|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 29 January 2018 | |
| Ref: | **TSB Collective letter 2/SG11RG-EECAT**  **TSB Collective letter 2/SG20RG-EECAT** | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 11;  - To ITU‑T Associates of Study Group 20;  - To ITU Academia;  - To the ITU Area Office for CIS | |
| Tel: | +41 22 730 5780  +41 22 730 6301 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg11@itu.int](mailto:tsbsg11@itu.int)  [tsbsg20@itu.int](mailto:tsbsg20@itu.int) | |
| Web: | [http://itu.int/go/tsg11rgeecat](http://www.itu.int/go/tsg11rgeecat) <http://itu.int/go/tsg20rgeecat> | |
| Subject: | **Meetings of ITU-T Study Group 11 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG11RG-EECAT) and Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT), Saint Petersburg, Russian Federation, 4-6 June 2018** | | | |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of Rostelecom and the Saint Petersburg State University of Telecommunications (SPbSUT), Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT) and ITU-T Study Group 11 Regional Group Eastern Europe, Central Asia and Transcaucasia (SG11RG-EECAT)will hold their second meetings in Saint Petersburg, Russian Federation.

The Regional groups meetings will take place in the Saint Petersburg State University of Telecommunications (SPbSUT) as follows:

SG20RG-EECAT – 4-5 June 2018;

SG11RG-EECAT – 5-6 June 2018.

The meeting will be combined with ITU Regional Conference on “Internet of Things, Telecommunication Networks and Big Data as Basic Infrastructure for Digital Economy” which will take place at the same venue in the mornings of 4, 5 and 6 June 2018. This conference is organized jointly by TSB and ITU Area Office for CIS. More information is available on the event’s web page at: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/Pages/default.aspx>. The Conference will open at 0930 hours on 4 June 2018.

The SG11RG-EECAT and SG20RG-EECAT meetings will be restricted to delegates and representatives from Member States, Sector Members and Associates of ITU-T Study Group 11 and ITU-T Study Group 20 in the region respectively, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

Additional information about the SG11RG-EECAT and SG20RG-EECAT meetings is available in **Annex A**.

The draft agendas of the SG11RG-EECAT and SG20RG-EECAT meetings, prepared by Mr Alexey BORODIN (Chairman of SG11RG-EECAT and SG20RG-EECAT, Russian Federation) are set out in **Annexes B** and **C,** respectively. The time plan for these meetings is available in **Annex D**. Practical information relating to the venue will be posted on the [SG11RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11eecat/Pages/default.aspx) and [SG20RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Pages/default.aspx) webpages.

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  *(signed)*  Chaesub Lee Director of the Telecommunication Standardization Bureau | Title: Latest meeting information - Description: This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg11rg-rcc  SG11RG-EECAT |
| **Annexes**: 4 | cid:image001.jpg@01D2BDE3.B73C8BB0  SG20RG-EECAT |

ANNEX A  
Practical meeting information

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions for **SG11RG-EECAT** and **SG20RG-EECAT** is **22 May 2018**. You are invited to submit your contributions by e-mail to the following addresses: [tsbsg11@itu.int](mailto:tsbsg11@itu.int) and [tsbsg20@itu.int](mailto: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 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.

**WORK METHODS AND FACILITIES**

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

**REMOTE PARTICIPATION:** We regret to inform that no remote participation will be offered for these meetings.

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

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable TSB and host to make the necessary arrangements, please send by letter, fax (+41 22 730 5853), or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), **no later than 4 May 2018**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization, or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable). Members are invited to include women on their delegations whenever possible.

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* on the ITU‑T website as follows:**

**SG11RG-EECAT:** [**http://itu.int/go/tsg11rgeecat**](http://www.itu.int/go/tsg11rgeecat) **SG20RG-EECAT:** [**http://itu.int/go/tsg20rgeecat**](http://www.itu.int/go/tsg20rgeecat)

**FELLOWSHIPS:** We are pleased to inform you that up to two partial fellowships per administration, within the CIS region only, may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Developing Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests must be returned to ITU no later than **23 April 2018**. Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance.

