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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 31 January 2020 |
| Ref: | **TSB Collective letter 2/SG3RG-EECAT****TSB Collective letter 4/SG20RG-EECAT**SG3/ME | - To Administrations participating in SG3RG-EECAT and SG20RG-EECAT;- To ITU‑T Sector Members participating in SG3RG-EECAT and SG20RG-EECAT;- To ITU‑T Associates participating in SG3RG-EECAT and SG20RG-EECAT;- To ITU Academia participating in SG3RG-EECAT and SG20RG-EECAT;- To RCC;- To the ITU Regional Office for CIS |
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| Web: | <http://itu.int/go/tsg3rgeecat><http://itu.int/go/tsg20rgeecat> |
| **Subject:** | **Meetings of ITU-T Study Group 3 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG3RG-EECAT) and ITU-T Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT), Minsk, Belarus, 4-5 March 2020** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the meetings of ITU-T Study Group 3 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG3RG-EECAT) and ITU-T Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT), which will be held from 4 to 5 March 2020 at the kind invitation of the Ministry of Communication and Informatization of the Republic of Belarus and OJSC “Giprosvjaz” in Minsk, Belarus.

The SG3RG-EECAT and the SG20RG-EECAT meetings will take place at the Hotel Monastyrski, 6, Kirilla & Mefodya Street, Minsk, Belarus as follows:

* SG3RG-EECAT meeting: Wednesday, 4 March 2020 (afternoon only);
* SG20RG-EECAT meeting: Thursday, 5 March 2020 (afternoon only).

The meetings will be held in conjunction with the [Forum on “Smart sustainable cities: from concept to implementation”](https://www.itu.int/en/ITU-D/Regional-Presence/CIS/Pages/EVENTS/2020/03_Minsk/03_Minsk.aspx) which will take place from 3 to 5 March 2020 in Minsk, Belarus, at the same venue.

The SG3RG-EECAT and the SG20RG-EECAT meetings will be restricted to representatives from Member States, Sector Members and Associates of ITU-T Study Group 3 and ITU-T Study Group 20 in the region, in conformity with clauses 2.3.2 and 2.3.3 of [WTSA Resolution 1 (Rev. Hammamet, 2016)](https://www.itu.int/pub/T-RES-T.1-2016). Please note that continuity of representation would be helpful to the groups' work.

Participation in the Forum is free of charge and open to any participants who share an interest in topics related to smart sustainable cities.

**Key deadlines:**

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| **4 February 2020** | - Submit requests for visa support letters (see details in Annex A) |
| **4 February 2020** | - Pre-registration (online via the [SG3RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/03/sg3rgeecat/Pages/default.aspx) and [SG20RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Pages/default.aspx) homepages) |
| **9 February 2020** | - Submit fellowship requests (via the online registration form; see details in Annex A) |
| **19 February 2020** | - Submit ITU-T Member Contributions (by e-mail to tsbsg3@itu.int or tsbsg20@itu.int respectively) |

Additional information about the SG3RG-EECAT and SG20RG-EECAT meetings is set forth in **Annex A**.

The draft agendas of the SG3RG-EECAT and SG20RG-EECAT meetings, prepared by Mr Alexey Borodin (Chairman of SG3RG-EECAT and SG20RG-EECAT; Russian Federation) can be found in **Annexes B** and **C**, respectively. Practical information relating to the venue is available on the [SG3RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/03/sg3rgeecat/Pages/default.aspx) and [SG20RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Pages/default.aspx) homepages and [here](https://www.itu.int/en/ITU-D/Regional-Presence/CIS/Documents/Events/2020/03_Minsk/Practical%20information%20Minsk%203-5%20Mar%202020%20EN.pdf).

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau |  |

**Annexes: 3**

ANNEX A
Additional information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: The meeting will be run paperless. Member Contributions and draft TDs should be submitted by e-mail to tsbsg3@itu.int or tsbsg20@itu.int respectively to the group of your submission, using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members with an [ITU account](https://www.itu.int/en/ties-services) that has TIES access.

**WORKING LANGUAGES**: In agreement with the Chairman of the Group, the working language of the meeting will be Russian.

**TRANSLATION**: Documents for this meeting may be translated in Russian/English, if required. We invite you to submit your Contributions as early as possible to ensure there is sufficient time for translation.

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

**PRE-REGISTRATION, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**: Pre-registration is mandatory and is to be done online via the study group homepage **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the new registration system requires focal-point approval for all registration requests. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs whenever possible.

**FELLOWSHIPS**: Up to two partial fellowships per administration may be awarded, **within the CIS region only**, subject to available funding, to facilitate participation from eligible countries. **Fellowship requests must be received by 9 February 2020 at the latest**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of written Contributions; equitable distribution among countries and regions; and gender balance. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs when proposing candidates for fellowships.

**VISA:** If required, visas must be requested as soon as possiblefrom the embassy or consulate representing Belarus in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Delegates who require a personal invitation letter, please contact Ms Nastassia Lahutsik, ICT Development Department, OJSC “Giprosvjaz” (lahutsik@giprosvjaz.by), copying Mr Farid Nakhli, ITU Regional Office for CIS Region (farid.nakhli@itu.int), TSB SG3 Secretariat (tsbsg3@itu.int), and TSB SG20 Secretariat (tsbsg20@itu.int). More information is available at: <http://mfa.gov.by/en/visa/visafreetravel/e0ced19bb1f9bf2c.html>.

ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 3 Regional Group for
Eastern Europe, Central Asia and Transcaucasia (SG3RG-EECAT)
Minsk, Belarus, 4 March 2020

1 Opening of the meeting

2 Opening remarks

3 Adoption of the agenda

4 Allocation of documents (Contributions and TDs)

5 Overview of ITU-T Study Group 3 (structure and working methods)

6 Overview of Outcomes of previous SG3 meeting

7 Discussion of received Contributions

8 Work Programme of SG3RG-EECAT

9 SG3RG-EECAT members’ Contributions to ITU-T Study Group 3

10 Discussion of SG3RG-EECAT priorities

11 Preparation of the draft Report of the SG3RG-EECAT

12 Venue and date of next SG3RG-EECAT meeting

13 Any other business

14 Closure of the meeting

ANNEX C
Draft Agenda
Meeting of ITU-T Study Group 20 Regional Group for
Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT)
Minsk, Belarus, 5 March 2020

1 Opening of the meeting

2 Opening remarks

3 Adoption of the agenda

4 Allocation of documents (contributions and TDs)

5 Overview of ITU-T Study Group 20 (structure and working methods)

6 Overview of Outcomes of previous SG20 meeting

7 Outcomes of TSAG relevant to ITU-T SG20

8 WTSA preparations

9 Discussion on input documents:

9.1 Highlights of the ITU Forum on "Smart sustainable cities: from concept to implementation"

9.2 Discussion on received contributions

10 Work Programme of SG20RG-EECAT

11 SG20RG-EECAT members’ contributions to ITU-T Study Group 20

12 Discussion on ITU-T SG20RG-EECAT priorities

13 Preparation of the Draft Report of the SG20RG-EECAT

14 Venue and date of next SG20RG-EECAT meeting

15 Any other business

16 Closure of the meeting

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