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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |

 Geneva, 24 September 2015

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| Ref: | **TSB Collective letter 3/SG3RG-ARB** |  |
| Tel:Fax:E-mail: | +41 22 730 5884+41 22 730 5853tsbsg3arb@itu.int | * To the members of the Study Group 3 Regional Group for the Arab Region (SG3RG-ARB)
* To the ITU Regional Office for the Arab Region
 |

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| Subject: | **Third meeting of ITU-T Study Group 3 Regional Group for the Arab Region (SG3RG-ARB), Manama, Bahrain*,* 30 November and 01 December 2015** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Telecommunications Regulatory Authority of Bahrain, [ITU-T Study Group 3 Regional Group for the Arab Region](http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgarb/Pages/default.aspx) (SG3RG-ARB) will hold its third meeting at the Ramee Grand Hotel & Spa in Manama, Bahrain (Seef District), on 30 November and 01 December 2015.

The meeting will be preceded on 29 November 2015 by a one-day meeting of the [ITU-D Regional Economic and Financial Forum of Telecommunications/ICTs for Arab States](http://www.itu.int/en/ITU-D/Regional-Presence/ArabStates/Pages/Events/2014/REAFF/Economic-Financial-Forum.aspx). For ease of reference, a detailed schedule of the meetings is enclosed as **Annex C.**

The ITU-D Regional Economic and Financial Forum of Telecommunications/ICTs for Arab States will start at 0930 hours on Sunday 29 November 2015. The meeting of ITU-T SG3RG-ARB will start at 0930 hours on Monday 30 November 2015. The event 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 the WTSA-12.

Participant registration will begin at 0830 hours at the Ramee Grand Hotel & Spa in Manama, Bahrain (Seef District). 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 draft **Agenda** of the meeting, as prepared by the Chairman of SG3RG-ARB, is set out in **Annex B**.

Practical information will be communicated at a later stage**.**

Please note that continuity of representation would be helpful to the group’s work.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes:** 3

**ANNEX A**(to TSB Collective letter 3/SG3RG-ARB)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address tsbsg3arb@itu.int . The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 3RG-ARB website and must therefore be received by TSB **not later than 17 November 2015**.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible at <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:** In agreement with the Chairman of the SG3RG-ARB, the Forum and the meeting will be conducted in English.

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

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

**REGISTRATION 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 30 October 2015**, 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://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgarb/Pages/default.aspx**](http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgarb/Pages/default.aspx)**).**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, **within the Arab 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>). 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 **19 October 2015**. Please note that the decision criteria to grant a fellowship include: the available ITU budget; contributions by the applicant to the meeting; equitable distribution among countries; and gender balance.
Kindly further note that when two partial fellowships are requested, at least one must be an economy class air ticket.

**KEY DEADLINES (before meeting)**

19 October: - fellowship requests

30 October: - registration

17 November: - contributions

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 3/SG3RG-ARB)

|  |  |  |
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|  | **ITU-T Study Group 3RG-ARB meeting** and **Associated Forum**Manama, Bahrain, 29 November to 01 December 2015 |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 19 October 2015** |
|  | 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/en/ITU-T/studygroups/2013-2016/03/sg3rgarb/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 for one of the two options below:** |
|  |
|  **□ Economy class air ticket (duty station / Manama / 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 3/SG3RG- ARB)

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| **DRAFT AGENDA OF ITU-T SG3RG-ARB** **(Manama, Bahrain, 30 November and 01 December 2015)** |
| 1. **Opening of the meeting**
	1. **Welcoming remarks**
	2. **Accessing meeting documents online**
 |
| 1. **Adoption of the agenda**
 |
| 1. **Available documents (contributions and TDs)**
 |
| 1. **Overview of ITU-T Study Group 3 and Working Methods**
 |
| 1. **Review of Outcomes of SG3RG-ARB and other regional SG3 meetings**
 |
| 1. **Review of Outcomes of SG3 meeting in Geneva**
 |
| 1. **New questions for ITU-T SG3**
 |
| 1. **International Mobile Roaming**
 |
| 1. **Economic Impact of OTTs**
 |
| 1. **International Internet Connectivity**
 |
| 1. **Universal Service and its international aspects**
 |
| 1. **Economic and Competitiveness Aspects of Mobile money services**
 |
| 1. **Governance of Telecommunication Regulators**
 |
| 1. **Relevant market definition and identification of operators with significant market power (SMP)**
 |
| 1. **Future Work Programme and Action List for SG3RG-ARB**
 |
| 1. **SG3RG-ARB and contributions to ITU-T Study Group 3 in 2016**
 |
| 1. **Venue and date of next SG3RG-ARB meeting in 2016**
 |
| 1. **Any other business**
 |
| 1. **Closure of the meeting**
 |

**ANNEX C**(to TSB Collective letter 3/SG3RG-ARB)

**Draft Schedule of ITU-T SG3 Arab Regional Study Group Meeting
and**

**Associated BDT Forum**(29 November to 01 December 2015, Manama, Bahrain)

|  |
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| **Sunday 29 November 2015** |
| 9:30 – 17:00 | **ITU-D Regional Economic and Financial Forum of Telecommunications/ICTs for Arab States ​** |
| *Lunch Break* | *12:30 – 14:00*  |
| **Monday 30 November 2015** |
| 9:30 – 17:00 | **ITU-T SG3RG-ARB:  ARB regional group for Study Group 3** |
| *Lunch Break* | *12:30 – 14:00*  |
| **Tuesday 01 December 2015** |
| 9:30 – 17:00 | **ITU-T SG3RG-ARB:  ARB regional group for Study Group 3** |
| *Lunch Break* | *12:30 – 14:00*  |

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