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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 18 August 2021 |
| Ref: | **TSB Collective letter 4 /SG5RG-LATAM**SG5/RU | - To Administrations of Member States of the Union participating in SG5RG-LATAM; - To ITU‑T Sector Members participating in SG5RG-LATAM;- To ITU‑T Associates of Study Group 5 participating in SG5RG-LATAM;- To ITU Academia participating in SG5RG-LATAM;* To the ITU Regional Office, Brasilia, Brazil
 |
| Tel: | +41 22 730 5356 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int |
| Web: | <https://itu.int/go/sg5rglatam> |
| **Subject**: | **Virtual meeting of ITU-T Study Group 5 Regional Group for** **Latin America (SG5RG-LATAM),** **30 September 2021** |

Dear Sir/Madam,

We are pleased to invite you to attend the next meeting of **ITU-T Study Group 5 Regional Group for** **Latin America (SG5RG-LATAM)** which will take place virtually on 30 September 2021, from 2000 to 2300 hours (Geneva time).

Please note that no fellowships will be awarded, and the entire meeting will run in Spanish only with no interpretation.

The SG5RG-LATAMmeeting will open at 2000 hours Geneva time, using [MyMeetings remote participation tool](https://remote.itu.int/). Delegates must register for the meeting in order to access the platform.

The regional group meetings will be restricted to delegates and representatives from Member States, Sector Members and Associates of the ITU-T Study Group 5 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

The meeting will be preceded by the virtual event on Sustainable Digital Transformation in Latin America on 30 September 2021 from 1600 to 1900 hours Geneva time.

The SG5RG-LATAM meeting and the event are also part of the **Sustainable Digital Transformation Dialogues** that will take place from 28 to 30 September 2021.

Participation in the dialogues on Sustainable Digital Transformation is free of charge, and open to any participants who share an interest in topics related to sustainability and digital transformation. More information will be available on the [SG5RG-LATAM website.](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rglatam/Pages/default.aspx)

Additionally, as part of the Sustainable Digital Transformation Dialogues the virtual meetings of the ITU‑T Study Group 5 Regional Group for Africa and the ITU-T Study Group 5 Regional Group for the Arab region will take place on 28 September 2021 and 29 September 2021, respectively. The events will be preceded by the ITU-T SG5 and SG20 Newcomers’ session that will be held on 27 September 2021. The Newcomers’ session is restricted to ITU-T members.

**Key deadlines**:

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| --- | --- |
| 28 August 2021 | - Pre-registration (online via the [SG5RG-LATAM homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rglatam/Pages/default.aspx)) |
| 17 September 2021 | - Submit ITU-T Member contributions (by e-mail to tsbsg5@itu.int) |

Additional information is set out in **Annex A**. The draft meeting **agenda**, prepared by Mr Miguel Felipe ANZOLA ESPINOSA, Chairman of SG5RG-LATAM, Colombia, is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | cid:image002.png@01D30189.7AF1CA50ITU-T SG5RG-LATAM |
| Latest meeting information |

**Annexes:** 2

ANNEX A
Practical Meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** Member contributions and draft TDs should be submitted by e-mail (tsbsg5@itu.int) to the study group secretariat using the[appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the regional group homepage and is restricted to ITU-T Members who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**WORKING LANGUAGE**: In agreement with the Chairman of the Regional Group, the entire meeting will run in Spanish only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen, or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting, and its use is encouraged to facilitate efficient time management during the sessions.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION:** Registration is mandatory and is to be done online via the [SG5RG-LATAM homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rglatam/Pages/default.aspx). **at least one month before the start of the meeting**. Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States. The membership is invited to include women in their delegations whenever possible.

**FELLOWSHIPS AND VISA SUPPORT:** For virtual meetings, since there is no travel involved, no fellowships are provided, and visa support is not applicable.

**ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 5 Regional Group for Latin America (SG5RG-LATAM)
Virtual, 30 September 2021**

| **No** | **Description** | **Document** |
| --- | --- | --- |
| **1** | Opening of the meeting |  |
| **2** | Remote participation  |  |
| **3** | Adoption of the agenda |  |
| **4** | Allocation of documents (Contributions and TDs) |  |
| **5** | Report of last ITU-T SG5RG-LATAM meeting (10 November 2020) |  |
| **6** | Overview of ITU-T Study Group 5 (structure and working methods) and ITU-T SG5RG-LATAM |  |
| **6.1** | ITU-T Study Group 5 |  |
| **6.2** | ITU-T SG5RG-LATAM |  |
| **6.3** | ITU-T working methods |  |
| **7** | Outcomes of the TSAG meeting (January 2021) and ITU Council (June 2021) relevant to ITU-T SG5 and/or its regional groups |  |
| **8** | Overview of outcomes of previous ITU-T SG5 meetings (virtual meetings: 19-23 October 2020; 11-20 May 2021) |  |
| **9** | Overview of ITU-T activities on environment, climate change and circular economy |  |
| **10** | Update on FG-AI4EE (last meeting 8 April 2021) |  |
| **11** | Discussion on received Contributions and possible new work items |  |
| **12** | Discussion on ITU-T SG5RG-LATAM priorities |  |
| **13** | SG5RG-LATAM members’ Contributions to ITU-T Study Group 5 |  |
| **14** | Preparation of the SG5RG-LATAM meeting draft report  |  |
| **15** | Venue and date of next SG5RG-LATAM meeting |  |
| **16** | Any other business |  |
| **17** | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in [SG5RG-LATAM TD77](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG05RG.LATAM-210930-TD-PLEN-0077).