



Telecommunication
Development Bureau (BDT)



Ref.: Circular BDT/DNS/DGS/103

Geneva, 26 August 2021

- Administration of ITU Members States
- Regulators
- ITU-D Sector Members
- Academia

**Subject: Establishment of the Advisory Board for the Network of Women for the World
Telecommunication Development Conference (WTDC)**

Dear Sir/Madam,

I refer to Circular/BDT/DNS/DGS/076 of 5 February 2021, regarding the [Network of Women](#) for WTDC (NoW4WTDC) established to provide a platform for collaboration and exchange of information between new and experienced delegates in the ITU Telecommunication Development Sector (ITU-D). The overarching aim is to increase the participation of women in ITU-D meetings and encourage more women to take up leadership roles in the ITU-D sector structures.

Since the Telecommunication Development Bureau (BDT) unveiled NoW4WTDC, the level of activities in all the six regions has been growing with a lot of enthusiasm. We launched the global mentorship programme on 28 May 2021 at the NoW4WTDC side event during the Telecommunication Development Advisory Group (TDAG) meeting and called for mentees on 24 June 2021 at the NoW4WTDC session of the Global Symposium of Regulators (GSR) 2021. We encourage all potential mentors and mentees from our membership to sign up through the [website](#).

To enable a more effective implementation of the Network, I would like to set up an advisory board to help me understand the opportunities and challenges of our delegates from all regions and tailor activities to ensure they assist the network in fulfilling its objectives. In this regard, I propose the selection of one chair and six vice-chairs representing each of the regions, to form the Advisory Board.

I further propose that each region agrees on one representative, through the consultations under the umbrella of the respective Regional Telecommunications Organizations (RTOs). The vice-chairs will support the promotion of the Network at the regional level and engage female delegates to participate in BDT activities, share lessons learned and good practices. We envisage a one-month long consultation and selection process, with the launch of the Board by 1 October 2021. The proposed Terms of Reference are attached as Annex 1, but enquiries can also be sent to Ms Rachel Alwala, Coordination Officer via the email: now4wtcd@itu.int

Finally, I encourage you to promote NoW4WTDC within your organization in order to ensure all female delegates fully benefit from the mentorship programme and other network activities. The Secretariat remains at your disposal for consultations and clarification.

Yours faithfully,

Doreen Bogdan-Martin
Director

Annex 1

Terms of Reference**Advisory Board of the Network of Women for WTDC****1. Background**

The Network of Women for the World Telecommunication Development Conference (NoW4WTDC) was established to generally promote gender balance participation in the ITU Telecommunication Development Sector (ITU-D), and specifically in the activities leading up to the WTDC and beyond. The network aims to build a community where female delegates support each other, expand their network, advocate and share experience and knowledge. It is also established with the objective to promote the active participation of women in WTDC, wider activities of ITU-D and the sector in general. This is envisaged to provide visibility to women and empower them for larger responsibilities in their respective delegations, at WTDC and in future similar platforms. Through the network, women starting in the ICT profession will be mentored by more experienced professionals, in order to create a stronger base for women in the digital space.

2. Establishment of the NoW4WTDC

The membership of NoW4WTDC comprises ITU Member States and ITU Sector Members engaged in activities of ITU-D.

The network has been launched in all of the six ITU regions, namely:

- a. Africa Region
- b. Americas Region
- c. Arab States Region
- d. Asia and the Pacific Region
- e. Europe Region
- f. Commonwealth of Independent States (CIS) Region

3. The Purpose and Role of the Now4WTDC Advisory Board

The NoW4WTDC Advisory Board shall provide strategic guidance to the BDT and its Director, to ensure successful development of the Network activities and facilitate close collaboration of the regional chapters of the network.

The role of the Advisory Board will include the following:

- Provide overall guidance with respect to NoW4WTDC activities;
- Promote synergies and collaboration among the six regional chapters of NoW4WTDC, their initiatives and stakeholders engaged in the network;
- Advise the Director of the Telecommunication Development Bureau (BDT) on the governance, prioritization and growth of the network to further its objectives.
- Provide guidance on any other matters brought to its attention by the regional chapters or the BDT.

4. Composition

The Advisory Board will be constituted as follows:

- BDT Director
- 1 Chair
- Six Vice Chairs, one from each of the six regions of the ITU, with one alternate.

The Chair and Vice Chairs shall be selected through nominations from Member States' Administrations and channelled via the respective Regional Telecommunication Organizations (RTOs).

The RTOs shall carry out the consultations and forward two representatives from each region to the BDT. The two shall be the regional representatives on the Advisory Board on an alternate basis.

The nominees will generally be expected to be:

- Individuals with passion for women's empowerment and commitment to advance gender equality in ITU-D;
- Delegates with considerable experience in ITU-D related work and processes;
- Available to attend the Advisory Board Meetings (virtual);
- Be willing to promote NoW4WTDC activities including webinars and panel sessions both at regional and global level, among others.

5. Decision Making and Organization

Decisions of the Advisory Board shall be made on the basis of consensus of the members and chair.

The Advisory Board shall adopt its rules of procedures at its first meeting and may amend them if needed.

The Advisory Board shall exchange information by e-mail and may convene virtually for the time being, as necessary.

The BDT Director shall appoint a member of BDT staff to provide Secretariat services and administrative support to the Advisory Board.