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| ITU logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | | CCITT/ITU-T 60th Anniversary logo |
|  | | | Geneva, 11 April 2016 | |
| Ref: | **TSB Collective letter 2/SG2RG-AMR** | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates participating in the work of Study Group 2;  - To ITU Academia, and  - To the ITU Area Office, Brasilia, Brazil | |
| Tel: | +41 22 730 5855 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg2@itu.int](mailto:tsbsg2@itu.int) | |  | |
| Subject: | **Meeting of ITU-T Study Group 2 Regional Group for the Americas (SG2RG-AMR) Brasilia, Brazil, 14 June 2016, from 14:00 to 18:00** | | | |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the National Telecommunications Agency (ANATEL) of Brazil, ITU-T Study Group 2 Regional Group for the Americas (SG2RG-AMR) will hold its next meeting at Centro de Eventos e Convenções, Brasilia, Brazil, from 14h00 to 18h00 on 14 June 2016.

The meeting of the SG2RG-AMR will start at 1400 hours on Tuesday, 14 June 2016. Participant registration will begin at 0830 hours at the venue. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue. Additional information about the meeting is set forth in **Annex A.**

The draft **Agenda** of the meeting, as prepared by the Chairman of SG2RG-AMR, is set out in **Annex B**.

I would like to take the opportunity to inform you that the following meetings will also take place at this venue during the same week:  
 - ITU Regional Economic and Financial Forum of Telecommunication/ICTs, 13-14 June 2016  
 - SG3RG-LAC meeting, 16-17 June 2016  
 - ITU Regional Development Forum for Americas Region (RDF), 15 June 2016

Practical information relating to the venue is enclosed in **Annex C.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annexes:** 3

**ANNEX A**(to TSB Collective letter 2/SG2RG-AMR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address: [tsbsg2@itu.int](mailto:tsbsg2@itu.int). The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 2 RG-AMR website and must therefore be received by TSB **not later than 1 June 2016.** We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents.  The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>).  The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** As agreed with the Chairman of the Group, the working languages of the meeting will be Spanish, English, and Portuguese.

**TRANSLATION:** Documents for this meeting will be translated in Spanish and English.

**WIRELESS LAN:** Facilities and Internet access will be available at the venue of the event.

**PAPERLESS MEETINGS:** The meeting will be run paperless.

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable the organisers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) **not later than 16 May 2016**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* on the ITU‑T SG2 website:** <http://www.itu.int/en/ITU-T/studygroups/2013-2016/02/sg2rgamr/Pages/default.aspx>**.**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, **within the Americas region only** and subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)** must be returned to ITU not later than **2 May 2016**. Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries, and gender balance. Please further note that when two partial fellowships are requested, at least one must be an economy class air ticket.

**KEY DEADLINES (before meeting)**

2 May 2016 - fellowship requests

16 May 2016 - online registration

1 June 2016 - final deadline for contributions

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 2/SG2RG-AMR)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 3RG-LAC, ITU-T Study Group 2RG-AMR and Associated BDT Forums**  Brasilia, Brazil, 13-17 June 2016 | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail:** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for a partial fellowship to be submitted before 2 May 2016** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation I.D. No:………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at:  <http://www.itu.int/en/ITU-T/studygroups/2013-2016/02/sg2rgamr/Pages/default.aspx>)  Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the Administration or Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Mr / Ms  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(family name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(given name)  Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Tel**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  PASSPORT INFORMATION**:**  Date of birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Nationality**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Passport number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date of issue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** In (place)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Valid until (date): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Please select your preference  (which ITU will do its best to accommodate) | | | | | | | |
| **□ Economy class air ticket (duty station / Brasilia / duty station)**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | | | |
|  | | | | | | | |
| **Signature of fellowship candidate:** | | | | | **Date:** | | |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. | | | | | | | |
| **Signature:** | | | | | **Date:** | | |

