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

 Geneva, 5 October 2015

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| Ref: | **TSB Collective letter 1/SG3RG-RCC/CIS** |  |
| Tel:Fax:E-mail: | +41 22 730 5884+41 22 730 5853tsbsg3@itu.int | * To the Members of the Study Group 3 Regional Group for RCC/CIS (SG3RG-RCC/CIS)
* To ITU Regional Office for CIS
 |
| **Subject:** | **Meeting of ITU-T Study Group 3 Regional Group for RCC/CIS (SG3RG-RCC/CIS)Baku, Azerbaijan, 4 December 2015** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Ministry of Communications and High Technologies of the Republic of Azerbaijan, ITU-T Study Group 3 Regional Group for RCC/CIS (SG3RG-RCC/CIS) will hold its first meeting for Eastern Europe and Central Asia at the Expo Center, Baku, Azerbaijan, on 4 December 2015.

I should like to inform you that the SG3RG-RCC/CIS will start at 0930 hours on 4 December 2015. Participant registration will begin at 0830 hours at the Expo Center. 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-RCC/CIS, is set out in **Annex B**.

Practical information relating to the venue will be posted on the SG3RG-RCC/CIS web page at:
<http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgcis-rcc/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 1/SG3RG-RCC/CIS)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address tsbsg3cis@itu.int. The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 3 RG-RCC/CIS website and must therefore be received by TSB **not later than 21 November 2015.**

**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:** In agreement with the Chairmen of the group, the working languages of the meeting will be English and Russian.

**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 4 November 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/sg3rgcis-rcc/Pages/default.aspx>

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, **within the RCC/CIS 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 **23 October** **2015**. 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 gender balance. Please further note that when two partial fellowships are requested, at least one must be an economy class air ticket.

**KEY DEADLINES (before meeting)**

23 October 2015 - fellowship requests

4 November 2015 - online registration

21 November 2015 - final deadline for contributions

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/SG3RG-RCC/CIS)

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|  | **ITU-T Study Group 3RG-RCC/CIS** Baku, Azerbaijan, 4 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 a partial fellowship to be submitted before 23 October 2015** |
|  | 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/2013-2016/03/sg3rgcis-rcc/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 / Baku / 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 1/SG3RG-RCC/CIS)

**Draft Agenda**

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| **1** | Opening of the meeting |
| **2** | Adoption of the agenda |
| **3** | Election/inauguration of the Management Team |
| **4** | Available documents (contributions and TDs) |
| **5** | Overview of ITU-T Study Group 3 and Working Methods |
| **6** | Review of Outcomes of other regional SG3 meetings |
| **7** | Review of Outcomes of SG3 meeting in Geneva |
| **8** | New questions for ITU-T SG3  |
| **9** | International Mobile Roaming  |
| **10** | Border Mobile Connectivity |
| **11** | Economic impact of OTTs |
| **12** | International Internet Connectivity  |
| **13** | Universal Service and its international aspects |
| **14** | Economic and Competitiveness Aspects of Mobile money services  |
| **15** | Competition Policy and significant market power (SMP) |
| **16** | Future Work Programme and Action List for SG3RG-RCC/CIS |
| **17** | SG3RG-CIS and member contributions to ITU-T Study Group 3 in 2016 |

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