



**Response to invitation to the Secretary-General: first meetings of the International Telecommunication Union-D Study Groups for the 2014-2018 study period, Geneva, 15-19 September (Group 1) and 22-26 September 2014 (Group 2)**

Rommel Maranan to: devsg  
Cc: Alexandra Barahona Posada

14/07/2014 03:26 PM

Dear Ms. Sund,

I am writing from the Scheduling Office of the Secretary-General, in response to the letter from Mr. Brahima Sanou, Director of the Telecommunication Development Bureau of the International Telecommunication Union, dated 29 May 2014 (your reference: Circular BDT/IP.CSTG-02), inviting the Secretary-General, H.E. Mr. BAN Ki-moon, to the first meetings of the International Telecommunication Union-D Study Groups for the 2014-2018 study period, to be held in Geneva from 15 to 19 September and 22 to 26 September 2014.

I regret to inform you that the Secretary-General will be unable to attend the meetings, in view of prior commitments and pressing demands already on his schedule during the said dates. Nevertheless, allow me to take this opportunity to convey his best wishes for a successful event.

With thanks for your understanding,  
Rommel

**Rommel Christopher Maranan**

Scheduling Office of the Secretary-General  
Executive Office of the Secretary-General  
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Room S-3804  
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14-04771

SCH/08/002

Com/11/001

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SEP - 3 2014

SECRETARY GENERAL



THE SECRETARY-GENERAL

11 July 2014

Dear Mr. Møller,

I would like to express my gratitude to you and your team for the outstanding preparations made for my visit to Geneva from 16 to 18 June 2014.

I was very pleased with the warm welcome and excellent arrangements extended to myself, my wife and my delegation throughout my stay.

I know these visits require tireless attention to detail and a great deal of coordination to make sure that everything runs according to plan. I would like to extend a special thanks to your Chief of Protocol, Mr. Sergey Shaposhnikov, and Senior Protocol Assistant, Ms. Marie-Thérèse Ferrand, for their devoted efforts that ensured my programme was implemented seamlessly. Let me also thank Ms. Charlotte Warakaulle, Chief of Political Affairs and Partnerships Section, for her continued excellent support in keeping the records of my meetings during my visit to Geneva and Lausanne.

Please convey my gratitude, and that of my delegation, to everyone who gave so generously of their time.

I wish you and your colleagues continued success in your work.

Yours sincerely,

BAN Ki-moon

Mr. Michael Møller  
Acting Director-General  
United Nations Office at Geneva  
Geneva



Dear ABP  
pls regret  
copy

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JUN - 4 2014

14-04771

**EXECUTIVE OFFICE  
OF THE SECRETARY-GENERAL**

**Telecommunication  
Development Bureau (BDT)**

Ref. Circular BDT/IP/CSTG-02

Geneva, 29 May 2014

ACTION JA

COPY RA (email)

Mr Ban Ki-moon  
Secretary-General  
UNITED NATIONS Headquarters  
NEW YORK  
United States

VERY STRANGE  
IMITATION. NO  
REASON FOR A  
MESSAGE IF ANYONE  
ASKS. RA 12 JUNE

✓ Subject:

**Convening of the first meetings of ITU-D Study Groups for the 2014-2018 study period –  
Study Group 1: 15-19 September 2014; Study Group 2: 22-26 September 2014**

Dear Mr Ki-moon,

In consultation with Ms Roxanne McElvane (United States of America), Chairman of ITU-D Study Group 1 and Dr Ahmad Sharafat (Islamic Republic of Iran), Chairman of Study Group 2, who were appointed to their positions by the World Telecommunication Development Conference 2014 (WTDC-14) in Dubai, I am pleased to invite you to the first meetings of the ITU-D Study Groups for the sixth study period. These meetings will take place at ITU Headquarters in Geneva.

The ITU-D Study Groups are open to participation by ITU Member States, ITU-D Sector Members, Associates and Academia who are invited to attend Study Group and Rapporteur Group meetings and provide contributions to the relevant study Questions.

