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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 5 February 2021 |
| Ref: | **TSB Collective letter 5/SG20RG-EECAT**SG20/CB | - To Administrations participating in SG20RG-EECAT;- To ITU‑T Sector Members participating in SG20RG-EECAT;- To ITU‑T Associates participating in SG20RG-EECAT;- To ITU Academia participating in SG20RG-EECAT;- To the ITU Regional Office for CIS |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg20@itu.int  |
| Web: | <https://www.itu.int/go/tsg20rgeecat>  |
| **Subject**: | **Meeting of ITU-T Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT), Minsk, Belarus, 16-18 March 2021** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT), which is planned be held in Minsk, Belarus, from 16 to 18 March 2021, inclusive, at the kind invitation of the Ministry of Communication and Informatization of the Republic of Belarus and OJSC “Giprosvjaz” in Minsk, Belarus.

The SG20RG-EECAT meeting will take place at the International switching center, Beltelecom, ul. Zakharova 55, Minsk, Belarus as follows:

* SG20RG-EECAT meeting: Tuesday, 16 March 2021 (afternoon only).
* SG20RG-EECAT meeting: Wednesday, 17 March 2021 (afternoon only).
* SG20RG-EECAT meeting: Thursday, 18 March 2021 (morning only).

The meeting will be held in conjunction with the [ITU Forum “Smart sustainable cities: organizational and technical aspects”](https://www.itu.int/en/ITU-D/Regional-Presence/CIS/Pages/Events/2021/Minsk-SSC.aspx) which will take place from 16 to 18 March 2021 in Minsk, Belarus, at the same venue.

The SG20RG-EECAT meeting will be restricted to representatives from Member States, Sector Members and Associates of ITU-T Study Group 20 in the region, in conformity with clauses 2.3.2 and 2.3.3 of [WTSA Resolution 1 (Rev. Hammamet, 2016)](https://www.itu.int/pub/T-RES-T.1-2016). Please note that continuity of representation would be helpful to the groups' work.

Note that no fellowships will be awarded in this meeting.

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

**Key deadlines**:

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| **9 February 2021** | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| **16 February 2021** | - Submit requests for visa support letters (see details in Annex A)- Pre-registration (online via the [SG20RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Pages/default.aspx) homepages) |
| **3 March 2021** | - Submit ITU-T Member Contributions (by e-mail to tsbsg20@itu.int) |

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

The draft agenda of the SG20RG-EECAT meeting, prepared by Mr Alexey Borodin (Chairman of SG20RG-EECAT; Russian Federation) can be found in **Annex B**. Practical information relating to the venue is available on the [SG20RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Pages/default.aspx) homepages and [here](https://www.itu.int/en/ITU-D/Regional-Presence/CIS/Documents/Events/2021/Minsk-SSC/Practical%20information%20Minsk%2016-18%20Mar%202021%20EN.pdf).

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau |  |
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**Annexes**: 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: The meeting will be run paperless. Member Contributions and draft TDs should be submitted by e-mail to tsbsg20@itu.int, using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members with an [ITU account](https://www.itu.int/en/ties-services) that has TIES access.

**WORKING LANGUAGES**: In agreement with the Chairman of the Group, the working language of the meeting will be Russian with English interpretation.

**TRANSLATION**: Documents for this meeting may be translated in Russian/English, if required. We invite you to submit your Contributions as early as possible to ensure there is sufficient time for translation.

**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 homepage **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the new registration system requires focal-point approval for all registration requests. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs whenever possible.

**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. Delegates who require a personal invitation letter, please contact Mr Yauheni Salauyou, Senior Engineer, ICT Department, OJSC “Giprosvjaz” (solovyov@giprosvjaz.by), copying Mr Farid Nakhli, ITU Regional Office for CIS Region (farid.nakhli@itu.int) and TSB SG20 Secretariat (tsbsg20@itu.int). More information is available at: <https://mfa.gov.by/en/ministry/faq/>.

ANNEX B
Draft agenda

Meeting of ITU-T Study Group 20 Regional Group for
Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT)
Minsk, Belarus, 16-18 March 2021

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 TSAG relevant to ITU-T SG20

8 Discussion on input documents:

8.1 Highlights of the ITU Forum on “Smart sustainable cities: organizational and technical aspects”

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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