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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 20 July 2020 | |
| Ref: | **TSB Collective letter 3/SG20RG-LATAM**  SG20/CB | | * 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; | |
| Tel: | +41 22 730 6301 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg20@itu.int](mailto:tsbsg20@itu.int) | |
| Web: | <https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rglatam/Pages/default.aspx> | |
| **Subject**: | **Virtual meeting of ITU-T Study Group 20** **Regional Group for Latin America (SG20RG-LATAM), 13-14 October 2020** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of **ITU-T Study Group 20** **Regional Group for Latin America (SG20RG-LATAM),** which is planned to be run fully virtual from 13 to 14 October 2020, inclusive.

Note that no fellowships will be awarded, and the entire meeting will run in Spanish only with no interpretation.

The meeting will open at 1900 hours, Geneva time, on the first day using the [MyMeetings remote participation tool](https://remote.itu.int/).

Preceding the meeting, a one-hour introductory Training Session on MyMeetings remote participation tool will be held at 1800 hours, Geneva time, on 13 October 2020. The draft timetable will be available on the SG20RG‑LATAM webpage.

**Key deadlines**:

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| 18 August 2020 | - Submit ITU-T Member contributions for which translation is requested |
| 15 September 2020 | - Registration (via the online registration form on the [SG20RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rglatam/Pages/default.aspx) webpage) |
| 30 September 2020 | * Submit ITU-T Member contributions (by e-mail to [tsbsg20@itu.int](mailto:tsbsg20@itu.int)) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by Mr Juan Pablo Martín (Argentina), Chairman of SG20RG-LATAM, is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | ITU-T SG20RG-LATAM |
| Latest meeting information |

**Annexes**: 2

ANNEX A  
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:Member contributions and draft TDs should be submitted by e-mail to [tsbsg20@itu.int](mailto: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 who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

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

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**:Registration is mandatory and is to be done online via the study group home page **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 ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rglatam/Pages/default.aspx). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the study group chairman.

ANNEX B  
Draft agenda

**Meeting of ITU-T Study Group 20 Regional Group for  
Latin America (SG20RG-LATAM)  
Virtual, 13-14 October 2020**

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| **No** | **Description** | | **Document** |
| **1** | Opening of the meeting | |  |
| **2** | Adoption of the agenda | |  |
| **3** | Report of the last meeting (San Salvador, 11-12 September 2019) | | [Report 2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG020RG.LATAM-R-0002) |
| **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 (Geneva, 25 November - 6 December 2019 and Virtual, 6-16 July 2020) | |  |
| **7** | Outcomes of the TSAG meeting (September 2020) and ITU Council (2020) 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 and WTSA-2020 preparations | |  |
| **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 | |  |

NOTE ‒ Updates to the agenda can be found on the [SG20RG-LATAM webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rglatam/Pages/default.aspx).

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