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| itu_logo | **Unión Internacional de Telecomunicaciones**  **Oficina de Normalización de las Telecomunicaciones** |  |

Ginebra, 11 de abril de 2016

|  |  |  |
| --- | --- | --- |
| Ref.: | **Carta Colectiva TSB 2/SG2RG-AMR** | A:  – las Administraciones de los Estados Miembros de la Unión;  – los Miembros de Sector del UIT-T;  – los Asociados del UIT-T que participan en las labores de la Comisión de Estudio 2;  – las instituciones académicas de la UIT; y  – la Oficina de Zona de la UIT, Brasilia (Brasil) |
| Tel.: | +41 22 730 5855 |
| Fax:  Correo-e: | +41 22 730 5853  [tsbsg2@itu.int](mailto:tsbsg2@itu.int) |
| Asunto: | **Reunión del Grupo Regional de la Comisión de Estudio 2 del UIT-T para las Américas (GRCE2‑AMR) Brasilia (Brasil), 14 de junio de 2016, de las 14.00 a las 18.00 horas** | |

Estimada señora/Estimado señor:

Me complace informarle que, por amable invitación de la Agencia Nacional de Telecomunicaciones (ANATEL) de Brasil, el Grupo Regional de la Comisión de Estudio 2 del UIT-T para las Américas (GRCE2-AMR) celebrará su próxima reunión en el Centro de Eventos e Convenções de Brasilia (Brasil) el día 14 de junio de 2016, de las 14.00 a las 18.00 horas.

La reunión del GRCE2-AMR comenzará a las 14.00 horas del martes 14 de junio de 2016. La inscripción de participantes se iniciará a las 08.30 horas en el lugar del evento. Podrá encontrarse información detallada sobre las salas de reunión en las pantallas situadas en las entradas del recinto. En el **Anexo A** se facilita más información sobre la reunión.

El proyecto de **orden del día** de la reunión, preparado por el Presidente del GRCE2-AMR, se adjunta en el **Anexo B**.

Aprovecho esta oportunidad para informarle que las siguientes reuniones se celebrarán esa misma semana en el mismo lugar de celebración:

– Foro económico y financiero regional de Telecomunicaciones/TIC, 13-14 de junio de 2016;

– Reunión del GRCE3-LAC, el 16-17 de junio de 2016;

– Foro Regional de Desarrollo de la UIT para la Región de las Américas, 15 de junio de 2016.

En el **Anexo C** se facilita información práctica sobre el lugar de celebración.

Le deseo una agradable y productiva reunión.

Atentamente,

Chaesub Lee  
Director de la Oficina de Normalización  
de las Telecomunicaciones

**Anexos:** 3

**ANEXO A**(a la carta Colectiva 2/SG2RG-AMR de la TSB)

**PRESENTAR CONTRIBUCIONES**

**PLAZO PARA LA PRESENTACIÓN DE CONTRIBUCIONES:** Le invitamos a presentar sus contribuciones por correo electrónico a la dirección [tsbsg2@itu.int](mailto:tsbsg2@itu.int). El plazo para la presentación de contribuciones es de 12 (doce) días naturales antes del inicio de la reunión. Dichas contribuciones se publicarán en el sitio web del GRCE2-AMR. Por tanto las citadas contribuciones deberán obrar en poder de la TSB **a más tardar el 1 de junio de 2016**. Le invitamos a presentar sus contribuciones cuando antes para que haya suficiente tiempo para su traducción.

**PLANTILLAS:** Le recomendamos utilice el juego de plantillas facilitado para preparar su contribución. Las plantillas se pueden descargar desde la página web de cada Comisión de Estudio del UIT-T en "Delegate resources" (<http://itu.int/ITU-T/studygroups/templates>). El apellido, los números de telefax y de teléfono, así como la dirección de correo electrónico de la persona de contacto para la contribución deberán figurar en la portada de todos los documentos.

**MÉTODOS DE TRABAJO E INSTALACIONES**

**INTERPRETACIÓN:** De acuerdo con lo acordado con el Presidente del Grupo, los idiomas de trabajo de la reunión serán el español, el inglés y el portugués.

**TRADUCCIÓN**: Los documentos para esta reunión se traducirán al español y al inglés.

**LAN INALÁMBRICA:** El lugar de celebración del evento dispondrá de instalaciones y acceso a Internet.

**REUNIONES SIN PAPEL:** La reunión tendrá lugar sin hacer uso de documentos impresos.

**INSCRIPCIÓN y BECAS**

**INSCRIPCIÓN:** Para que los organizadores puedan tomar las disposiciones necesarias, le ruego comunique cuanto antes, por carta, por fax (+41 22 730 5853) o por correo electrónico ([tsbreg@itu.int](mailto:tsbreg@itu.int)) y **a más tardar el 16 de mayo de 2016**, la lista de las personas que representarán a su Administración, Miembro de Sector, Asociado, Institución Académica, organización regional y/o internacional u otra entidad. Se ruega también a las administraciones que indiquen el nombre de su Jefe de Delegación (y jefe adjunto, si procede).

