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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 11 January 2019 |
| Ref: | **TSB Collective letter 3/3**SG3/AM | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 3; - To ITU Academia |
| Tel: | +41 22 730 6251 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg3@itu.int  |
| Web: | <http://itu.int/go/tsg3>  |
| Subject: | **Meeting of Study Group 3; Geneva, 23 April – 2 May 2019** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 3 (Tariff and accounting principles and international telecommunication/ICT economic and policy issues), which will be held at ITU headquarters, Geneva, from 23 April to 2 May 2019, inclusive.

I draw your attention to two important updates: meeting registration now requires focal point approval, and the process for requesting fellowships and visas has changed. Please see **Annex A** and [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068) for details.

A workshop on “*Economic and Policy aspects of IoT*” will be held on 24 April. More details will be available on the [SG3 webpage](http://itu.int/go/tsg3).

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting room allocations will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).

**Key deadlines**:

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| 23 February 2019 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 12 March 2019 | - Submit fellowship requests (via the online registration form; see details in **Annex A**) |
| 23 March 2019 | - Pre-registration (via the online registration form on the [study group homepage](http://itu.int/go/tsg3))- Submit requests for visa support letters (via the online registration form; see details in **Annex A**) |
| 10 April 2019 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by
Mr Seiichi Tsugawa (Japan) are set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg3ITU-T SG3 |
| Latest meeting information |

**Annexes**: 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:The meeting will be run paperless. Member contributions should be submitted using [Direct Document Posting](http://itu.int/net/ITU-T/ddp/); draft TDs should be submitted by e-mail to the study group secretariat 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/[TIES account holders](http://www.itu.int/TIES/).

**INTEPRETATION**: Due to budget restrictions,interpretationwill be available for the closing plenary of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least six weeks before the first day of the meeting**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**PRINTERS** are available in the delegates’ lounges and near all [major meeting rooms](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on delegates’ computer, documents may be “e‑printed” by e-mailing them to the desired printer.
Details at: <http://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk (servicedesk@itu.int) on a first-come, first‑served basis.

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

**PRE-REGISTRATION**:Pre-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 new registration system requires focal-point approval for all registration requests. The membership is invited to include women in their delegations whenever possible.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU‑T. If you would like to participate, please contact ITU-Tmembership@itu.int. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS**: Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received by 12 March 2019 at the latest, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of written contributions; equitable distribution among countries and regions; and gender balance.

**VISA SUPPORT**: If required, visas must be requested before the date of arrival in Switzerland from the embassy or consulate representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words “**visa support**”.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS**: A number of Geneva hotels offer preferential rates for delegates attending ITU meetings, and provide a card giving free access to Geneva’s public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

ANNEX B
Draft agenda and time plan

Draft agenda for the plenary meeting of Study Group 3
(Geneva, 23 April to 2 May 2019)

1. Opening of the meeting
2. Review of documents and electronic working methods available
3. Adoption of the agenda
4. Timetable
5. Documents review and allocation
6. Results of the work of ITU-T Study Group 3 and follow-up
7. Progress reports on the work of the Regional groups of ITU-T Study Group 3
8. Approval of Recommendations under TAP
9. List of orphaned/dormant Recommendations
10. Reports of the meetings of Working Parties, Questions, and ad-hoc groups
11. Determination of Recommendations under TAP
12. Deletion or renumbering of Recommendations
13. Approval or deletion of other texts
14. Rapporteur appointments, other nominations, if required
15. Approval of outgoing Liaison Statements
16. Dates of future ITU-T Study Group 3 meetings
17. Other business
18. Closure of the meeting

Draft time plan

**(Geneva, 23 April to 2 May 2019)**

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|  | Tuesday23 April | Wednesday24 April | Thursday25 April | Friday\*\*26 April |  | Monday29 April | Tuesday30 April | Wednesday1 May | Thursday2 May |
| Morning 1 09h30-11h15 | PLEN | WP1 | WP2 | Ad hoc and other meetings\* | WP1 | WP2 | WP3 | Ad hoc and other meetings\* | WP4 | PLEN |
| WP2 |
| Morning 2 11h30-12h30 | WP1 | *Workshop* | WP3 | WP1 | WP2 | WP3 | WP4 | PLEN |
| *Lunchtimesessions* | *Newcomers’ session* |  |  |  |  |  |  |  |
| Afternoon 1 14h30-16h00 | WP2 | WP1 | Ad hoc and other meetings\*  | PLEN |  | PLEN | PLEN | WP4 | PLEN |
| Afternoon 216h15-17h30 | WP3 | WP3 | WP1 | WP2 |  | WP3 | WP4 | Ad hoc and other meetings\* | WP4 | PLEN |
| WP4 |

\* Ad-hoc and other meetings will be scheduled as needed

\*\*The Meeting starts at 09h00

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