



**Telecommunication  
Development Bureau (BDT)**

Ref. Circular BDT/TDAG/003

Geneva, 16 October 2015

To:

- Administrations of ITU Member States
- Observer (Resolution 99)
- ITU-D Sector Members
- TDAG Bureau members
- Chairmen and Vice-Chairmen of ITU-D study groups

Subject: **21st meeting of the Telecommunication Development Advisory Group, Geneva, Switzerland  
16 – 18 March 2016 (preceded by TDAG Correspondence Groups on 15 March)**

Dear Sir/Madam,

It is my great pleasure to invite you to participate in the 21st meeting of the Telecommunication Development Advisory Group (TDAG), to be held from 16 to 18 March 2016 at ITU headquarters in Geneva.

This meeting of TDAG has a broad agenda as it will address, among other things, the implementation of the ITU-D Strategic Plan and Operational Plan 2015, ITU-D four-year rolling Operational Plan 2017-2020 and preparations for the World Telecommunication Development Conference 2017 (WTDC-17), which will be held in the last quarter of 2017.

TDAG will also review the outcomes of the Radiocommunication Assembly 2015 and the World Radiocommunication Conference 2015 that have implications for ITU-D work.

The draft agenda of the TDAG meeting is attached as Annex 1. All meeting documents will be posted on the TDAG website (<http://www.itu.int/itu-d/tdag>) as they become available.

Just a day ahead of the TDAG meeting, the following three meetings will take place on 15 March 2016:

- Correspondence Group on Rules of Procedure of the ITU Telecommunication Development Sector ITU-D (WTDC Resolution 1)
- Correspondence Group on the Strategic Plan, Operational Plan and Declaration
- Inter-Sector Coordination Team on issues of mutual interest (appointed representatives from the three Advisory Groups only)

Significant progress was made this year in preparing the draft ITU-D strategic plan for 2020-2023 and the draft WTDC-17 Declaration, as well as in revising the Rules of Procedure for ITU-D. In addition, TDAG

approved the revised terms of reference of the Inter-Sector Coordination Team on issues of mutual interest, along with an indicative list of issues of mutual interest received from Member States.

Building on this progress, I encourage you to take part in the online discussions of these groups. I also take this opportunity to invite you to participate in their meetings on 15 March 2016. The terms of reference of these groups and their work are available on the TDAG website (<http://www.itu.int/itu-d/tdag>).

As always, I very much look forward to your active participation and to your advice and recommendations, which are ever so valuable to our work in BDT.

Yours faithfully,

[Original signed]

Brahima Sanou  
Director

Annexes: 2

Annex 1: Draft agenda for TDAG-16

Annex 2: Information note for participants

# Telecommunication Development Advisory Group (TDAG)

21st Meeting, Geneva, 16-18 March 2016

INTERNATIONAL TELECOMMUNICATION UNION

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**Document TDAG16-21/1-E**  
**16 September 2015**  
**Original: English**

## DRAFT AGENDA

1. Address by the Secretary-General
2. Address by the Director of the Telecommunication Development Bureau
3. Opening remarks by the Chairman of TDAG
4. Adoption of the agenda and consideration of the Time Management Plan
5. Outcomes of RA-15 and WRC-15 related to ITU-D
6. Review of the implementation of the ITU-D Strategic Plan and Operational Plan 2015, including regional initiatives
7. ITU-D Study Group-related matters
8. ITU-D contribution to the implementation of the WSIS Plan of Action, including the United Nations General Assembly Overall Review and the Sustainable Development Goals
9. Working methods, including a progress report by the TDAG Correspondence Group on Rules of Procedure of ITU-D (WTDC Resolution 1)
10. ITU-D four-year rolling Operational Plan 2017-2020, including a report by the TDAG Correspondence Group on the Strategic Plan, Operational Plan and Declaration
11. Preparations for WTDC-17
  - a. ITU-D Contribution to the Draft ITU Strategic Plan, including a progress report by the TDAG Correspondence Group on the Strategic Plan, Operational Plan and Declaration
  - b. Regional Development Forums and WTDC-17 Regional Preparatory Meetings
  - c. WTDC-17
12. Collaboration with the other Sectors, including a progress report by the inter-Sector coordination team on issues of mutual interest
13. Report on the Group on Capacity Building Initiatives (GCBI)
14. Report on other ITU-D activities

