**Telecommunication
Development Bureau (BDT)**

Ref.:	BDT/IEE/RME/DM/387	Geneva, 23 December 2013

- ITU Member States;
- ITU-D Sector Members;
- National Regulatory Authorities of ITU Member States in Latin America and the Caribbean

Subject: **ITU Regional Economic and Financial Forum of Telecommunications/ICTs for Latin America and the Caribbean and Meeting of the SG3RG-LAC San José, Costa Rica 11-12 March 2014**

Dear Sir/Madam,

I am pleased to invite you to the annual ITU Regional Economic and Financial Forum of Telecommunications/ICTs for Latin America and the Caribbean, organized by the Telecommunication Development Bureau, to be held in the Hotel Sheraton, San José- Escazú, San José, Costa Rica from 11 to 12 March 2014 in collaboration with the Superintendencia de Telecomunicaciones (SUTEL) of Costa Rica, in coordination with the Regional Meeting of the Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC) organized by Telecommunication Standardization Bureau that will be held just after the Forum (13-14 March 2014). The invitation for this meeting has been sent separately.

All participants are kindly invited to pre-register online for both events **by 13 February 2014** at the website: http://www.itu.int/en/ITU-D/Regulatory-Market/Pages/Events2014/CostaRica/home.aspx.   All the necessary practical information is also published on this website.

This year, the Forum will focus, among other interesting subjects, on market analysis and regulatory accounting in a Broadband environment; maximizing the potential of universal service funds through successful administration and management; costing methodologies and tariff policies in the region for wholesale and retail telecommunication services and the discussion on costing methodologies for determining the prices of International Roaming services. Participants are invited to make presentations or participate as panelists to illustrate the situation in their countries on these issues, in order to promote dialogue and exchange of experiences. Please find the provisional agenda in Annex 1.

The Forum and Meeting will be conducted with English and Spanish interpretation. All presentations will be published in the original language on the above-mentioned website. **It is important to note that participants should enquire in advance concerning visa requirements** for Costa Rica and apply to the Consulate or Embassy of Costa Rica in their respective country.

Participants are requested to submit an update of their telecommunication sector scenario, by completing the ITU Tariff Policy Survey at: www.itu.int/ITU-D/icteye/ under Survey Login. For login information (password and username), please contact Ms Carmen Prado-Wagner (carmen.prado@itu.int).

In order to build on the work carried out in Study Group 3 and optimize the transfer of knowledge, we strongly recommend that, where possible, organizations designate their SG3RG-LAC Group Representatives or officials who have expertise and responsibility for costs and tariffs matters to attend these events.

As mentioned in the SG3RG-LAC Meeting invitation letter, available at http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rglac/Pages/default.aspx, one partial fellowship per administration will be awarded to facilitate the participation of Least Developed or Low Income Developing Countries in the Latin American and Caribbean region (http://www.itu.int/en/ITU-D/LDCs/Pages/List_LDCs.aspx). An application for fellowship must be authorized by the relevant Administration of the ITU Member State. **Please download the fellowship application form at the event website** and return it to ITU not later than **28 January 2014.**

I look forward to your participation in this event.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annex 1: Provisional Agenda

Annex 1

UIT Foro Regional sobre Economía y Finanzas de las telecomunicaciones/TICs para América Latina y el Caribe

ITU Regional Economic and Financial Forum of Telecommunications/ICTs for Latin America and the Caribbean

San José, Costa Rica 11-12 Marzo/March 2014

Preliminary Agenda

Día/Day 1

08.30 – 09.00	**Registro de Delegados /** *Delegates registration*
09.00 – 09.30	**Ceremonia de Apertura /** *Opening Ceremony*

> ► SG3RG-LAC Presidente / *SG3RG-LAC Chairman*
> ► Representante de la UIT / *ITU Representative*
> ► Costa Rica Government Representative(s)

Café y Foto de Grupo / *Coffee break and Group Picture*

10.00 – 11.15	**Sesión 1:** Análisis de mercado y contabilidad reglamentaria en un ambiente de Banda Ancha / *Market Analysis and Regulatory Accounting in a Broadband environment*
11.15 – 12.30	**Sesión 2:** ¿Maximizar el potencial de los fondos del servicio universal a través de la administración y la gestión exitosa? / *Maximizing the potential of universal service funds through successful administration and management?*

Almuerzo *I Lunch*

14.00 – 15.00	**Sesión 3:** Impacto social de banda ancha, y desarrollo de agendas digitales en la región / *Social impact of Broadband and development of digital agendas in the region*
15.00 – 16.00	**Sesión 4:** Metodologías de costos y políticas tarifarias en la región , su impacto en la eficiencia del mercado/ *Costing methodologies and tariff policies in the region and their impact in market efficiency*

Café / *Coffee break*

16.15 – 17.00	**Sesión 4 continuación:** Metodologías de costos y políticas tarifarias en la región, su impacto en la eficiencia del mercado/ *Costing methodologies and tariff policies in the region and their impact in market efficiency*

Día/Day 2	
09.00 – 10.30	**Sesión 5**: Los CDN, descripción e impacto en la cadena de valor de la distribución del contenido / The *Content Delivery Network (CDN) – overview and impact in the content distribution value chain*
Café */ Coffee break*	
11.00 – 12.30	**Sesión 6**: Compartición de Infraestructura / *Infrastructure sharing*
Almuerzo */ Lunch*	
14.00 – 15.00	**Sesión 7**: Monitoreando la implementación del plan de Banda Ancha / *Monitoring the implementation of Broadband plans*
Café */ Coffee break*	
15.30 – 16.30	**Sesión 8**: Metodologías de costes para determinar el precio de los Servicios de Itinerancia internacional / *Costing methodologies for determining the prices of International Roaming Services*
16.30 – 17.00	**Conclusiones finales y cierre del Foro /** *Final conclusions and closing of the Forum*
13 – 14 Marzo/*March*	Reunión del Grupo Regional de la Comisión de Estudio 3 para América Latina y el Caribe (SG3RG-LAC) / *Regional meeting of the Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC)*

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