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|  | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 6 September 2018 | |
| Ref: | **TSB Collective letter 2/SG5RG-LATAM**  SG5/CB | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 5;  - To ITU Academia;  - To the ITU Area Office for the Americas | |
| Tel: | +41 22 730 6301 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg5@itu.int](mailto:tsbsg5@itu.int) | |
| Web: | <http://itu.int/go/tsg5> | |
| Subject: | **Meeting of ITU-T Study Group 5 Regional Group for Latin America (SG5RG-LATAM); Bogota, Colombia, 24 October 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) will hold its second regional meeting at the Hotel Wyndham in Bogota on 24 October 2018.

Exceptionally, registration for this meeting will not use focal point approval announced in TSB Circular 68. The previous procedures apply, as detailed in **Annex A**.

The meeting will open at 0900 hours on 24 October 2018, and participant registration will begin at 0800 hours. The SG5RG-LATAM meeting will precede the [8th International Spectrum Congress: “Innovation towards a connected society”.](http://www.internationalspectrumcongress.gov.co/)

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) webpage. Additional information about the SG5RG-LATAM meeting is available in **Annex A.**

The regional group meeting 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).

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**.

**Key deadlines**:

|  |  |
| --- | --- |
| 24 September 2018 | - Pre-registration (online via the [SG5RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rglatam/Pages/default.aspx) webpage) |
| 30 September 2018 | * Submit request for visa support letters |
| 11 October 2018 | - Final deadline for Contributions for SG5RG-LATAM |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  *(signed)*  Chaesub Lee Director of the Telecommunication Standardization Bureau | cid:image002.png@01D30189.7AF1CA50 ITU-T SG5RG-LATAM |

**Annexes**: **2**

ANNEX A  
WORKING METHODS AND FACILITIES

**DOCUMENT SUBMISSION AND ACCESS**:The meeting will be run paperless. Member contributions should be submitted by e-mail to the following address: [tsbsg5@itu.int](mailto:tsbsg5@itu.int).

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents. The “[Document Templates](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx)” are accessible from the [SG5RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rglatam/Pages/default.aspx) webpage. 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 mandatory and is to be done online via the [SG5RG-LATAM](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rglatam/Pages/default.aspx) webpage **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](mailto: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. The membership is invited to include women in their delegations whenever possible.

**VISA SUPPORT**: If required, visas must be requested as soon as possible from 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

Delegates who require a personal invitation letter are invited to send any request to [internacional@ane.gov.co](mailto:internacional@ane.gov.co) with copy to TSB: [tsbsg5@itu.int](mailto:tsbsg5@itu.int) bearing the words **“Letter of support for visa”** as the subject and should be sent before the deadline of **30 September 2018**.

ANNEX B  
Draft agenda  
(SG5RG-LATAM, Bogota, Colombia, 24 October 2018)

| **No** | **Draft Agenda** | | **Documents** |
| --- | --- | --- | --- |
| **1** | Opening of the meeting | |  |
| **2** | Adoption of the agenda | |  |
| **3** | Approval of the report of the last meeting (Cartagena de Indias, Colombia, 19 April 2018) | | [Report 1](https://www.itu.int/md/T17-SG05RG.LATAM-R-0001/en) |
| **4** | Allocation of documents (Contributions and TDs) | |  |
| **5** | Overview of ITU-T Study Group 5 (structure and working methods) | |  |
| **6** | Overview of Outcomes of previous ITU-T WP1/5 meeting (21-25 May 2018) and ITU-T SG5 meeting (11-21 September 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 the next SG5RG-LATAM meeting | |  |
| **13** | Other business | |  |
| **14** | Closure of the meeting | |  |

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