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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 18 July 2019 |
| Ref: | **TSB Collective letter 2/SG20RG-LATAM** | * To Administrations participating in SG20RG‑LATAM;
* To ITU-T Sector Members participating in SG20RG‑LATAM;
* To ITU-T Associates participating in SG20RG‑LATAM;
* To ITU Academia participating in SG20RG‑LATAM;
* To the ITU Regional Office, Brasilia, Brazil;
* To the ITU Area Office for the Americas
 |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg20@itu.int  |
| Web: | <http://itu.int/go/tsg20>  |
| Subject: | **Meeting of ITU-T Study Group 20 Regional Group for Latin America (SG20RG-LATAM) and Bridging the Standardization Gap hands on training session; San Salvador, El Salvador, 11‑12 September 2019** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the General Superintendence of Electricity and Telecommunications (SIGET), **ITU-T Study Group 20 Regional Group for Latin America** (SG20RG-LATAM) will meet in San Salvador, El Salvador, **on 11 September 2019.**

The meeting will be collocated with **a one-day Bridging the Standardization Gap (BSG) hands-on training session on 12 September 2019.**

This meeting will be held in conjunction with the meeting of the Standardization Committee of Telecommunications Regional Technical Commission (COMTELCA) on 9-10 September 2019.

The meeting of SG20RG-LATAM will open at 0930 hours local time on 11 September 2019. Additional information is set forth in **Annex A**, and a draft agenda – prepared by the SG20RG-LATAM Chairman, Mr Héctor Carril, CeSPI, Argentina – can be found in **Annex B**. Practical information relating to the meeting will be posted on the SG20RG-LATAM webpage at: <https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rglatam/Pages/default.aspx>

Participation in the SG20RG-LATAM meeting is defined per clause reference 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016). Please note that continuity of representation would be helpful to the group's work.

**Key deadlines**:

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| 11 August 2019 | - Pre-registration (online via the [SG20RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rglatam/Pages/default.aspx) webpage)- Submit requests for visa support letters (see details in Annex A) |
| 30 August 2019 | - Submit ITU-T Member contributions (by e-mail to tsbsg20@itu.int) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,A picture containing object  Description automatically generatedChaesub LeeDirector of the TelecommunicationStandardization Bureau |  SG20RG-LATAM |
| Latest meeting information |

**Annexes: 2**

ANNEX A
Additional information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: The meeting will be run paperless. Member Contributions should be submitted by e-mail to tsbsg20@itu.int using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members with an [ITU account](https://www.itu.int/en/ties-services) that has TIES access.

**WORKING LANGUAGE**: In agreement with the Chairman of the Group, the working language of the meeting will be Spanish only.

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

**PRE-REGISTRATION AND VISA SUPPORT**

**PRE-REGISTRATION**: Pre-registration is mandatory and is to be done online via the study group homepage **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the new registration system requires focal-point approval for all registration requests. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs whenever possible.

**VISA SUPPORT**: If required, visas must be requested as soon as possiblefrom the embassy or consulate representing El Salvador in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Delegates who require a personal invitation letter are invited to send any request to mvides@siget.gob.sv and euniceletona@siget.gob.sv with copy to TSB: tsbsg20@itu.int bearing the words **“Letter of support for visa”** as the subject and should be sent before the deadline of **11 August 2019**.

**ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 20 Regional Group for
Latin America (SG20RG-LATAM)
San Salvador, El Salvador, 11 September 2019**

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| **No** | **Description** | **Document** |
| **1** | Opening of the meeting |  |
| **2** | Adoption of the agenda |  |
| **3** | Report of the last meeting(Catagena de Indias, Colombia, 20 April 2018)  | [Report 1](https://www.itu.int/md/T17-SG020RG.LATAM-180420-R/en) |
| **4** | Allocation of documents (Contributions and TDs) |  |
| **5** | Overview of ITU-T Study Group 20 (structure and working methods) |  |
| **5.1** | ITU-T SG20RG-LATAM |  |
| **5.2** | ITU-T Working Methods |  |
| **6** | Overview of Outcomes of previous ITU-T SG20 meetings(Cairo, Egypt, 6-16 May 2018, Wuxi, China, 3-13 December 2018 and Geneva, 9-18 April 2019) |  |
| **7** | Outcomes of the Plenipotentiary Conference 2018, TSAG (December 2018) and ITU Council (June 2019) relevant to ITU-T SG20  |  |
| **8** | Overview of ITU-T Activities on Smart Sustainable Cities |  |
| **9** | Promotion activities and bridging the standardization gap |  |
| **10** | Discussion on received Contributions |  |
| **11** | Work Programme of SG20RG-LATAM |  |
| **12** | SG20RG-LATAM members’ Contributions to ITU-T Study Group 20 |  |
| **13** | Discussion on ITU-T SG20RG-LATAM priorities |  |
| **14** | Preparation of the draft Report of the SG20RG-LATAM |  |
| **15** | Venue and date of next SG20RG-LATAM meeting |  |
| **16** | Any other business |  |
| **17** | Closure of the meeting |  |

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