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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  | cid:image001.png@01D36D16.2FD1E7F0 |
|  | Geneva, 12 October 2018 |
| Ref: | **TSB Collective letter 2/SG5RG-ARB**SG5/RU | - To the members of the Study Group 5 Regional Group for the Arab Region; - To the ITU Arab Regional Office |
| Tel: | +41 22 730 5356 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int  |
| Web: | <http://itu.int/go/sg5rgarb>  |
| Subject: | **Meeting of ITU-T SG5 Regional Group for the Arab Region (SG5RG-ARB); Kuwait City, Kuwait, 18 December 2018** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 5 Regional Group for the Arab Region (SG5RG-ARB), which will be held at the kind invitation of the Communication and Information Technology Regulatory Authority (CITRA) in **Kuwait City, Kuwait, on 18 December 2018**.

The meeting will be preceded by the Regional Standardization Forum (RSF) and the Annual Regional Forum on IoT on 17 December 2018. On that same day, a Celebration of the 50th Anniversary of ITU-T Regional Groups will also take place.

The meeting of ITU-T Study Group 3 Regional Group for the Arab Region (SG3RG-ARB) will be held from 19 to
20 December 2018 and the Arab Standardization Team Meeting will be held on 20 December 2018.

The Regional Standardization Forum (RSF) and the Annual Regional Forum on IoT will start at 0830 hours on Monday, 17 December 2018. The meeting of SG5RG-ARB will open at 0900 hours on Tuesday, 18 December 2018. The meeting of SG3RG-ARB will open at 0900 hours on Wednesday, 19 December 2018.

The regional group meetings will be restricted to delegates and representatives from Member States, Sector Members, and Associates of the ITU-T Study Group 5 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 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 out in **Annex A**.

The draft Agenda of the meeting is set out in **Annex B**.

Practical information relating to the venue will be posted on the [SG5RG-ARB webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgarb/Pages/default.aspx).

**Key deadlines**:

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| 19 November 2018 | - Submit fellowship requests (the application form and guidelines are set out in **Form 1**) |
| 19 November 2018 | - Pre-registration (online via the [SG5RG-ARB website](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgarb/Pages/default.aspx)) |
| 5 December 2018 | - Submit ITU-T Member Contributions (by e-mail to tsbsg5@itu.int) |

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/sg5rg-arb ITU-T SG5RG-ARB |
| Latest meeting information |

**Annexes**: 2

ANNEX A

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your Contributions by e-mail to the following address: tsbsg5@itu.int. The deadline for Contributions is 12 (twelve) calendar days before the meeting. Such Contributions will be published on the Study Group 5 RG-ARB website and must be received by TSB **no later than 5 December 2018**.

**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.

**WORKING METHODS AND FACILITIES**

**INTERPRETATION:** In agreement with the Chairman of the group, the working languages of the meeting will be Arabic.

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

**PRE-REGISTRATION, 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**. The membership is invited to include women in their delegations whenever possible.

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, **within the Arab Region only**, 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). Fellowship requests (using enclosed **Form 1**) must be received by **19 November 2018** at the latest, 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:** As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Instructions will be found in the “Practical information” on the [SG5RG-ARB webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgarb/Pages/default.aspx).

**FORM 1 - FELLOWSHIP REQUEST**

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| The International Teleocmmunication Union - Connecting the World. | **ITU Standardization Week for the Arab Region(Kuwait City, 17-20 December 2018)**Request for one partial fellowship (submission deadline **19 November 2018**) |  |
| Please return completed form, preferably by e-mail, to:ITU Fellowships, Geneva (Switzerland) | E-mail: fellowships@itu.intTel: +41 22 730 5227Fax: +41 22 730 5778 |
| **Applications from women are encouraged** |
| Registration number (required):(Pre-registration is [online only](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgarb/Pages/default.aspx)) |  |
| Title(s) of Contributions submitted/planned: |  |
| Country ([list of eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf)): |  |
| Name of the Administration/Organization: |  |
| Professional role/title: |  |
| Mr/Mrs/Ms: |  |
| Applicant’s family name: |  |
| Applicant’s given name: |  |
| Address: |  |
| Telephone: |  |
| Fax: |  |
| E-mail: |  |
| Passport number: |  |
| Date and place of issue: |  |
| Passport valid until (date): |  |
| Nationality: |  |
| Date of birth: |  |
| Please select your preferred fellowship type (one only),which ITU will do its best to accommodate:[ ]  **Economy class air ticket (duty station -> event venue -> duty station)**[ ]  **Subsistence allowance intended to cover accommodation, meals & misc. expenses** |
| **Signature of applicant:**  | **Date:**  |
| TO VALIDATE THIS FELLOWSHIP REQUEST, THE NAME, TITLE AND SIGNATURE OF THE CERTIFYING OFFICIAL DESIGNATING THE PARTICIPANT MUST BE COMPLETED BELOW, ALONG WITH AN OFFICIAL STAMP.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST TO THE LAST DAY OF THE MEETING. |
| **Signature and stampof certifying official:**  | **Date:**  |

**ANNEX B**

**DRAFT AGENDA
Meeting of ITU-T SG5RG-ARB, Kuwait City, 18 December 2018**

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| **No** | **Description** | **Document** |
| **1** | Opening of the meeting |  |
| **2** | Adoption of the agenda |  |
| **3** | Allocation of documents (Contributions and TDs) |  |
| **4** | Overview of ITU-T Study Group 5 (structure and working methods) |  |
| **5** | Overview of Outcomes of previous ITU-T SG5 meeting (11-21 September 2018) and ITU-T WP1/5 meeting (21-25 May 2018) |  |
| **6** | Discussion on received Contributions |  |
| **7** | Work Programme of SG5RG-ARB |  |
| **8** | SG5RG-ARB members’ contributions to ITU-T Study Group 5 |  |
| **9** | Discussion on ITU-T SG5RG-ARB priorities |  |
| **10** | Preparation of the draft Report of the SG5RG-ARB |  |
| **11** | Venue and date of next SG5RG-ARB meeting |  |
| **12** | Any other business |  |
| **13** | Closure of the meeting |  |

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