agenda
  II.   Practical Information
  III. List of confirmed Advisory Board Members
  IV.   Terms of Reference for the Advisory Board