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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 14 November 2011

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| Ref: | **TSB Collective letter 9/SG3RG-LAC** |  |
| Tel:Fax:E-mail: | +41 22 730 5887+41 22 730 5853tsbsg3@itu.int | To the members of the Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC) |

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| Subject: | **Meeting of the Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC) and the associated BDT Seminar Asuncion, Paraguay, 13-16 March 2012** |

Dear Sir/Madam,

1 I am pleased to inform you that the Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC) is to meet in Asuncion, Paraguay, on 15 and 16 March 2012, at the kind invitation of the Comisión Nacional de Telecomunicaciones (CONATEL), preceded by a two-day seminar focusing on economic and financial aspects of telecommunications. The venue of the meeting has not been decided yet. The necessary information will be published in an addendum to this Collective letter.

2 The seminar, organized by the Telecommunication Development Bureau (BDT), will start at 0930 hours on Tuesday, 13 March 2012. The meeting of the SG3RG-LAC will start at 0930 hours on Thursday, 15 March and will be restricted to delegates and representatives of administrations and operating agencies of the region, in conformity with §2.3.2 of Section 2 of Resolution 1 of WTSA-08. The registration of delegates will take place in the morning of 13 March at the meeting venue as from 0830 hours.

3 In agreement with the Chairman of the SG3RG-LAC, the seminar and the meeting will be conducted with interpretation English/Spanish.

4 The draft agenda of the SG3RG-LAC meeting, as prepared by the Chairman of this group, is set out in **Annex 1** hereto. I would like to draw your attention to the fact that you might find it useful to prepare for the meeting by referring to the summary record of the previous SG3RG-LAC meeting ([SG3RG-LAC – R 3](http://www.itu.int/md/T09-SG3RG.LAC-R-0003/en)).

5 You will shortly be receiving a letter of invitation from BDT for the Regional Seminar to be held just before the SG3RG-LAC meeting.

6 All the necessary practical information for the meeting is available in **Annex 2** to this collective letter.

7 I would like to urge you to pre-register for this meeting by **12 February 2012**, at the latest. **Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://www.itu.int/ITU-T/othergroups/tal/index.asp**](http://www.itu.int/ITU-T/othergroups/tal/index.asp)**).**

8 A list of hotels will also be provided in due course in an addendum to this Collective letter.

9 It is important to note that participants should enquire **in advance** whether they need a visa for Paraguay and apply to the Paraguayan consular representation that is nearer to their residence.

10 Pursuant to the provisions of Recommendation A.1 of the WTSA (Johannesburg, 2008), contributions to the work of the SG3RG-LAC shall be submitted to the Director of the Telecommunication Standardization Bureau (TSB). Please send them to tsbsg3@itu.int **before 8 March 2012**.

We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The ITU-T basic template is accessible from each ITU-T study group web page, under “Delegate resources” (<http://www.itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

11 Participants actually present at the meeting and having requested paper copies in advance by means of the registration form will receive only those documents posted on the ITU-T website as from 3 days prior to the meeting **(*10 March 2012*)** and up to the end of the meeting.

12 We are pleased to inform you that full fellowships will be awarded based on available funding to facilitate participation from Least Developed or Low Income Developing Countries. An application must be authorized by the relevant Administration of the ITU Member State and be limited to only one person per country. The fellowship request form, enclosed as **Annex 3**, should be returned to ITU not later than **13 February 2012**.

Please note that at WTSA-08, the Heads of Delegation committed that their candidate chairmen and vice-chairmen would be provided with the necessary resources to fulfill the duties of their office for the full four year term and that it was therefore recognized that the chairmen and vice-chairmen will not receive financial assistance from ITU.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes:** 3

ANNEX 1
(to TSB Collective letter 9/SG3RG-LAC)

***Meeting of SG3RG-LAC
Asuncion, Paraguay, 15-16 March 2012***

***Draft agenda***

1 Opening of the meeting

2 Adoption of the agenda

3 Inventory of available documents

4 Results of ITU-T Study Group 3 meeting and other ITU meetings

5 Report of the last meeting of the SG3RG-LAC

6 Review and implementation of cost models in the Region

6.1 Information on cost models being used by Administrations, including practical application of economic and statistical models

6.2 Basic concept of an efficient model and legal framework of the model

6.3 Review of the SG3RG-LAC/TAL cost model and study of cost modelling, including NGN

7 Accounting in international telephony

7.1 Mobile termination charge and mobile roaming

7.2 Alternative calling procedures

7.3 Discussion on network externalities

7.4 Cross-border connectivity for mobile

8 International Internet Connection (Recommendation D.50)

9 “IP telephony”

9.1 Definition of “Voice over IP”

9.2 Consequences of introducing VoIP in the regulatory framework of countries in the region

10 Universal Service, its costs and funding

11 Review of the International Telecommunication Regulations

12 Work programme and calendar

13 Other business

14 Closure of meeting

ANNEX 2
(to TSB Collective letter 9/SG3RG-LAC)

***Meeting of SG3RG-LAC and associated BDT seminar
Asuncion, Paraguay, 13-16 March 2012***

***Practical information***

1. **Venue of the meeting**

To be decided. All information on the venue will be published in due course as an addendum to this collective letter.