- a. Global Symposium for Regulators (GSR) 2015 and 2016
  - b. World Telecommunication/ICT Indicators Symposium (WTIS) 2015 and 2016
  - c. Emergency telecommunications
- 15. Membership, Partnership and Innovation-related matters
  - 16. Calendar of ITU-D events
  - 17. Any other business

**B. Sanou**  
Director of BDT

## INFORMATION NOTE FOR PARTICIPANTS

### Registration, visa support and fellowship requests

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Pre-registration for TDAG and its Correspondence Groups will be carried out exclusively **online through focal points** designated by each administration and entity entitled to participate in the TDAG meeting.

Online registration will open on **Wednesday, 21 October 2015** at <http://www.itu.int/net3/ITU-D/meetings/registration/>.

On-site registration for both the TDAG meeting and the meeting of its Correspondence Groups will open on 15 March 2016 at 0730 hours at the ITU Montbrillant Building.

Pre-registered delegates will only need to bring their "Confirmation of Registration" message from ITU and a photo ID. Delegates who do not pre-register will also require a letter of accreditation from the designated focal point of their entity to register on-site.

When needed, visa support must also be requested by the designated focal point (DFP) during the on-line registration process. Please note that a strict procedure for visas is in force in Switzerland and participants are urged to read carefully the visa procedure available on the [TDAG website](#). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks.

The role of a 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 <http://www.itu.int/net3/ITU-D/meetings/registration/>.

To modify the contact details of a focal point for registration or to change the focal point, an official fax from an authorized official should be sent to the BDT Meetings Registration Service (+41 22 730 5545/ +41 22 730 5484 or by e-mail to [bdtmeetingsregistration@itu.int](mailto:bdtmeetingsregistration@itu.int)), providing the updated details: last name, first name and e-mail address.

Within the budget available, one fellowship per country may be granted to participants from countries with a GDP per capita of less than USD 2000, with priority to least developed countries (LDCs). Because of budgetary constraints, beneficiary countries of a fellowship may have to contribute to the fellowship. To request a fellowship form, participants must first register online and tick the appropriate box.

**The approved and signed fellowship form** must be returned to the Fellowship Service **no later than 13 January 2016**.

*Forms received after the deadline will not be considered.*

### Interpretation and translation

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Interpretation for the TDAG meeting will be provided based on the requests of participants. You are therefore invited to indicate on the registration form **before 31 January 2016** whether you require a language other than English.

The TDAG Correspondence Groups will work in English only, as will the Inter-Sector Coordination Team on issues of mutual interest.

### Remote participation and webcast

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Interactive remote participation will be available at the forthcoming meetings.

In parallel, the standard webcast will continue to be provided.

A TIES account is required to access both the interactive remote participation and the webcast services. Please visit the [TDAG website](#) for all information regarding practical use of these facilities.

## **Contributions to the TDAG and its Correspondence Groups**

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As per WTDC Resolution 1 (Rev. Dubai, 2014), contributions should not exceed five pages and must be submitted using the online template available at [this link](#).

Please attach the original "Word" version of your contribution to the online submission form to ensure that all hyperlinks, graphics and tables are correctly displayed.

In accordance with provision 13.1.1 of WTDC Resolution 1, the deadline for the submission of contributions has been set for **31 January 2016**.

All contributions to TDAG received less than 45 calendar days (31 January 2016) but at least 12 calendar days (3 March 2016) before the meeting shall be published but not translated. Contributions to the Correspondence Groups will not be translated.

Contributions received less than 12 calendar days before the meeting shall not be entered on the agenda. They shall not be distributed, but shall be retained for the next meeting. No contributions shall be accepted after the opening of the meeting.

## **Documentation**

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The meetings will be paperless. Delegates are invited to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A user guide to synchronize documents will be available on the [TDAG website](#).

Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the TDAG meeting through the website. Information on how to request a TIES account can be found at <http://www.itu.int/TIES/>.

## **Practical information**

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You are invited to visit the [ITU delegate's corner](#) for practical information on Geneva, including a list of hotels offering preferential rates negotiated by ITU.

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