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| ITU logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | | CCITT/ITU-T 60th Anniversary logo |
|  | | | Geneva, 3 June 2016 | |
| Ref: | **TSB Collective letter 2/ SG3RG-RCC/CIS** | | * To the Members of the Study Group 3 Regional Group for RCC/CIS (SG3RG-CIS) * To the ITU Regional Office for CIS | |
| Tel: | +41 22 730 5884 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg3cis@itu.int](mailto:tsbsg3cis@itu.int) | |  | |
| Subject: | **Second meeting of ITU-T Study Group 3 Regional Group for RCC/CIS (SG3RG-RCC/CIS), Saint Petersburg, Russian Federation, 3-4 August 2016** | | | |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of Rostelecom, [ITU-T Study Group 3 Regional Group for RCC/CIS](http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgcis-rcc/Pages/default.aspx) (SG3RG-RCC/CIS) will hold its second meeting at the Astoria Hotel in Saint Petersburg, Russian Federation, from 3 to 4 August 2016. For ease of reference, a detailed schedule of the meetings is enclosed as **Annex C.**

The meeting of ITU-T SG3RG-RCC/CIS will start at 0930 hours on Wednesday, 3 August 2016. 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 Astoria Hotel in Saint Petersburg, Russian Federation. 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 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 2/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](mailto:tsbsg3cis@itu.int). The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 3RG-RCC/CIS website and must therefore be received by TSB **not later than 21 July 2016**. We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

**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- RCC/CIS, the Forum and the meeting will be conducted in 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 organizers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), **not later than 3 July 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* at the   
ITU-T website   
(**[**http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgcis-rcc/Pages/default.aspx**](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 only**, subject to available funding, to facilitate participation from 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 **3 July 2016**. 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)**

3 July: - fellowship requests and registration

21 July: - contributions

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 2/SG3RG- RCC/CIS)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 3RG-RCC/CIS meeting**  **Saint Petersburg, Russian Federation, 3-4 August 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 one partial fellowship to be submitted before 3 July 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/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 / Saint Petersburg / 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/SG3RG- RCC/CIS)

**DRAFT AGENDA OF ITU-T SG3RG-** **RCC/CIS**

**(Saint Petersburg, Russian Federation, 3-4 August 2016)**

|  |  |
| --- | --- |
| 1 | Opening of the meeting |
| 2 | Adoption of the agenda |
| 3 | Available documents (contributions and TDs) |
| 4 | Review of Outcomes of previous SG3 parent and regional group meetings |
| 5 | Levying an annual fee for assignment of International Numbering Resources (INRs) |
| 6 | Review process of the International Telecommunication Regulations |
| 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 | New telecommunications services in data network transition |
| 14 | Shared use of spectrum and infrastructure |
| 15 | Accounting and charging capabilities of the Internet of Things |
| 16 | International Telecommunication Services Settlement procedure on a prepayment basis |
| 17 | Unification of price lists for the international telephone traffic exchange |
| 18 | Traffic management issues and QoS |
| 19 | Future Work Programme and Action List for SG3RG-RCC/CIS |
| 20 | SG3RG-RCC/CIS and member contributions to ITU-T Study Group 3 in 2017 |
| 21 | Preparation for WTSA-16 |
| 22 | Venue and date of next SG3RG-RCC/CIS meeting in 2017 |
| 23 | Any other business |
| 24 | Closure of the meeting |

**ANNEX C**(to TSB Collective letter 2/SG3RG- RCC/CIS)

**Schedule of ITU-T SG3 RCC/CIS Regional Study Group Meeting**

(3-4 August 2016, Saint Petersburg, Russian Federation)

|  |  |  |
| --- | --- | --- |
|  | **Wednesday,  3 August 2016** | **Thursday,  4 August 2016** |
| **9:30**  **to**  **12:30** | **ITU-T Study Group 3 Regional Group for the RCC/CIS (SG3RG-RCC/CIS)** | **ITU-T Study Group 3 Regional Group for the RCC/CIS (SG3RG-RCC/CIS)** |
| ***12:30***  ***to***  ***14:00*** | ***Lunch break*** | ***Lunch break*** |
| **14:00**  **to**  **17:00** | **ITU-T Study Group 3 Regional Group for the RCC/CIS (SG3RG-RCC/CIS)** | **ITU-T Study Group 3 Regional Group for the RCC/CIS (SG3RG-RCC/CIS)  and  RSF/BSG Training** |

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