**No olvide que la preinscripción de los participantes a las reuniones del UIT‑T se efectúa *en línea* desde el sitio web de la CE 2 del UIT‑T**: (<http://www.itu.int/en/ITU-T/studygroups/2013-2016/02/sg2rgamr/Pages/default.aspx>).

**BECAS:** Tenemos el placer de comunicarle que se concederán dos becas parciales por administración, **únicamente en la Región de las Américas** y en función de la financiación disponible, con objeto de facilitar la participación de los países menos adelantados y países en desarrollo con bajos ingresos (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). La solicitud debe ser autorizada por la administración correspondiente del Estado Miembro de la UIT. La solicitud de beca (para la que debe utilizarse el **Formulario 1**) deberá obrar en poder de la UIT **a más tardar el 2 de mayo de 2016**. Rogamos tome nota de que los criterios aplicados en la decisión del otorgamiento de becas incluyen: el presupuesto disponible de la TSB, las contribuciones de los postulantes a la reunión; la distribución equitativa entre países y regiones; y el equilibrio entre hombres y mujeres. Asimismo, tome nota de que cuando se solicitan dos becas parciales, al menos una debe ser para un billete de avión en clase económica.

**PLAZOS CLAVE (antes de la reunión)**

|  |  |
| --- | --- |
| 2 de mayo de 2016 | – solicitudes de becas |
| 16 de mayo de 2016 | – inscripción en línea |
| 1 de junio de 2016 | – fecha límite para la presentación de contribuciones |

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 2/SG2RG-AMR)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 3RG-LAC, ITU-T Study Group 2RG-AMR and Associated BDT Forums**  Brasilia, Brazil, 13-17 June 2016 | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail:** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for a partial fellowship to be submitted before 2 May 2016** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation I.D. No:………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at:  <http://www.itu.int/en/ITU-T/studygroups/2013-2016/02/sg2rgamr/Pages/default.aspx>)  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  (which ITU will do its best to accommodate) | | | | | | | |
| **□ Economy class air ticket (duty station / Brasilia / duty station)**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | | | |
|  | | | | | | | |
| **Signature of fellowship candidate:** | | | | | **Date:** | | |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. | | | | | | | |
| **Signature:** | | | | | **Date:** | | |

**ANNEX B**(to TSB Collective letter 2/SG2RG-AMR)

**Draft Agenda**

|  |  |
| --- | --- |
| **Draft agenda of ITU-T Study Group 2 Regional Group for the Americas (SG2RG-AMR) Brasilia, Brazil, 14 June 2016, from 14:00 to 18:00** | |
| **1** | Opening of the meeting and welcome remarks |
| **2** | Adoption of the agenda |
| **3** | Meeting documents (contributions and TDs) |
| **4** | Tutorial on Numbering, Naming, Addressing and Identification |
| **5** | Overview of current ITU-T Study Group 2 activities:   1. Main Outcomes of last ITU-T Study Group 2 Meeting |
| **6** | Preparation for WTSA-16 (questions to be considered) |
| **7** | Relevant issues for the countries of the region |
| **8** | Numbering project for Internet of Things in ITU-T SG2 |
| **9** | Any other business |
| **10** | Closure of the meeting |

**ANNEX C**(to TSB Collective letter 2/SG2RG-AMR)

**Practical Information**

**ITU WEEK IN THE AMERICAS:**

**Regional Economic and Financial Forum of Telecommunications/ICTs**

**13-14 June 2016**

**ITU Regional Development Forum for the Americas Region (RDF)**

**15 June 2016**

**Meeting of the SG2RG-AMR**

**14 June 2016 (afternoon)**

**Meeting of the SG3RG-LAC**

**16-17 June 2016**

**Brasilia, Brazil**

**Practical Information**

1. **About the city**

Brasília is the city designed to be the capital of Brazil and the seat of government of the Distrito Federal. Inaugurated in 1960 in the Central Highlands of Brazil, it is a masterpiece of modernist urbanism due its innovative and functional layout and the unique combination of straight and rounded shapes in its architecture. The city is listed as a World Heritage Site by UNESCO.

The basic structure of Brasilia was completed in just four years, from 1956 to 1960, under the leadership of President Juscelino Kubitschek.

The city is designed in the shape of an airplane, with various separated zones assigned for specific functions such as housing, commerce, hospitals and banking. Running down the center of the "airplane's fuselage" is the thoroughfare called the Eixo Monumental ("Monumental Axis"), surrounded by several government buildings and ending at the Praça dos Três Poderes ("Three Powers Square"). The arched "wings" are residential zones, with several rows of apartment blocks with small commercial districts. The intersection is the commercial and cultural hub, with stores, hotels, and the cathedral.

