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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 13 February 2018 |
| Ref: | **TSB Collective letter 1/SG5RG-LATAMTSB Collective letter 1/SG20RG-LATAM** | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 5;- To ITU-T Associates of Study Group 20;- To ITU Academia;- To the ITU Area Office for the Americas |
| Tel: | +41 22 730 6301 |
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| Email: | tsbsg5@itu.int tsbsg20@itu.int  |
| Web: | <http://itu.int/go/tsg5> <http://itu.int/go/tsg20>  |
| Subject: | **Meeting of ITU-T Study Group 5 Regional Group for Latin America (SG5RG-LATAM) and Study Group 20 Regional Group for Latin America (SG20RG-LATAM); Cartagena de Indias, Colombia, 19-20 April 2018** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the National Spectrum Agency (ANE), ITU-T Study Group 5 Regional Group for Latin America (SG5RG-LATAM)and ITU-T Study Group 20 Regional Group for Latin America (SG20RG-LATAM) will hold their regional meeting at the Hotel Las Américas in Cartagena de Indias on 19 and 20 April 2018.

The meeting of SG5RG-LATAM will open at 1400 hours on 19 April 2018 while the meeting of SG20RG-LATAM will open at 0900 hours on 20 April 2018. These meetings will be held in conjunction with the [Sixth Ministerial Conference on the Information Society of Latin America and the Caribbean](https://conferenciaelac.cepal.org/6/es).

Participant registration will begin on 18 April at 0830 hours at the venue. Details for the venue of the meeting along with the list of hotels and practical information will be made available on the [SG5RG‑LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rglatam/Pages/default.aspx) and [SG20RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rglatam/Pages/default.aspx) webpages.

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 and ITU-T Study Group 20 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

Additional information about the SG5RG-LATAM and SG20RG-LATAM meeting is available in **Annex A**.

The draft agenda of the SG5RG-LATAM meeting, prepared by Ms Martha Liliana Suarez (Chairman of SG5RG-LATAM, ANE, Colombia), is set out in **Annex B**. The draft agenda of the SG20RG-LATAM meeting, prepared by Mr Héctor Carril (Chairman of SG20RG-LATAM, CeSPI, Argentina), is set out in **Annex C**.

**Key deadlines**:

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| 19 March 2018 | - Pre-registration (online via the [SG5RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rglatam/Pages/default.aspx) and [SG20RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rglatam/Pages/default.aspx) webpages) |
| 2 April 2018 | - Submit request for visa support letters |
| 6 April 2018 | - Final deadline for contributions for SG5RG-LATAM and SG20RG-LATAM |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | cid:image002.png@01D30189.7AF1CA50SG5RG-LATAM |
| **Annexes**: 3 | SG20RG-LATAM |

**ANNEX A**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meetings will be run paperless. Member Contributions should be submitted by e-mail to the following addresses: tsbsg5@itu.int and tsbsg20@itu.int, respectively.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents. The templates are accessible from each ITU‑T study group webpage, 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. 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/).

**WORKING LANGUAGE:** The working language of the meetings will be Spanish.

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

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration is to be done online via the [SG5RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rglatam/Pages/default.aspx) and [SG20RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rglatam/Pages/default.aspx) webpages, respectively, **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation.

**VISA:** If required, visas must be requested as soon as possiblefrom the embassy or consulate representing Colombia 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 internacional@ane.gov.co with copy to TSB: tsbsg5@itu.int and tsbsg20@itu.int bearing the words **“Letter of support for visa”** as the subject and should be sent before the deadline of **2 April 2018**.

**ANNEX B

Draft Agenda
(SG5RG-LATAM, Cartagena de Indias, Colombia, 19 April 2018)**

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 WTSA-16 outcomes related to ITU-T SG5 activities

6 Overview of Outcomes of previous ITU-T SG5 meeting (13-22 November 2017) and ITU-T WP2/5 meeting (5-9 March 2018)

7 Discussion on input documents:

7.1 Discussion on received contributions

8 Work Programme of SG5RG-LATAM

9 SG5RG-LATAM members’ contributions to ITU-T Study Group 5

10 Discussion on ITU-T SG5RG-LATAM priorities

11 Preparation of the Draft Report of the SG5RG‑LATAM

12 Venue and date of next SG5RG-LATAM meeting

13 Any other business

14 Closure of the meeting

**ANNEX C

Draft Agenda
(SG20RG-LATAM, Cartagena de Indias, Colombia, 20 April 2018)**

1 Opening of the meeting

2 Adoption of the agenda

3 Allocation of documents (contributions and TDs)

4 Overview of ITU-T Study Group 20 (structure and working methods)

5 Overview of WTSA-16 outcomes related to ITU-T SG20 activities

6 Overview of Outcomes of previous ITU-T SG20 meeting (4-15 September 2017) and ITU-T WP1/20 meeting (24 January 2018)

7 Discussion on input documents:

7.1 Discussion on received contributions

8 Work Programme of SG20RG-LATAM

9 SG20RG-LATAM members’ contributions to ITU-T Study Group 20

10 Discussion on ITU-T SG20RG-LATAM priorities

11 Preparation of the Draft Report of the SG20RG‑LATAM

12 Venue and date of next SG20RG-LATAM meeting

13 Any other business

14 Closure of the meeting

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