With their new agreed scope of work and assigned study Questions, Study Group 1 will meet from 15 to 19 September 2014 and Study Group 2 from 22 to 26 September 2014. The first meetings will look closer at the expected results agreed on by the membership at WTDC-14, identify methods for conducting their work and agree on detailed work plans for each study Question. These meetings will also appoint the Rapporteurs and Vice-Rapporteurs for each of the study Questions.

Induction sessions to the work of the ITU-D Study Groups, with details on the working methods and tools available to study group participants, will be provided both weeks.

The time management plans and draft agendas for these meetings can be found on the website for each meeting (see Annex 1). Detailed information on how to register and apply for fellowships, how to submit contributions, along with other practical information is attached in Annex 2.

Ms Christine Sund, ITU-D Study Groups Coordinator, is at your disposal should you require further information. Tel.: +41 22 730 5999, Fax: +41 22 730 5484, E-mail address: [devsg@itu.int](mailto:devsg@itu.int)

I look forward to your continued active participation in the work of our Study Groups.

Yours sincerely,

SC H/08/002; OOM/11/001

International Telecommunication Union • Place des Nations • CH-1211 Geneva 20 • Switzerland  
Tel: +41 22 730 5111 • Fax: +41 22 730 5545/730 5484 • E-mail: [bdtmall@itu.int](mailto:bdtmall@itu.int) • [www.itu.int/itu-d](http://www.itu.int/itu-d)

Rommel, pls see  
RA's comments.  
Thanks  
Rus

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[Original signed]

Brahima Sanou  
Director



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**EXECUTIVE OFFICE  
OF THE SECRETARY-GENERAL**

Telecommunication  
Development Bureau (BDT)

Ref. Circular BDT/IP/CSTG-02

Geneva, 29 May 2014

**ACTION**

JA

COPY

RA(ewail)

Mr Ban Ki-moon  
Secretary-General  
UNITED NATIONS Headquarters  
NEW YORK  
United States

✓  
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Yours sincerely,

SCH/08/002; COM/11/001

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[Original signed]

Brahima Sanou  
Director

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## **Annex1**

### **Draft agenda and schedule of meetings**

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The draft agendas and schedules for the meetings of the two **Study Groups** can be found at:

#### **Study Group 1**

Main meeting website:

<http://www.itu.int/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=13708>

- [Draft agenda](#)
- [Draft time management plan](#)

#### **Study Group 2**

Main meeting website:

<http://www.itu.int/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=13709>

- [Draft agenda](#)
- [Draft time management plan](#)

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## Annex2

### Registration and fellowship requests

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Pre-registration will be carried out exclusively online through the Focal Points designated by each administration and entity entitled to participate. Online registration will open on **Monday, 9 June 2014** at the following website: <http://www.itu.int/net3/ITU-D/meetings/registration/>.

On-site registration will begin on 15 September 2014 at 08h30 and will take place in the Montbrillant building. Pre-registered delegates will only need to bring their letter of confirmation 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 onsite.

The role of a registration 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](#).

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.

You will find registration details and all other logistical information such as accommodation and visa arrangements on the dedicated websites for the meetings noted above.

- Study Group 1:  
<http://www.itu.int/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=13708>
- Study Group 2:  
<http://www.itu.int/ITU-D/CDS/sg/blkmeetings.asp?lg=1&sp=2014&blk=13709>

Within the budget available, *one full* fellowship per country may be granted to participants from countries with a GDP per capita less than 2'000 USD, with priority to Least Developed Countries (LDCs), and to participants who will present a contribution to the meeting.

Please note that you must first **submit** your registration for the specific Study Group meeting before you can receive the fellowship form. You will receive a separate fellowship form for each meeting.

**The approved and signed fellowship form** must be returned to the Fellowship Service **no later than 15 August 2014**.

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

### Interpretation

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Interpretation will be provided based on the requests of participants. You are, therefore, invited to indicate on the registration form, before **31 July 2014** whether you require a language other than English.