A huge lake completes the skyline and serves the city as both a leisure area and a source of humidity for drier months.

1. **Event venue**

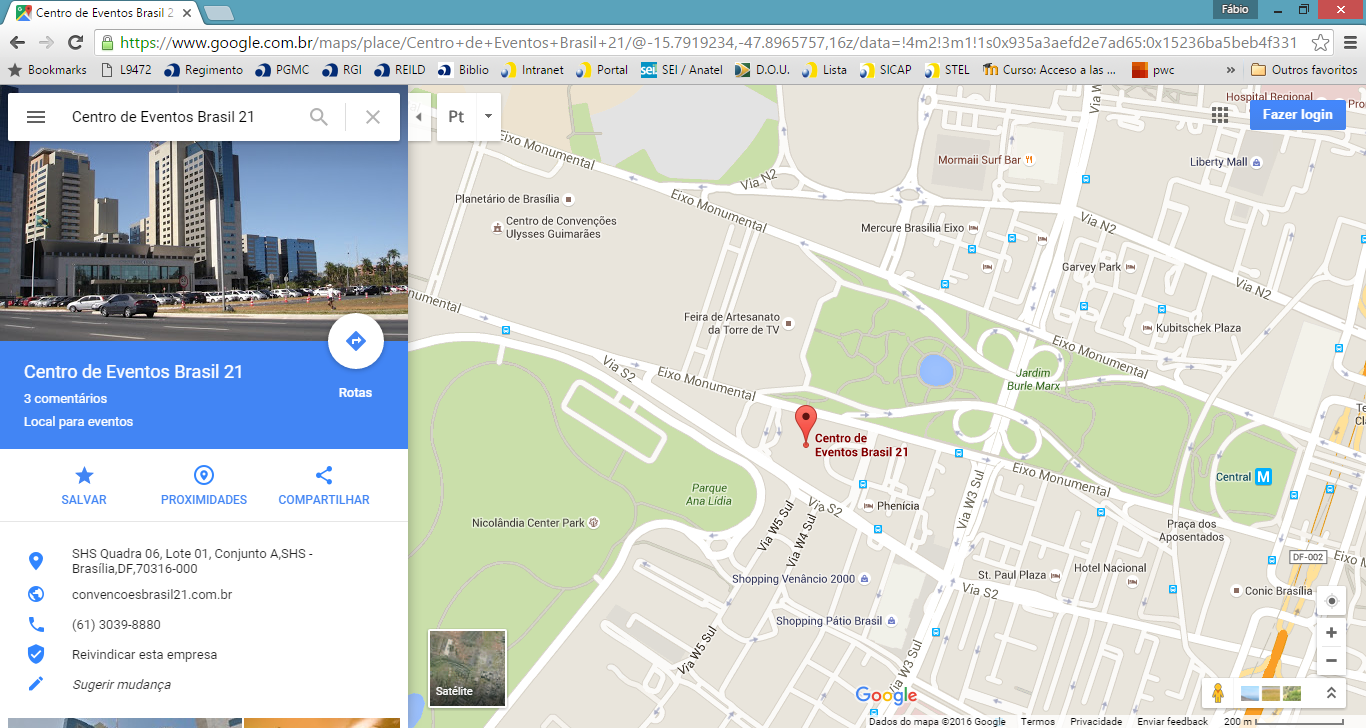
Centro de Eventos e Convenções Brasil 21

Address: SHS Quadra 06 - Complexo Brasil 21

Phone: +55 (61) 3039-8880

E-mail: [convention@brasil21hoteis.com.br](mailto:convention@brasil21hoteis.com.br)

Website: <http://www.convencoesbrasil21.com.br/>



1. **Language**

The language spoken in Brazil is Portuguese. Simultaneous interpretation from and to Portuguese/Spanish/English will be available at the event venue.

1. **Arrival and Transportation**

No transfer from the airport to the hotels will be provided by the Event Organizers. The participants should use either the **taxi services** or the **executive bus** available at Brasilia International airport, “Juscelino Kubitschek”.

The executive bus service is available daily from 6:30 am to 11:00 pm (leaving every 30 minutes), at a fixed rate of R$ 10,00 per person (cash payments only). The itinerary of the bus service is the following: Airport, Esplanade, Plano Piloto Bus Station, Hoteliers sectors North and South, Airport.

For more information about the airports, please see the INFRAERO website – Brazilian airports: <http://www.infraero.gov.br/> or <http://www.aeroportobrasilia.net/>

No transfer from hotels to the event venue will be provided by the Event Organizers.

