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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 17 January 2017 |
| Ref: | **TSB Collective letter 1/SG2RG-AMR** | - To the members of the Study Group 2 Regional Group for the Americas (SG2RG-AMR);- To the ITU Area Office, Bridgetown, Barbados;- To the ITU Regional Office, Brasilia, Brazil |
| Tel: | +41 22 730 5855 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg2@itu.int  |  |
| Subject: | **Meeting of ITU-T Study Group 2 Regional Group for the Americas (SG2RG-AMR), Port of Spain, Trinidad and Tobago, 7 March 2017** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Telecommunications Authority of Trinidad and Tobago (TATT), ITU-T Study Group 2 Regional Group for the Americas (SG2RG-AMR) will hold its next meeting at Hyatt Regency Trinidad, Port of Spain, Trinidad and Tobago, on
7 March 2017.

The SG2RG-AMR meeting will open at 0930 hours on 7 March 2017. Participant registration will begin at 0830 hours at the venue. 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 is set out in **Annex B**. Practical information relating to the venue will be posted on the SG2RG-AMR web page at:
<http://www.itu.int/en/ITU-T/studygroups/2017-2020/02/sg2rgamr/Pages/default.aspx>

I would like to take the opportunity to inform you that the following meetings will also take place at this venue during the same week:

* Regional Standardization Forum (RSF) for Bridging the Standardization Gap (BSG) on
6 March 2017;
* ITU-T Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC) from 6 to 10 March 2017.

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/SG2RG-AMR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address: tsbsg2@itu.int. The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 2 RG-AMR website and must therefore be received by TSB **not later than 22 February 2017**. 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 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:** The working languages of the meeting will be English and Spanish.

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

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION:** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853), or e-mail (tsbreg@itu.int), **not later than 6 February 2017**, 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/en/ITU-T/studygroups/2017-2020/02/sg2rgamr/Pages/default.aspx>).

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, **within the Americas 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 **5 February 2017.**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)**

|  |  |
| --- | --- |
| 2017-02-05 | - Fellowship requests |
| 2017-02-06 | - Pre-registration |
| 2017-02-22 | - Final deadline for contributions |

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/SG2RG-AMR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 2 RG-AMR meeting** andassociated **Regional Standardization Forum** **Port of Spain, Trinidad and Tobago, 6-7 March 2017** |  |
| **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 5 February 2017** |
|  | 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/2017-2020/02/sg2rgamr/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 / Port of Spain / 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/SG2RG-AMR)

**Draft Agenda**

**(Port of Spain, 7 March 2017)**

|  |  |
| --- | --- |
| 1 | Opening of the meeting and welcome remarks |
| 2 | Adoption of the agenda |
| 3 | Meeting documents (contributions and TDs)  |
| 4 | Tutorial on Numbering, Naming, Addressing and Identification |
| 5 | Overview of current ITU-T Study Group 2 activities: 1. Main Outcomes of last ITU-T Study Group 2 Meeting
 |
| 6 | WTSA-16  |
| 7 | Relevant issues for the countries of the region |
| 8 | Numbering project for Internet of Things in ITU-T SG2 |
| 9 | Any other business  |
| 10 | Closure of the meeting  |
| 11 | Opening of the meeting and welcome remarks |

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