### Remote participation in the meetings

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The pilot for remote participation in the activities of the ITU-D Study Groups that was started during the meetings in September 2011 will be extended to Study Groups meetings in September 2014.

In parallel, the standard webcast in all languages of the respective meeting will continue to be provided for the meetings.

A TIES account is required to access both the interactive remote participation and the webcast services.

### Details on Questions under study

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The titles and definitions of the Questions to be dealt with by the Study Groups, as approved by WTDC-14,



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can be found on the ITU-D Study Groups website in all official languages:

- Study Group 1: <http://www.itu.int/ITU-D/CDS/sg/index.asp?lg=1&sp=2014&stg=1>
- Study Group 2: <http://www.itu.int/ITU-D/CDS/sg/index.asp?lg=1&sp=2014&stg=2>

### Contributions to the Study Groups

Your contributions to the work of the Study Group Questions will be highly appreciated. You may of course feel free to co-ordinate your proposals with other Administrations and organizations. A joint contribution requires the written approval of the parties involved in order to authorize its release.

As per Resolution 1 (Rev. Dubai, 2014), input to Study Group or Rapporteur Group meetings may be of three types: a) Contributions for action; b) Contributions for information; c) Liaison statements.

All contributions for action received 45 calendar days before a meeting shall be translated and published not less than seven calendar days before the said meeting. Beyond this 45-day deadline, the contributor may submit the document in the original language and in any official language into which they may have been translated by the author. All contributions received less than 45 calendar days but at least 12 calendar days before a meeting shall be published but not translated. The secretariat shall publish these delayed contributions as soon as possible and not later than three working days after receipt. Contributions received less than 12 calendar days before a meeting shall not be entered on the agenda. They shall not be distributed but held for the next meeting. No contributions shall be accepted after the opening of the meeting.

All contributions should be submitted with an abstract providing an overview of the content of the document. The contribution should clearly indicate what kind of action that the meeting is requested to take.

Contributions submitted to a meeting for information are those which do not require any specific action under the agenda of the meeting (e.g. descriptive documents submitted by Member States, Sector Members, Associates or duly authorized entities and organizations, general policy statements, etc.), as well as other documents considered by the Study Group Chairman and/or the Rapporteur, in consultation with the author, as being for information. These documents should be published in the original language only (and in any other official language into which they may have been translated by the author) and appear under a separate numbering scheme from the contributions submitted for action. Contributions for information need to be submitted with a detailed abstract which will be shared translated for the meeting.

Documents submitted to the study groups as contributions should not exceed five (5) pages. For existing texts, cross-references should be used instead of repeating material *in extenso*. Information material can be placed in annexes or provided on request as an information document.

Contributions must be submitted using the online template available at: <http://www.itu.int/ITU-D/CDS/contributions/sg/index.asp>. 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 in § 13.1 of Resolution 1 (Rev. Dubai, 2014), the deadline for the submission of contributions has been set for **31 July 2014** for Study Group 1 and **7 August 2014** for Study Group 2. Documents arriving after the deadline will be distributed in the original language only.

Meeting	Date	Deadline for fellowship applications	Deadline for interpretation requests	Deadline for submission of documents for translation
Study Group 1:	15-19 September 2014	15 August 2014	31 July 2014	31 July 2014

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Study Group 2:	22-26 September 2014	15 August 2014	31 July 2014	7 August 2014
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**Documentation**

The Study Group related meetings will be paperless. Delegates are urged 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 is available at: <http://www.itu.int/en/ITU-D/Study-Groups/2014-2018/Pages/delegate-resources/synchronization-application.aspx>

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

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**Practical information**

Please note that a strict procedure for visas is in force in Switzerland. Participants are urged to read carefully the procedures available at this [address](#). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks. A list of Geneva hotels offering preferential ITU rates can be found on the website at: <http://www.itu.int/travel/>.

Do not hesitate to contact the **ITU-D Study Group Secretariat** with any questions you may have regarding these meetings and the activities of the ITU-D Study Groups (by E-mail: [devsg@itu.int](mailto:devsg@itu.int) or Tel.: +41 22 730 5999).

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