1. **Hotels**

The list of hotels will be provided once the venue has been decided (nearby hotels).

1. **Entrance to the country**

Visitors from the Mercosur countries, Chile and Bolivia require a valid ID card or passport. Citizens of other countries require a valid passport with or without visa. For additional information, please check the webpage of the Ministry of External Relations (<http://www.mre.gov.py>).

1. **Transportation airport/hotel and between hotels and venue of meeting**

Transport from the airport to the hotel will be provided if the itinerary has been sent to the host authority enough in advance.

Transportation from the hotel to the airport is also foreseen.

The contact person in the host administration is:

Mr Federico RIBEIRO
Departamento de Relaciones Interinstitucionales
Comisión Nacional de Telecomunicaciones (CONATEL)

Tel: +595 21 44 00 20 (extensión 286)
Fax: +595 21 44 05 12
Email: federicoribeiro@conatel.gov.py

1. **Taxis**

Taxis may be found in any airport and main hotels.

1. **Local time**

[The](http://es.wikipedia.org/wiki/Huso_horario) time zone is [UTC](http://es.wikipedia.org/wiki/Tiempo_Universal_Coordinado)-3.

1. **Climate**

The climate in Paraguay is tropical, warm and humid, with an air humidity of 80%. Temperature varies between 20° and 32°C and an average yearly temperature of 22 °C.

1. **Precautions**

It is recommended that during your stay in Paraguay you drink bottled water. It is also advisable to subscribe a medical insurance valid abroad to cover your stay.

1. **Internet connectivity in the meeting venue**

A wireless network will be available will be available in the meeting rooms during the event.

1. **Currency and exchange rate**

The currency is the Guarani. Following is the approximate exchange rate:

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| Purchase: | USD 1,00 | 4 300,00 guaranis |
| Sale: | USD 1,00 | 4 500,00 guaranis |

1. **Shopping**
* Mariscal Lopez Shopping:

Address: Quesada 5050 and Charles de Gaulle

Telephone: 595 21 611 272

Website: [www.mariscallopez.com.py](http://www.mariscallopez.com.py)

* Shopping del Sol

Address: Aviadores del Chaco

Telephone: 595 21 611780

Website: [www.shoppingdelsol.com.py](http://www.shoppingdelsol.com.py)

1. **Electricity and sockets**

Electricity in Paraguay is 220 volts, alternating at 50 cycles per second. If you travel to Paraguay with an appliance that does not accept 220 volts at 50 Herz, you will need a voltage converter.

Type A and B sockets are available:

1. **Languages**

Spanish is the official language of Paraguay.

1. **Tips**

A tip of an amount equivalent to 10% of the price is appropriate in most places.

1. **Prices and taxes**

Most goods and services are taxed with a 10% VAT (Value Added Tax). In some cases, VAT is already included.

1. **Flag and places to visit**



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| [*Saltos del Monday*](http://es.wikipedia.org/wiki/Saltos_del_Monday) | [*Represa de Itaipú*](http://es.wikipedia.org/wiki/Represa_de_Itaip%C3%BA) |
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| [*Palacio de los López*](http://es.wikipedia.org/wiki/Palacio_de_los_L%C3%B3pez) | [*Ruinas jesuíticas de Jesús y Trinidad*](http://es.wikipedia.org/wiki/Ruinas_jesu%C3%ADticas_de_Jes%C3%BAs_y_Trinidad) |

ANNEX 3
(to TSB Collective letter 9/SG3RG-LAC)

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|  | **Meeting of SG3RG-LAC & Regional Seminar on economic and financial aspects of telecommunications for Latin American and Caribbean countries**(Asuncion, Paraguay, 13-16 March 2012 |  |
| **Please return to:** | **ITUGeneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778**  |
| **Request for a fellowship to be submitted before 13 February 2012** |
| **Participation of women is encouraged** |
| Registration Confirmation I.D. No: ………………………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the on-line registration form at: <http://www.itu.int/ITU-T/othergroups/tal/index.asp>)Country:  ……………………………………………………………….………..………………………………………..Name of the Administration or Organization: ………...……………….…..………………………………….…………Mr. / Ms.: ……………….………………….……….(family name)………………...…………………….(given name)Title: ………………………………………………..…………………………….………………………………………Address: ………………………………………………………………………………………………………………….…………………………………………………………………..…………………………………………………………Tel: ……………………………………………….……. Fax: …………………………………..……..…….………....E-Mail: …...…………………………………………………………………………………………...………………….PASSPORT INFORMATION:Date of birth: …………………………………. Nationality: …………………………………….………..……………Passport Number: …………………..………… Date of issue: ……………………...….……...………………………In (place): …………………………...……….…….…..… Valid until (date): …………...……………………………. |
| **Please select your preference:**1. □ One full fellowship or □ two partialfellowships (per eligible country)2. In case of two partial fellowships, choose one of the following: □ **Economy class air ticket (duty station / Geneva / duty station).** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** |
| Signature of fellowship candidate: ………………………….…………………….. Date: ……………....……………... |
| TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.**N.B. IT IS IMPERATIVE THAT THE FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING**Signature: ……..………………………….………….……………….……………. Date: ………...…….……………. |

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