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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau** | CCITT/ITU-T 60th Anniversary logo |
|  | Geneva, 18 July 2016 |
| Ref: | **TSB Collective letter 4/SG3RG-AO** | - To the Members of the Study Group 3 Regional Group for Asia and Oceania (SG3RG-AO)- To the ITU Regional Office for Asia and the Pacific, Bangkok, Thailand |
| Tel: | +41 22 730 5884 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg3@itu.int  |  |
| Subject: | **Meeting of ITU-T Study Group 3 Regional Group for Asia and Oceania (SG3RG-AO)New Delhi, India, 20-23 September 2016** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Telecom Regulatory Authority of India, ITU-T Study Group 3 Regional Group for Asia and Oceania (SG3RG-AO) will hold its next meeting at The Claridges Hotel, New Delhi, India, from 20 to 23 September 2016.

I should like to inform you that the meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours at The Claridges Hotel. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue. Additional information about the meeting is set forth in **Annex A**.

The Regional Group meeting will be restricted to delegates and representatives from Member States, Sector Members and Associates of Study Group 3 in the region, in conformity with §2.3.3 of Resolution 1 of the WTSA-12. Please note that continuity of representation would be helpful to the group’s work. Pursuant to Resolution 44 (Rev. Dubai, 2012) on Bridging the Standardization Gap, a BSG training session will be held during the regional group meeting. It will focus on how to effectively submit and present contributions to ITU-T study groups.

The draft **Agenda** of the meeting, as prepared by the Chairman of SG3RG-AO, is set out in **Annex B**.

Practical information relating to the venue will be posted on the SG3RG-AO web page at:
<http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgao/Pages/default.aspx>

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 2

**ANNEX A**

(to TSB Collective letter 4/SG3RG-AO)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address: tsbsg3@itu.int. The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 3 website and must therefore be received by TSB **not later than 7 September 2016**.

**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 language of the meeting will be English, without interpretation.

**PAPERLESS MEETINGS:** The meeting will be run paperless.

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

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION:** To enable the organisers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int), **not later than 20 August 2016**, 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 for ITU-T meetings is carried out *online* on the ITU‑T website (**[**http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?\_eventid=3000911**](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000911)**).**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, **within the Asia and Oceania region only,** subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)** must be returned to ITU not later than **9 August 2016**.Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Six weeks | 2016-08-09 | - fellowship requests |
| One month | 2016-08-20 | - requests for interpretation at closing plenary- pre-registration |
| 12 calendar days | 2016-09-07 | - final deadline for contributions |

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 4/SG3RG-AO)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3 RG-AO meeting** **New Delhi, India, 20-23 September 2016** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail:** **fellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 9 August 2016** |
|  | Participation of women is encouraged |  |
| Registration Confirmation ID 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/2013-2016/03/sg3rgao/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 / Geneva / 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 4/SG3RG-AO)

**DRAFT AGENDA OF ITU-T SG3RG-** **AO**

**(New Delhi, India, 20-23 September 2016)**

|  |  |
| --- | --- |
| 1 | Opening of the meeting |
| 2 | Adoption of the agenda |
| 3 | Available documents (contributions and TDs) |
| 4 | Overview of ITU-T Study Group 3 and Working Methods |
| 5 | Review of Outcomes of previous SG3 parent and regional group meetings |
| 6 | Discussions on working methods and structure of ITU-T Study Group 3 and preparation for WTSA-16 |
| 7 | Economic impact of OTTs |
| 8 | Relevant market definition and identification of operators with significant market power (SMP) |
| 9 | International Roaming |
| 10 | Mobile Financial Services |
| 11 | Big Data and Digital Identity |
| 12 | International Internet Connectivity |
| 13 | Dispute Resolution |
| 14 | Economic Impact of license pricing |
| 15 | Governance |
| 16 | Future Work Programme and Action List for SG3RG-AO |
| 17 | SG3RG-AO and Member Contributions to ITU-T Study Group 3 in 2017 |
| 18 | Venue and date of next SG3RG-AO meeting in 2017 |
| 19 | Any other business |
| 20 | Closure of the meeting​ |