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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 21 March 2019 |
| Ref: | **TSB Collective letter 1/SG3RG-EECAT****TSB Collective letter 3/SG11RG-EECAT****TSB Collective letter 1/SG13RG-EECAT****SG11/DA** | * To Administrations participating in SG3RG-EECAT, SG11RG-EECAT and SG13RG-EECAT;
* To ITU-T Sector Members participating in SG3RG-EECAT, SG11RG-EECAT and SG13RG-EECAT;
* To ITU-T Associates participating in the work of Study Group 3 participating in SG3RG-EECAT, Study Group 11 participating in SG11RG-EECAT and Study Group 13 participating in SG13RG-EECAT;
* To ITU Academia participating in SG3RG-EECAT, SG11RG-EECAT and SG13RG-EECAT;
* To RCC
* To the ITU Regional Office for CIS
 |
| Tel: | +41 22 730 6251+41 22 730 5780+41 22 730 5126 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg3@itu.inttsbsg11@itu.inttsbsg13@itu.int |
| Web: | <http://itu.int/go/tsg11rgeecat><http://itu.int/go/tsg3rgeecat><http://itu.int/go/tsg13rgeecat> |
| Subject: | **Meetings of ITU-T Study Group 3 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG3RG-EECAT), ITU-T Study Group 11 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG11RG-EECAT) and ITU-T Study Group 13 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG13RG-EECAT), Saint Petersburg, Russian Federation, 21-23 May 2019** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of Rostelecom, supported by the Saint Petersburg State University of Telecommunications (SPbSUT), **ITU-T Study Group 3 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG3RG-EECAT)**, **ITU-T Study Group 11 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG11RG-EECAT)** and **ITU-T Study Group 13 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG13RG-EECAT)** will hold their meetings in Saint Petersburg, Russian Federation, **from 21 to 23 May 2019**. This will be an inaugural meeting for the SG13RG-EECAT.

The Regional groups meetings will take place in the Saint Petersburg State University of Telecommunications (SPbSUT) as follows:

**SG3RG-EECAT – 21 May 2019**

**SG11RG-EECAT – 21-22 May 2019**

**SG13RG-EECAT – 23 May 2019**

For the opening time of each meeting, please refer to the time plan found in Annex E.

The draft agendas of the SG3RG-EECAT, SG11RG-EECAT and SG13RG-EECAT meetings, prepared by Mr Alexey Borodin (Chairman of SG3RG-EECAT, SG11RG-EECAT and SG13RG-EECAT from Russian Federation) are set out in **Annexes B, C** and **D,** respectively. The time plan for these meetings is available in **Annex E**. Practical information relating to the venue is posted on the [SG3RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/03/sg3rgeecat/Pages/default.aspx), [SG11RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11eecat/Pages/default.aspx) and [SG13RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13eecat/Pages/default.aspx) webpages accordingly.

The SG3RG-EECAT, SG11RG-EECAT and SG13RG-EECAT meetings will be restricted to representatives from Member States, Sector Members and Associates of ITU-T Study Group 3, ITU-T Study Group 11 and ITU-T Study Group 13 in the region respectively, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016). Please note that continuity of representation would be helpful to the group's work.

The following ITU meetings will take place during the same week at the same venue in SPbSUT, Saint Petersburg:

* 21-23 May 2019 — Fourth ITU-T Focus Group on Technologies for Network 2030 (FG NET2030) meeting. Detailed information is available at <https://www.itu.int/en/ITU-T/focusgroups/net2030/Pages/default.aspx>.
* 21-23 May 2019 — ITU Forum "Internet of Things: future Applications and Services. Perspective 2030"/ Fourth ITU Workshop on Network 2030. Detailed information is available at <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/201905/Pages/default.aspx>.

**Key deadlines**:

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| 22 April 2019 | - Submit fellowship requests (application form and guidelines can be found [here](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11eecat/Documents/EECAT_Fellowships_May19.docx)) |
| 19 April 2019 | - Pre-registration ([online](https://www.itu.int/online/edrs/REGISTRATION/edrs.registration.form?_eventid=3001123) or via each groups home page)- Submit requests for visa support letters (see practical information) |
| 8 May 2019 | - Submit ITU-T Member contributions to SG3RG-EECAT, SG11RG-EECAT and SG13RG-EECAT (by e-mail to tsbsg3@itu.int, tsbsg11@itu.int, or tsbsg13@itu.int respectively) |

I wish you a productive and enjoyable meeting.