**Kindly note that only those wishing to attend all the events (ITU Regional Conference, SG11RG-EECAT and SG20RG-EECAT) from 4-6 June 2018 may apply for a fellowship.**

**VISA:** If required, visas must be requested as soon as possiblefrom the embassy or consulate representing Russia 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 complete the form available in the practical information and send it to Ms Vera Soloveva, ITU Area Office for CIS, by e-mail: [itumoscow@itu.int](mailto:itumoscow@itu.int) with copy to TSB: [tsbevents@itu.int](mailto:tsbevents@itu.int) bearing the words **“Letter of support for visa”** as the subject and should be sent before the deadline of **1 May 2018**.

**KEY DEADLINES (before meeting):**

|  |  |
| --- | --- |
| **23 April 2018** | - fellowship requests (application form and guidelines can be found [here](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11eecat/Documents/SG11_SG20RGEECAT_Fellowships_jan18.docx)) |
| **1 May 2018** | - submit requests for visa support letters |
| **4 May 2018** | - pre-registration |
| **22 May 2018** | - final deadline for contributions for **SG11RG-EECAT** and **SG20RG-EECAT** |

**ANNEX B  
Draft Agenda  
(SG11RG-EECAT, Saint Petersburg, Russian Federation, 5-6 June 2018)**

1 Opening of the meeting

2 Opening remarks

3 Adoption of the agenda

4 Allocation of documents (contributions and TDs)

5 Overview of ITU-T Study Group 11 (structure and working methods)

6 Overview of Outcomes of previous SG11 meeting

7 Discussion on input documents:

7.1 Outcomes of the ITU Regional Conference on *“Internet of Things, Telecommunication Networks and Big Data as Basic Infrastructure for Digital Economy”*

7.2 Discussion of received contributions

8 Work Programme of SG11RG-EECAT

9 SG11RG-EECAT members’ contributions to ITU-T Study Group 11

10 Discussion of SG11RG-EECAT priorities

11 Preparation of the draft Report of the SG11RG-EECAT

12 Venue and date of next SG11RG-EECAT meeting

13 Any other business

14 Closure of the meeting

ANNEX C  
Draft agenda  
(SG20RG-EECAT, Saint Petersburg, Russian Federation, 4-5 June 2018)

1 Opening of the meeting

2 Opening remarks

3 Adoption of the agenda

4 Allocation of documents (contributions and TDs)

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

6 Overview of Outcomes of previous SG20 meeting

7 Discussion on input documents:

7.1 Highlights of the ITU Regional Conference on *“Internet of Things, Telecommunication Networks and Big Data as Basic Infrastructure for Digital Economy”*

7.2 Discussion on received contributions

8 Work Programme of SG20RG-EECAT

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

10 Discussion on ITU-T SG20RG-EECAT priorities

11 Preparation of the Draft Report of the SG20RG-EECAT

12 Venue and date of next SG20RG-EECAT meeting

13 Any other business

14 Closure of the meeting

ANNEX D  
Draft time plan for ITU-T SG11RG-EECAT, SG20RG-EECAT meetings and related ITU Regional Conference (4-6 June 2018, Saint Petersburg, Russia)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday 4 June 2018** | | | | | | | **Tuesday 5 June 2018** | | | | | | | | **Wednesday 6 June 2018** | | | | | | |
| 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 |
| **ITU Regional Conference** |  | **X** | **X** |  |  |  |  |  | **X** | **X** |  | |  |  |  |  | **X** | **X** |  |  |  |  |
| **SG11RG-EECAT** |  |  |  |  |  |  |  |  |  |  |  | |  | **X** |  |  |  |  |  | **X** | **X** |  |
| **SG20RG-EECAT** |  |  |  |  | **X** | **X** |  |  |  |  |  | | **X** |  |  |  |  |  |  |  |  |  |
| **Session times:**  0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch (Lu) – 1230-1430; 3 - 1430-1545; 4 - 1615-1730; 5 – 1800-1915 | | | | | | | | | | | | | | | | | | | | | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_