1. **Health care**

Participants are recommended to be vaccinated for yellow fever ten days prior to their trip. Participants are also advised to hold an international health insurance valid in Brazil for any emergency, although public hospitals and services are of good quality in Brasilia.

1. **Visa information**

Depending on the visitor’s nationality, an entry visa may be required by national authorities. Participants concerned are strongly advised to seek information on requirements applicable in their case from Brazilian embassies or consular missions in their home countries. Where a visa is required, applicants are strongly advised to apply as early as possible. For more information please visit: <http://www.portalconsular.mre.gov.br/estrangeiros/vistos-para-estrangeiros>

Please find at the link below the list of Brazilian embassies and consular missions: <http://www.portalconsular.mre.gov.br/sites-dos-postos>

1. **Climate**

The temperature in Brasilia in June varies during the daytime from 15 to 25°C and in the evening from 13 to 23°C. The humidity is 66% on average.

1. **List of suggested hotels**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel Name** | **Address** | **Link for reservation** | **Rate (\*) in local currency (Reais) plus taxes** | **Equivalent in USD\*\*  plus taxes** |
| Brasil 21 Suites  **Venue of the Event**  **Web:** [**convencoesbrasil21.com.br**](http://www.convencoesbrasil21.com.br) | SHS Qd. 6, Conj. A, Bloco F | [http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html#](http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html) | 329,00 | 81.02 |
| Brasil 21 Convention Suites | SHS Qd. 06, Conj. A, Bloco B | [http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html#](http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html) | 299,00 | 73.63 |
|  |  |  | 379,00 |  |
| Meliá Brasil 21 | SHS Qd. 06, Conj. A, Bloco D | [http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html#](http://meetings.melia.com/en/SEMANAUITNASAMERICAS.html) | 93.33 |

**Notes:**

1. *(\*) Please add 5% ISS and R$ 3,00 tourist tax*
2. *(\*\*) UN Operational Exchange Rate for Brazil in February 2016 is R$ 4.061 per 1 US Dollar*
3. *SHS = Hotels in the South area*
4. *The suggested hotels are located at the event venue*
5. *All hotel rates include breakfast*

***Special rates are limited. For reservations please contact the hotel directly not later than   
30 April 2016.***

***Prices were confirmed on 29 January 2016 and may vary until the date of the event. Participants are recommended to make reservations directly with the hotel of their choice and to observe the cancellation policy of the selected hotel when receiving the booking confirmation as to avoid cancellation charges. Each participant will settle expenses directly with the hotel at the end of their stay****.* ***Please retain a copy of the hotel confirmation for your records and please send a copy to:*** [***Luciene.tavares@itu.int***](file:///C:\Users\bettini\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\B6ZZ3RU1\Luciene.tavares@itu.int)

1. **Electricity Power**

In Brasilia, electricity is 220 Volts, 60 Hertz. In case of devices that do not accept these specifications, participants may consider using a voltage converter.

Brazil has recently approved a national standard for electrical outlets as depicted below:

|  |  |
| --- | --- |
|  |  |

However, as we are in a transitional period to the full adoption of the new standard, different kinds of plugs are likely to be found, as depicted below:

|  |  |
| --- | --- |
|  |  |

**10. Currency**

Payments must be made in the local currency only (“real”). Banks are open from 11:00 am to 4:00 pm on weekdays. We recommend that participants exchange money at the bank Banco do Brasil located in the international airports of Rio de Janeiro, Sao Paulo and Brasilia.

Credit cards (VISA, MasterCard, American Express and Diners Club) are generally accepted at hotels, department stores and restaurants.

Tipping is a common practice in bars and restaurants. A normal tip is 10% of the price on the bill. Sometimes the tip is already included in the bill.

**11. Time difference**

Local time: GMT-03:00

**12. Telecommunications**

The country code for Brazil is +55.

Foreign visitors to Brazil can use mobile telephone services in two ways:

* International Roaming, which is provided with nationwide coverage.
* Prepaid SIM cards, which can be purchased from any mobile operator. Visitors need a valid passport in order to purchase SIM cards. Credit can be recharged in supermarkets, lottery establishments, mobile provider stores and newspaper kiosks.

**13. Internet connectivity**

Internet connection will be available at the meeting venue. Payment may be required at certain hotels.

**14. Coordinators**

|  |  |
| --- | --- |
| **From Anatel** | **From ITU** |
| Mr. Fábio Casotti  Agência Nacional de Telecomunicações (Anatel)  Tel: +55 61 2312 2894  E-mail: [fabiocasotti@anatel.gov.br](mailto:fabiocasotti@anatel.gov.br) | Mr. Rodrigo Robles  Area Office: Tegucigalpa, Honduras  Tel: +504 2235 5470  E-mail: [rodrigo.robles@itu.int](mailto:rodrigo.robles@itu.int) |

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