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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 22 June 2022 | |
| Ref: | **TSB Collective letter 1/SG3RG-LAC SG3/ME** | | * To Administrations participating in SG3RG‑LAC; * To ITU-T Sector Members participating in SG3RG-LAC; * To ITU-T Associates participating in SG3RG‑LAC; * To ITU Academia participating in SG3RG-LAC | |
| Tel: | +41 22 730 5866 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg3@itu.int](mailto:tsbsg3@itu.int) | |
| Web: | <http://itu.int/go/tsg03> <https://www.itu.int/en/ITU-T/regionalgroups/sg03-lac> | |
| **Subject**: | **Virtual meeting of ITU-T Study Group 3 Regional Group for** **Latin America and the Caribbean (SG3RG-LAC), 5 to 7 September 2022** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of **ITU-T Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC)**, which is planned to be run fully virtually from 5 to 7 September 2022, inclusive.

Note that e-fellowships will be awarded. Interpretation will be available in both English and Spanish at the whole duration of the meeting.

The meeting will open at 1600 hours, Geneva time, on the first day using Zoom.

**Key deadlines**:

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| --- | --- |
| 8 August 2022 | - Registration (online via the [regional group homepage](https://www.itu.int/en/ITU-T/regionalgroups/sg03-lac/Pages/default.aspx))  - Submit e-fellowship requests (via the form in Annex C) |
| 23 August 2022 | - Submit ITU-T Member contributions (by e-mail to [tsbsg3@itu.int](mailto:tsbsg3@itu.int)) |

Additional information is set out in **Annex A**. A draft meeting agenda, prepared by SG3RG-LAC Chairman, Mr Tito LOPEZ (Paraguay), is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | ITU-T SG3RG-LAC |
| Latest meeting information |

**Annexes:** 2

ANNEX A  
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:Member Contributions and draft TDs should be submitted by e-mail to [tsbsg3@itu.int](mailto:tsbsg3@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 who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**WORKING LANGUAGE**: In agreement with the Chairman of the Group, the working language of the meeting will be English and Spanish.

**INTERACTIVE REMOTE PARTICIPATION**: Zoom will be used to provide remote participation for all sessions, including decisions-making sessions such as working party and study group plenaries. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**:Registration is mandatory and is to be done online via the regional group home page **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 ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [regional group homepage](https://www.itu.int/en/ITU-T/regionalgroups/sg03-lac/Pages/default.aspx). Without registration, delegates will not be able to access Zoom sessions.

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the regional group chairman.

**E-FELLOWSHIPS**: Member States can apply for participation grants, known as **e-fellowship**. The duly validated application form (Annex C) and its annexes must be returned to the ITU Fellowship Service by **8 August 2022 at the latest**.

**ANNEX B  
Draft Agenda   
Virtual Meeting of ITU-T Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC),  
5-7 September 2022**

|  |  |
| --- | --- |
|  | *Agenda item* |
| 1 | Opening of the meeting |
| 2 | Adoption of the agenda |
| 3 | Available documents (Contributions and TDs) |
| 4 | Election of SG3RG-LAC Chairman and Vice-Chairmen |
| 5 | Organization of SG3RG-LAC |
| 6 | Appointment of SG3RG-LAC Rapporteurs |
| 7 | Overview of ITU-T Study Group 3 and working methods |
| 8 | Review of previous SG3 parent and Regional Group meetings |
| 9 | Status of SG3 work programme, review of stale work items |
| 10 | Dispute Resolution Processes |
| 11 | Mechanisms for pricing of licenses for mobile/broadband/fixed |
| 12 | International Internet Connectivity |
| 13 | Roaming aspects of IoT and M2M including any related development and tariff principles |
| 14 | Methodological guide for determining the impact of numerical portability on competition |
| 15 | Direct Carrier Billing |
| 16 | Big Data and Digital Identity |
| 17 | Mobile Financial Services |
| 18 | Mobile Roaming |
| 19 | Economic impact of OTTs |
| 20 | Future Work Programme and Action List for SG3RG-LAC |
| 21 | SG3RG-LAC and Member Contributions to ITU-T Study Group 3 in November 2023 and March 2024 |
| 22 | Venue and date of next SG3RG-LAC meeting |
| 23 | Any other business |
| 24 | Closure of the meeting |

**ANNEX C**

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| **Application form for an e-fellowship** | | | | |
| *Participation of women is encouraged* | | | | |
| **Virtual meeting of ITU-T Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC), 5-7 September 2022** | | | | |
| Deadline: **8 August 2022** (2359 hours, Geneva, CH time)  *Any application received after this date will not be considered.* | | | | |
| **Country** |  | |
| **Administration** |  | |
| **Mr / Ms** |  | |
| **Last name** |  | |
| **First/Given name** |  | |
| **Job title** |  | |
| **Date of birth** |  | |
| **E-mail** |  | |
| **Phone** |  | |
| **CONDITIONS** | | |
| 1. An e-fellowship includes the cost of connectivity for the duration of a virtual event. | | |
| 2. A pro-forma invoice indicating the number of days and hours of connectivity and cost must be submitted with the e-fellowship request for consideration. | | |
| 3. Payment will be made on the basis of the pro-forma invoice, and any balance will be settled upon submission of the final invoice. | | |
| 4. The beneficiary must attend the entire virtual event. | | |
| 5. The e-fellowship does not cover equipment (hardware and software). | | |
| **Date** | |  |
| **Signature of the candidate** | | |
| **The fellowship candidature shall be considered valid only if it is submitted and duly signed by the national designated focal point of an administration of a Member State.** | | |
| **Date** | |  |
| **Name of national designated focal point** | |  |
| **Job title** | |  |
| **Signature** | | |
| **Stamp of the administration** | | |
| ***The form must be duly completed and validated by the relevant authority and must be returned together with any annexes within the established deadline, to:***  [***fellowships@itu.int***](mailto:fellowships@itu.int) ***or by fax +41 22 730 57 78***  ***Any request which does not meet the above requirements will not be considered.*** | | |

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