**ANNEX B**(to TSB Collective letter 2/SG2RG-AMR)

**Draft Agenda**

|  |  |
| --- | --- |
| **Draft agenda of ITU-T Study Group 2 Regional Group for the Americas (SG2RG-AMR) Brasilia, Brazil, 14 June 2016, from 14:00 to 18:00** | |
| **1** | Opening of the meeting and welcome remarks |
| **2** | Adoption of the agenda |
| **3** | Meeting documents (contributions and TDs) |
| **4** | Tutorial on Numbering, Naming, Addressing and Identification |
| **5** | Overview of current ITU-T Study Group 2 activities:   1. Main Outcomes of last ITU-T Study Group 2 Meeting |
| **6** | Preparation for WTSA-16 (questions to be considered) |
| **7** | Relevant issues for the countries of the region |
| **8** | Numbering project for Internet of Things in ITU-T SG2 |
| **9** | Any other business |
| **10** | Closure of the meeting |

**ANNEX C**(to TSB Collective letter 2/SG2RG-AMR)

**Practical Information**

**ITU WEEK IN THE AMERICAS:**

**Regional Economic and Financial Forum of Telecommunications/ICTs**

**13-14 June 2016**

**ITU Regional Development Forum for the Americas Region (RDF)**

**15 June 2016**

**Meeting of the SG2RG-AMR**

**14 June 2016 (afternoon)**

**Meeting of the SG3RG-LAC**

**16-17 June 2016**

**Brasilia, Brazil**

**Practical Information**

1. **About the city**

Brasília is the city designed to be the capital of Brazil and the seat of government of the Distrito Federal. Inaugurated in 1960 in the Central Highlands of Brazil, it is a masterpiece of modernist urbanism due its innovative and functional layout and the unique combination of straight and rounded shapes in its architecture. The city is listed as a World Heritage Site by UNESCO.

The basic structure of Brasilia was completed in just four years, from 1956 to 1960, under the leadership of President Juscelino Kubitschek.

The city is designed in the shape of an airplane, with various separated zones assigned for specific functions such as housing, commerce, hospitals and banking. Running down the center of the "airplane's fuselage" is the thoroughfare called the Eixo Monumental ("Monumental Axis"), surrounded by several government buildings and ending at the Praça dos Três Poderes ("Three Powers Square"). The arched "wings" are residential zones, with several rows of apartment blocks with small commercial districts. The intersection is the commercial and cultural hub, with stores, hotels, and the cathedral.

A huge lake completes the skyline and serves the city as both a leisure area and a source of humidity for drier months.

