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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 22 January 2019 |
| Ref: | **TSB Collective letter 3/SG20RG-EECAT**SG20/CB |  - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 20; - To ITU Academia;- To the ITU Area Office for CIS |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg20@itu.int  |
| Web: | <http://itu.int/go/tsg20rgeecat> |
| Subject: | **Meeting of Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT)** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the third meeting of ITU-T Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT), which will be held in Minsk, Belarus on 26 and 27 February 2019 (from 16h30-17h30) and 28 February 2019 (09h30-13h00) at the kind invitation of the Ministry of Communication and Informatization of the Republic of Belarus and OJSC “Giprosvjaz” and will take place at the Hotel "Belarus", Starazhowskaya Street 15, Minsk, Belarus.

The meeting will be held in conjunction with the [**Forum on "Smart sustainable cities: technological trends, success stories and future prospects"**](https://www.itu.int/en/ITU-D/Regional-Presence/CIS/Pages/EVENTS/2019/02_Minsk/02_Minsk.aspx) which will take place from 26 to 27 February 2019 and the **ITU Training on “Key performance indicators for smart sustainable cities to achieve the SDGs”** on 27 February 2019 (11h30-16h00) in Minsk, Belarus, at the same venue.

The **Forum on "Smart sustainable cities: technological trends, success stories and future prospects"** is being jointly organized by the International Telecommunication Union (ITU), the United Nations Human Settlements Programme (UN-Habitat) and the United Nations Development Programme (UNDP).

Participation in the Forum and Training is free of charge and open to any participants who share an interest in topics related to smart sustainable cities.

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

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**.

**Key deadlines:**

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| **4 February 2019** | - fellowship requests (application form and guidelines can be found [here](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Documents/SG20RG_EECAT_fellowship_feb19.docx)) |
| **4 February 2019** | - submit requests for visa support letters  |
| **4 February 2019** | - pre-registration |
| **13 February 2019** | - final deadline for contributions for **SG20RG-EECAT** |

Additional information about the SG20RG-EECAT meeting is available in **Annex A**.

The draft agenda of the SG20RG-EECAT meeting, prepared by Mr Alexey BORODIN (Chairman of SG20RG-EECAT, Russian Federation) is set out in **Annex B**. Practical information relating to the venue will be posted on the [SG20RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Pages/default.aspx) webpage.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | cid:image001.jpg@01D2BDE3.B73C8BB0 |
| Latest meeting information |

**Annexes**: 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions for **SG20RG-EECAT** is **13 February 2019**. You are invited to submit your contributions by e-mail to the following address: tsbsg20@itu.int.

**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 languages of the meeting will be Russian and English with simultaneous interpretation.

**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.

**PRE-REGISTRATION, NEW DELEGATES, 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.

**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/2017-2020/20/sg20rgeecat/Pages/default.aspx)**.**

**FELLOWSHIPS**: Two partial fellowships per administration may be awarded, within the CIS region only, subject to available funding, to facilitate participation from [eligible Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received by 4 February 2019 at the latest, and it is strongly recommended to register for the event and to start the request process at least four 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.

**Kindly note that only those wishing to attend all the events (Forum, Training and SG20RG-EECAT) from 26-28 February 2019 may apply for a fellowship.**

**VISA:** If required, visas must be requested as soon as possiblefrom the embassy or consulate representing Belarus in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Citizens of 74 countries can stay in Belarus for up to 30 days when arriving and departing via “Minsk National Airport”. If you need a visa invitation letter, please contact Ms Nastassia Lahutsik (zenevich@giprosvjaz.by) and copy Mr Farid Nakhli (farid.nakhli@itu.int) and TSB SG20 Secretariat ([tsbsg20@itu.int](tsbsg20%40itu.int)). More information is available at: <http://mfa.gov.by/en/visa/visafreetravel/e0ced19bb1f9bf2c.html>.

ANNEX B
Draft agenda

(SG20RG-EECAT, Minsk, Belarus, 26-28 February 2019)

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 Outcomes of the Plenipotentiary Conference 2018 and TSAG relevant to ITU-T SG20

8 Discussion on input documents:

8.1 Highlights of the ITU Forum on "Smart sustainable cities: technological trends, success stories and future prospects" and the Training on “Key performance indicators for smart sustainable cities to achieve the SDGs”.

8.2 Discussion on received contributions

9 Work Programme of SG20RG-EECAT

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

11 Discussion on ITU-T SG20RG-EECAT priorities

12 Preparation of the Draft Report of the SG20RG-EECAT

13 Venue and date of next SG20RG-EECAT meeting

14 Any other business

15 Closure of the meeting

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