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| --- | --- |
| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau |  |

**Annexes: 5**

ANNEX A
Additional information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meetings will be run paperless. Contributions and TDs should be submitted by e-mail to tsbsg3@itu.int, tsbsg11@itu.int and tsbsg13@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 LANGUAGE**: In agreement with the Chairman of each Group, the working language of the meetings will be Russian.

**REMOTE PARTICIPATION**: We regret to inform that no remote participation will be offered for these meetings.

**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 AND FELLOWSHIPS**

**PRE-REGISTRATION**:Pre-registration is to be done online via the regional group home page **at least one month before the start of the meetings**. Additionally, and within the same deadline, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation. The membership is invited to include women on their delegations 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 22 April 2019 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. Preference will be given to applicants attending all the ITU events in Saint Petersburg, 21-23 May 2019.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting.

Delegates who require a personal invitation letter are invited to complete the form available in the practical information and send it to Ms Vera Soloveva, ITU Regional Office for CIS, by e-mail: vera.soloveva@itu.int bearing the words “Letter of support for visa” as the subject and should be sent before the deadline of
**19 April 2019**.

Instructions can be found in the “Practical information” section, which is available on the regional group webpages at:

* SG3RG-EECAT – <https://www.itu.int/en/ITU-T/studygroups/2017-2020/03/sg3eecat/Pages/default.aspx>
* SG11RG-EECAT – <https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11eecat/Pages/default.aspx>
* and SG13RG-EECAT – <https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13eecat/Pages/default.aspx>.

**ANNEX B**
**Draft Agenda for the SG3RG-EECAT meeting, Saint Petersburg, Russian Federation, 21 May 2019**

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 ITU-T 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 for SG11RG-EECAT meeting, Saint Petersburg, Russian Federation
21-22 May 2019**

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 11 (structure and working methods)

6 Overview of Outcomes of previous ITU-T SG11 meeting

7 Discussion of received contributions

8 Work Programme of SG11RG-EECAT

9 SG11RG-EECAT members’ contributions to ITU-T Study Group 11

10 Discussion of SG11RG-EECAT priorities

11 Preparation of the draft Report of the SG11RG-EECAT

12 Venue and date of next SG11RG-EECAT meeting

13 Any other business

14 Closure of the meeting

**ANNEX D
Draft agenda for the first SG13RG-EECAT meeting, Saint Petersburg, Russian Federation, 23 May 2019**

1 Opening of the meeting

2 Opening remarks

3 Adoption of the agenda

4 Introduction of the mandate of the group

5 Appointment of leadership for SG13RG-EECAT

6 Overview of mandate and technical areas of study in Study Group 13

7 Overview of Outcomes of last ITU-T SG13 meeting

8 Presentation of contributions

9 Setting up the standardization priorities for the region

10 Elaboration of the action plan

11 Preparations of inputs to the parent group

12 Elaboration of the working rules and procedures of the group

13 Future plans: next SG13RG-EECAT meeting, collocation with Regional Groups meeting of other SGs

14 Plans for the workshop/forum

15 Review and approval of the meeting report

16 Any other business

17 Closure of the meeting

ANNEX E
Draft time plan for
ITU-T SG3RG-EECAT, ITU-T SG11RG-EECAT and ITU-T SG13RG-EECAT meetings
(21-23 May 2019, Saint Petersburg, Russia)

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|  | **Tuesday, 21 May 2019** | **Wednesday, 22 May 2019** | **Thursday, 23 May 2019** |
| 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 |
| **SG3RG-EECAT** |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **SG11RG-EECAT** |  |  |  |  | **X** |  |  |  | **X** | **X** |  |  |  |  |  |
| **SG13RG-EECAT** |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |
| **Session times:**1 – 0900-1100; 2 – 1100-1300; Lunch (Lu) – 1300-1400; 3 – 1400-1600; 4 – 1600-1800 |