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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 27 August 2013

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| Ref: | **TSB Collective letter 1/SG5 RG-ARB** |  |
| Tel:Fax:E-mail: | +41 22 730 6301+41 22 730 5853tsbsg5@itu.int  | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates from the Arab countries participating in the work of Study Group 5 RG-ARB,
* ITU-T Academia and
* ITU Regional Office for Arab Region
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| **Subject:** | **Second meeting of ITU-T Study Group 5 Regional Group for the Arab RegionRabat, Morocco, 4-6 September 2013** |

Dear Sir/Madam,

We are pleased to inform you that the ITU-T Study Group 5 Regional Group for the Arab Region (SG5 RG-ARB) will hold its second meeting during the Arab Standardization Team meeting, which will take place in Rabat, Morocco, on 4-6 September 2013.

I would like to inform you that the meeting will open at 0900 hours. Participant registration will begin at 0830 hours at the venue, *Sofitel Rabat Jardin Des Roses*. 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 SG5 RG-ARB, is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 2

**ANNEX A**(to TSB Collective letter 1/SG5 RG-ARB)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address tsbsg5@itu.int and to the Chairman at the following address thamri@citc.gov.sa.

**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:** As agreed with the Chairmen of the Group, the working languages of the meeting will be English and Arabic.

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

**PAPERLESS MEETINGS:** In agreement with its Chairman, Study Group 5 RG-ARB will take further steps towards working in a fully electronic environment. The meeting will therefore 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 2 September 2013**, 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://itu.int/en/ITU-T/studygroups/2013-2016/05/sg5rgarb/**](http://itu.int/en/ITU-T/studygroups/2013-2016/05/sg5rgarb/)**.**

**FELLOWSHIPS:**

Due to budgetary constraints for the remainder of this year, ITU is unfortunately not able to offer fellowships for the upcoming Study Group 5 RG-ARB.

**ANNEX B**(to TSB Collective letter 1/SG5 RG-ARB)

**Draft Agenda**

1. Opening of the meeting
2. Adoption of the agenda
3. Main decisions taken by WTSA-12
4. Organization of the work of SG5 RG-ARB
5. Preparation of the next meeting
6. Discussion on SG5 RG-ARB priorities for the next study period
7. Review of work program
8. Other business

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