1. **Event venue**

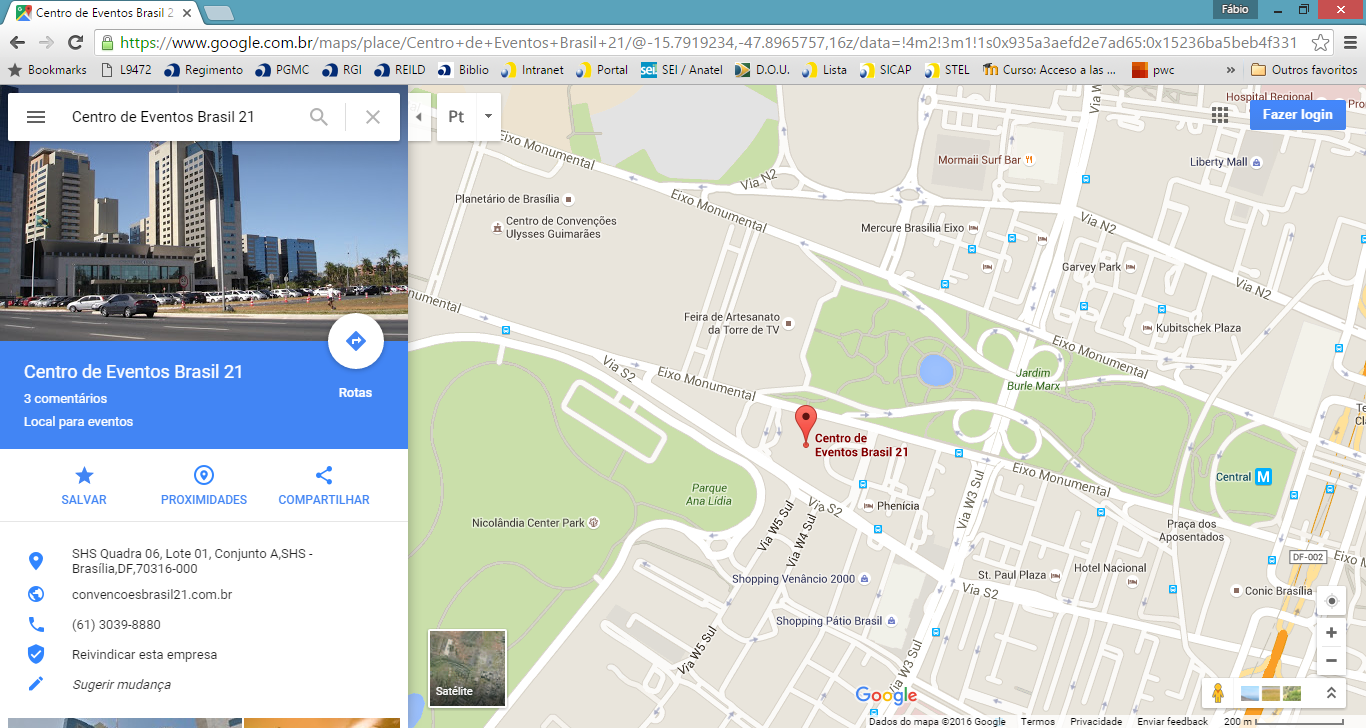
Centro de Eventos e Convenções Brasil 21

Address: SHS Quadra 06 - Complexo Brasil 21

Phone: +55 (61) 3039-8880

E-mail: [convention@brasil21hoteis.com.br](mailto:convention@brasil21hoteis.com.br)

Website: <http://www.convencoesbrasil21.com.br/>



1. **Language**

The language spoken in Brazil is Portuguese. Simultaneous interpretation from and to Portuguese/Spanish/English will be available at the event venue.

1. **Arrival and Transportation**

No transfer from the airport to the hotels will be provided by the Event Organizers. The participants should use either the **taxi services** or the **executive bus** available at Brasilia International airport, “Juscelino Kubitschek”.

The executive bus service is available daily from 6:30 am to 11:00 pm (leaving every 30 minutes), at a fixed rate of R$ 10,00 per person (cash payments only). The itinerary of the bus service is the following: Airport, Esplanade, Plano Piloto Bus Station, Hoteliers sectors North and South, Airport.

For more information about the airports, please see the INFRAERO website – Brazilian airports: <http://www.infraero.gov.br/> or <http://www.aeroportobrasilia.net/>

No transfer from hotels to the event venue will be provided by the Event Organizers.

1. **Health care**

Participants are recommended to be vaccinated for yellow fever ten days prior to their trip. Participants are also advised to hold an international health insurance valid in Brazil for any emergency, although public hospitals and services are of good quality in Brasilia.

1. **Visa information**

Depending on the visitor’s nationality, an entry visa may be required by national authorities. Participants concerned are strongly advised to seek information on requirements applicable in their case from Brazilian embassies or consular missions in their home countries. Where a visa is required, applicants are strongly advised to apply as early as possible. For more information please visit: <http://www.portalconsular.mre.gov.br/estrangeiros/vistos-para-estrangeiros>

Please find at the link below the list of Brazilian embassies and consular missions: <http://www.portalconsular.mre.gov.br/sites-dos-postos>

1. **Climate**

The temperature in Brasilia in June varies during the daytime from 15 to 25°C and in the evening from 13 to 23°C. The humidity is 66% on average.

