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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  | cid:image001.png@01D36D16.2FD1E7F0 |
|  | Geneva, 9 May 2018 |
| Ref: | **TSB Collective letter 2/SG3RG-AO**SG3/LS | - To the members of the Study Group 3 Regional Group for Asia and Oceania; - To the ITU Regional Office for Asia and the Pacific, Bangkok, Thailand;- To the ITU Area Office for South-East Asia, Jakarta, Indonesia |
| Tel: | +41 22 730 5884 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg3@itu.int  |
| Web: | <http://itu.int/go/tsg03> |
| Subject: | **Meeting of ITU-T SG3 Regional Group for Asia and Oceania (SG3RG-AO); Xi’an, China, 26-29 June 2018** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the China Academy of Information & Communications Technology (CAICT), ITU-T Study Group 3 Regional Group for Asia and Oceania (SG3RG-AO) will hold its next meeting at the Howard Johnson Ginwa Plaza Hotel, Xi’an, China, from 26 to 29 June 2018.

The meeting will be preceded by a Regional Standardization Forum on Economic, Regulatory and Policy Trends in a Fast-Changing Digital World in partnership with Xi'an University of Posts & Telecommunications (XUPT) and a Celebration of the 50th Anniversary of ITU-T Regional Groups will be held on 26 June. The BSG Interactive Workshop on Effectiveness in Standardization will be held on 27 June 2018.

The Regional Standardization Forum (RSF) will start at 0930 hours on Monday, 25 June 2018. The meeting of
SG3RG-AO will start at 0930 hours on Tuesday, 26 June 2018. The latter event will be restricted to delegates and representatives of Administrations and operating agencies of the region, in conformity with clause 2.3.2 of Section 2 of ITU-T Resolution 1 (Rev. Hammamet, 2016). Please note that continuity of representation would be helpful to the group’s work.

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 SG3RG-AO webpage at:
<http://www.itu.int/en/ITU-T/studygroups/2017-2020/03/sg3rgao/Pages/default.aspx>

**Key deadlines**:

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| 27 May 2018 | - Fellowship requests |
| 29 May 2018 | - Pre-registration (online via the [SG3RG-AO website](http://www.itu.int/en/ITU-T/studygroups/2017-2020/03/sg3rgao/Pages/default.aspx)) |
| 13 June 2018 | - Final deadline for Contributions (by e-mail to tsbsg3@itu.int) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau**Annexes**: 2 |  This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg3rg-ao ITU-T SG3RG-AO |
| Latest meeting information |

**ANNEX A**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your Contributions by e-mail to the following address: tsbsg3@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-AO website and must be received by TSB **no later than 13 June 2018**. 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:** In agreement with the Chairman of the group, the working languages of the meeting will be English.

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

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** Pre-registration is mandatory and is to be done online via the study group home page **(**<http://www.itu.int/en/ITU-T/studygroups/2017-2020/03/sg3rgao/Pages/default.aspx>**)** no later than **29 May 2018.** The membership is invited to include women in their delegations whenever possible.

**FELLOWSHIPS**: Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). **Fellowship requests** (using enclosed **Form 1**), **must be received by 27 May 2018, so it is strongly recommended to register for the event and to start the request process.**

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.

**FORM 1 - FELLOWSHIP REQUEST**

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|  | **Fellowship request form****Meeting of ITU-T SG3RG-AO (Xi’an, China, 26-29 June 2018)**Request for one partial fellowship (submission deadline **27 May 2018**) | cid:image001.png@01D36D16.2FD1E7F0 |
| Please return completed form, preferably by email, to:ITU Fellowships, Geneva (Switzerland) | E-mail: fellowships@itu.intTel: +41 22 730 5227Fax: +41 22 730 5778 |
| **Applications from women are encouraged** |
| Registration number (required):(Pre-registration is [online only](http://itu.int/go/tsg3)) |  |
| Title(s) of Contributions submitted/planned: |  |
| Country ([list of eligible countries](http://www.itu.int/en/ITU-D/LDCs/Pages/List_LDCs.aspx)): |  |
| Name of the Administration/Organization: |  |
| Professional role/title: |  |
| Mr/Mrs/Ms: |  |
| Applicant’s family name: |  |
| Applicant’s given name: |  |
| Address: |  |
| Telephone: |  |
| Fax: |  |
| E-mail: |  |
| Passport number: |  |
| Date and place of issue: |  |
| Passport valid until (date): |  |
| Nationality: |  |
| Date of birth: |  |
| Please select your preferred fellowship type (one only),which ITU will do its best to accommodate:[ ]  **Economy class air ticket (duty station -> event venue -> duty station)**[ ]  **Subsistence allowance intended to cover accommodation, meals & misc. expenses** |
| **Signature of applicant:**  | **Date:**  |
| TO VALIDATE THIS FELLOWSHIP REQUEST, THE NAME, TITLE AND SIGNATURE OF THE CERTIFYING OFFICIAL DESIGNATING THE PARTICIPANT MUST BE COMPLETED BELOW, ALONG WITH AN OFFICIAL STAMP.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST TO THE LAST DAY OF THE MEETING. |
| **Signature and stampof certifying official:**  | **Date:**  |

**ANNEX B**

**DRAFT AGENDA
Meeting of ITU-T SG3RG-AO, Xi’an, China, 26-29 June 2018**

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| **1** | Opening of the meeting |
| **2** | Adoption of the agenda |
| **3** | Available documents (Contributions and TDs) |
| **4** | Overview of ITU-T Study Group 3 and working methods |
| **5** | Celebrating 50 years of ITU-T SG3RG-AO |
| **6** | Review of outcomes of WTSA-16, previous SG3 parent and Regional Group meetings |
| **7** | Economic impact of OTTs |
| **8** | Tariff, Charging Issues of Settlements Agreement of Trans-multi-country Terrestrial Telecommunication Cables |
| **9** | Mobile Financial Services |
| **10** | International Roaming |
| **11** | Relevant market definition and identification of operators with Significant Market Power (SMP) |
| **12** | Big Data and Digital Identity |
| **13** | International Internet Connectivity |
| **14** | Dispute Resolution |
| **15** | Economic Impact of License Pricing |
| **16** | Future Work Programme and Action List for SG3RG-AO |
| **17** | SG3RG-AO and Member Contributions to ITU-T Study Group 3 in 2019 |
| **18** | Venue and date of next SG3RG-AO meeting |
| **19** | Any other business |
| **20** | Closure of the meeting |


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