Ref: APT/WTDC17-1&ADF-13/02/INV-NF   11 May 2016

Dear Sir/Madam,

Subject: The 1st Meeting of the APT Preparatory Group for WTDC-17 (APT WTDC17-1)
and the 13th APT Telecommunication and ICT Development Forum (ADF-13)
2 – 5 August 2016, Singapore

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize the 1st Meeting of the APT Preparatory Group for WTDC-17 (APT WTDC17-1) on 2 August 2016, and the 13th APT Telecommunication and ICT Development Forum (ADF-13) from 3 to 5 August 2016 in Singapore. The events will be hosted by the Infocomm Development Authority of Singapore (IDA).

As for APT WTDC17-1, the main objective of the meeting is to initiate the preparatory process of the APT for the ITU World Telecommunication Development Conference 2017 (WTDC-17). APT WTDC17-1 is expected to conduct the following activities:
- To elect Chairman and Vice-chairmen of the preparatory group;
- To form the structure of the preparatory group;
- To nominate other office bearers of the preparatory group based on the structure;
- To develop working methods and work plan for the preparation of WTDC17; and
- To have preliminary discussion on WTDC17 issues.

With regard to the APT Telecommunication and ICT Development Forum (ADF), the forum has played a unique role in providing a platform for the APT members including governments, regulators, industry players and all other stakeholders to discuss ways for development of telecommunications and ICT. ADF-13 will address the following:
- The Way to Overcome Digital Divide including the issue of Universal Service Funds (USF);
- Stimulating ICT Business and Industry including innovation, startup and SMEs for ICT Applications;
- Best Practices, Experiences, and Challenges in ICT Development within the Region;
- Increasing Access and connectivity, in Particular Rural Areas;
- Outcome and Achievements of the Projects via Extra Budgetary Contributions (EBCs); and
- Facilitating investment of ICT infrastructure and application;

In this regard, I would like to invite high-level representatives from your administration/organization who are currently involved in telecommunication and ICT development to attend these events. Registration can only be done online at http://www.apt.int/content/online-registration. The deadline for registration is **18 July 2016**.

Early registration is recommended as the room availability and the preferential rates for the hotel may not be guaranteed by the APT Secretariat. If you need further information or assistance regarding the events, please contact the APT Secretariat by email aptict@apt.int or by fax: +66 2 573 7479.

The administrations that wish to submit contribution to the events should prepare their contribution in form of presentation material in Microsoft Word and/or PowerPoint, English Version using the proper templates provided by the APT and send it to the APT Secretariat by e-mail aptict@apt.int. **The deadline to submit the contributions is 15 July 2016**. The guidelines and templates of contribution as well as the Provisional Agenda, Information for Participants and additional information of both events will be posted on the APT website at http://www.apt.int/2016-WTDC17-1 and http://www.apt.int/2016-ADF-13.

I look forward to receiving your good support and cooperation to make these events a success.

Yours sincerely,

Areewan Haorangsi
Secretary General

To: Members (NF), Associate Members (NF), Affiliate Members and International Organizations