1. **List of suggested hotels**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel Name** | **Address** | **Link for reservation** | **Rate (\*) in local currency (Reais) plus taxes** | **Equivalent in USD\*\*  plus taxes** |
| Brasil 21 Suites  **Venue of the Event**  **Web:** [**convencoesbrasil21.com.br**](http://www.convencoesbrasil21.com.br) | SHS Qd. 6, Conj. A, Bloco F | [http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html#](http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html) | 329,00 | 81.02 |
| Brasil 21 Convention Suites | SHS Qd. 06, Conj. A, Bloco B | [http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html#](http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html) | 299,00 | 73.63 |
|  |  |  | 379,00 |  |
| Meliá Brasil 21 | SHS Qd. 06, Conj. A, Bloco D | [http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html#](http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html) | 93.33 |

**Notes:**

1. *(\*) Please add 5% ISS and R$ 3,00 tourist tax*
2. *(\*\*) UN Operational Exchange Rate for Brazil in February 2016 is R$ 4.061 per 1 US Dollar*
3. *SHS = Hotels in the South area*
4. *The suggested hotels are located at the event venue*
5. *All hotel rates include breakfast*

***Special rates are limited. For reservations please contact the hotel directly not later than   
30 April 2016.***

***Prices were confirmed on 29 January 2016 and may vary until the date of the event. Participants are recommended to make reservations directly with the hotel of their choice and to observe the cancellation policy of the selected hotel when receiving the booking confirmation as to avoid cancellation charges. Each participant will settle expenses directly with the hotel at the end of their stay****.* ***Please retain a copy of the hotel confirmation for your records and please send a copy to:*** [***Luciene.tavares@itu.int***](file:///C:\Users\bettini\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\B6ZZ3RU1\Luciene.tavares@itu.int)

1. **Electricity Power**

In Brasilia, electricity is 220 Volts, 60 Hertz. In case of devices that do not accept these specifications, participants may consider using a voltage converter.

Brazil has recently approved a national standard for electrical outlets as depicted below:

|  |  |
| --- | --- |
|  |  |

However, as we are in a transitional period to the full adoption of the new standard, different kinds of plugs are likely to be found, as depicted below:

|  |  |
| --- | --- |
|  |  |

**10. Currency**

Payments must be made in the local currency only (“real”). Banks are open from 11:00 am to 4:00 pm on weekdays. We recommend that participants exchange money at the bank Banco do Brasil located in the international airports of Rio de Janeiro, Sao Paulo and Brasilia.

Credit cards (VISA, MasterCard, American Express and Diners Club) are generally accepted at hotels, department stores and restaurants.

Tipping is a common practice in bars and restaurants. A normal tip is 10% of the price on the bill. Sometimes the tip is already included in the bill.

**11. Time difference**

Local time: GMT-03:00

**12. Telecommunications**

The country code for Brazil is +55.

Foreign visitors to Brazil can use mobile telephone services in two ways:

* International Roaming, which is provided with nationwide coverage.
* Prepaid SIM cards, which can be purchased from any mobile operator. Visitors need a valid passport in order to purchase SIM cards. Credit can be recharged in supermarkets, lottery establishments, mobile provider stores and newspaper kiosks.

**13. Internet connectivity**

Internet connection will be available at the meeting venue. Payment may be required at certain hotels.

**14. Coordinators**

|  |  |
| --- | --- |
| **From Anatel** | **From ITU** |
| Mr. Fábio Casotti  Agência Nacional de Telecomunicações (Anatel)  Tel: +55 61 2312 2894  E-mail: [fabiocasotti@anatel.gov.br](mailto:fabiocasotti@anatel.gov.br) | Mr. Rodrigo Robles  Area Office: Tegucigalpa, Honduras  Tel: +504 2235 5470  E-mail: [rodrigo.robles@itu.int](mailto:rodrigo.robles@itu.int) |

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