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| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 13 October 2017 | |
| Ref: | **TSB Collective letter 1/SG17RG-ARB**  SG17/XY | | - To the members of the Study Group 17 Regional Group for Arab Region (SG17RG-ARB);  - To the ITU Area Office for the Arab Region | |
| Tel: | +41 22 730 6206 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg17@itu.int](mailto:tsbsg17@itu.int) | |
| Web: | <http://itu.int/go/tsg17> | |
| Subject: | **First meeting of ITU-T SG17 Regional Group for the Arab Region (SG17RG-ARB) Muscat, Oman,  10 December 2017** | | | |
|  |  | | | |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of Oman National CERT (and the ITU Arab Regional Cybersecurity Center), [ITU-T Study Group 17 Regional Group for the Arab Region](https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgarb/Pages/default.aspx) (SG17RG-ARB) will hold its first meeting in Muscat, Sultanate of Oman, on Sunday, 10 December 2017.

The meeting of the SG17RG-ARB will start at 0930 hours. The Regional Group meeting will, in principle, be restricted to delegates and representatives from Member States, Sector Members and Associates of the Study Group 17 in the region, in conformity with §2.3.3 of Section 2 of Resolution 1 of the WTSA-16.

The meeting will be followed by the AICOT event on "PKI for e-trust in the hyper connected world" (11‑12 December 2017), which will take place at the same venue.

Pursuant to WTSA Resolution 44 (Rev. Dubai, 2012) on Bridging the Standardization Gap, a BSG training session will be held during the regional group meeting. It will focus on how to effectively submit and present contributions to ITU-T study groups.

Onsite badge distribution/registration will begin at 0830 hours at the meeting venue. Additional information about the meeting is set forth in Annex A. Detailed information concerning the meeting venue, hotel reservations and other logistical/practical information will be posted on the [[SG17RG-ARB website](https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgarb/Pages/default.aspx) website](https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgarb/Pages/default.aspx).

The draft Agenda of the meeting, as proposed by the SG17 Counsellor, is set out in Annex B.

**Key deadlines:**

|  |  |
| --- | --- |
| 17 November 2017 | - Submit fellowship requests (application form and guidelines can be found in the attached **Form 1**) |
| 27 November 2017 | - Submit ITU-T Member Contributions by e-mail to [tsbsg17@itu.int](mailto:tsbsg17@itu.int) |
| 4 December 2017 | - Pre-registration (online via the [SG17RG-ARB website](https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgarb/Pages/default.aspx)) |

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annexes:** 2

**ANNEX A**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address: [tsbsg17@itu.int](mailto:tsbsg17@itu.int). The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the [SG17RG-ARB website](https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgarb/Pages/default.aspx) and must therefore be received by TSB **no later than 27 November 2017**. We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible at <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.

**GUIDELINES FOR THE PRESENTATION OF CONTRIBUTIONS TO ITU-T SG17**: Please take note of the guidelines (see <http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/Documents/general-info/contributions-presentation-meu-E.pptx>) on how to present contributions to SG17 and on candidate topics of interest to SG17.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** The working language of the meeting will be English only.

**TRANSLATION:** Contributions received in Arabic or French will be translated into English.

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

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable the organizers 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 December 2017**, 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 also requested to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* on the  
ITU-T website (**<https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgarb/Pages/default.aspx>**).**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, **within the Arab Region only** and subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1**) must be returned to ITU no later than **17 November** **2017**. Please note that the decision criteria to grant a fellowship include: the available ITU budget, contributions by the applicant to the meeting, equitable distribution among countries, and gender balance.

**KEY DEADLINES (before the meeting)**

17 November 2017: - fellowship requests

27 November 2017: - contributions

4 December 2017: - pre-registration

**FORM 1 - FELLOWSHIP REQUEST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T SG17RG-ARB meeting**  Muscat, Oman, 10 December 2017 | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail:** [**fellowships@itu.int**](mailto:fellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one partial fellowship to be submitted before**  **17 November 2017** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation ID No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: <https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgarb/Pages/default.aspx>)  Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the Administration or Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Mr / Ms **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (family name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (given name)  Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Tel**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  PASSPORT INFORMATION**:**  Date of birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Nationality**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Passport number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date of issue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** In (place)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Valid until (date): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Please select your preference  (which ITU will do its best to accommodate) | | | | | | | |
| **□ Economy class air ticket (duty station /** **Muscat / duty station)**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | | | |
|  | | | | | | | |
| **Signature of fellowship candidate:** | | | | | **Date:** | | |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. | | | | | | | |
| **Signature:** | | | | | **Date:** | | |

**ANNEX B**

**Draft Agenda**

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| --- | --- |
|  | Opening of the meeting |
|  | Adoption of the agenda |
|  | Available documents (contributions and TDs) |
|  | Overview of ITU-T Study Group 17 and Working Methods |
|  | Review of Outcomes of previous ITU-T SG17 meetings |
|  | Information from WTDC-17 and other events relevant to Arab Region |
|  | Incoming/outgoing liaison statements |
|  | Structure and leadership of SG17RG-ARB |
|  | Discussion based on Contributions to this SG17RG-ARB meeting |
|  | SG17RG-ARB Work plan |
|  | Future Work Programme and Action List for SG17RG-ARB |
|  | BSG training |
|  | Preparation of contributions to next SG17 meeting in March 2018 |
|  | Venue and date of next SG17RG-ARB meeting, future workshops |
|  | Any other business |
|  | Closure of the meeting |

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