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| **Telecommunication StandardizationBureau** | ITU logo |
|  | Geneva, 19 August 2014 |
| Ref: | **TSB Collective letter 2/SG5 RG-AMR** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates from the American countries participating in the work of Study Group 5 RG-AMR;- To ITU‑T Academia;- To ITU Regional Office for Americas Region;- To ITU Area Office, Barbados;- To ITU Area Office, Chile and- To ITU Area Office, Honduras |
|  |  |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int  |
| Subject: | **Second meeting of ITU-T Study Group 5 Regional Group for the Americas;Merida city, Mexico, 1 October 2014** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the government of Mexico, ITU-T Study Group 5 Regional Group for the Americas (SG5 RG-AMR) will hold a meeting in Merida city, Mexico, on 1 October 2014.

This meeting will be held in conjunction with the Permanent Consultative Committee II (PCC.II): Radiocommunications, of the Inter-American Telecommunication Commission (CITEL) which will take place from 29 September to 3 October 2014.

We should like to inform you that the meeting will be held from 15:15 to 18:00 hours. Additional information about the meeting is set forth in **Annex A.** The draft **Agenda** of the meeting, as prepared by the Chairman of SG5 RG-AMR, is set out in **Annex B**.

Participant registration will begin at 8:30 hours at the venue. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue. Participants of this event who would like to attend the PCC.II meeting and have not registered on the CITEL website, please contact the Secretariat of CITEL (citel@oas.org).

Practical information relating to the venue will be provided at a later stage by CITEL. Detailed logistics information will be posted at the Study Group 5 Regional Group for the Americaswebsite:
<http://www.itu.int/en/ITU-T/studygroups/2013-2016/05/sg5rgamr/Pages/default.aspx>

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes**: 2

**ANNEX A**(to TSB Collective letter 2/SG5 RG-AMR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address tsbsg5@itu.int. The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 5 RG-AMR website and must therefore be received by TSB **not later than 18 September 2014.**

**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**

**INTERPRETATION:** As agreed with the Chairman of the Group, the working languages of the meeting will be English and Spanish.

**PAPERLESS MEETINGS:**  In agreement with its Chairman, Study Group 5 RG-AMR will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

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

**REGISTRATION**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 1 September 2014** , 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).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the
ITU-T website** (<http://itu.int/en/ITU-T/studygroups/2013-2016/05/sg5rgamr/Pages/default.aspx>).

**KEY DEADLINES (before meeting)**

*1 September 2014:*  - pre-registration

*18 September 2014:* -final deadline for contributions

**ANNEX B**(to TSB Collective letter 2/SG5 RG-AMR)

**Draft Agenda**

1. Opening of the meeting
2. Adoption of the agenda
3. Results of the Working Party 1/5 and Working Party 2/5 meetings held in Geneva (July 2014)
4. Results of the Working Party 3/5 meeting held in Geneva (May 2014)
5. Results of the last ITU-T SG5 meeting held in Lima (December 2013)
6. Focus Group on Smart Sustainable Cities (FG SSC)
	* Technical report on EMF considerations
7. ITU-T’s activities on human exposure to electromagnetic fields in the Americas
	* Conclusions of the Forum on “EMF - What does it really mean?”, 4 September 2014, Santo Domingo, Dominican Republic
8. Organization of the work of SG5 RG-AMR
9. Discussion on ITU-T SG5 RG-AMR priorities
10. Work program and schedule
11. Other business

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