|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 28 April 2017 | |
| Ref: | **TSB Collective letter 1/SG11RG-RCC**  **TSB Collective letter 1/SG20RG-EECAT** | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 11;  - To ITU‑T Associates of Study Group 20;  - To ITU Academia;  - To the ITU Area Office for CIS | |
| Tel: | +41 22 730 5780  +41 22 730 6301 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg11@itu.int](mailto:tsbsg11@itu.int)  [tsbsg20@itu.int](mailto:tsbsg20@itu.int) | |
| Web: | <http://itu.int/go/tsg11>  <http://itu.int/go/tsg20> | |
| Subject: | **Meetings of ITU-T Study Group 11 Regional Group for Regional Commonwealth in the field of Communications (RCC) (SG11RG-RCC) and Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT); Saint Petersburg, Russian Federation, 20-22 June 2017** | | | |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of PJSC Rostelecom, ITU-T Study Group 11 Regional Group for RCC (SG11RG-RCC) and Study Group 20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT)will hold their regional meetings in Saint Petersburg, Russian Federation from 20-22 June 2017 back-to-back with the ITU Regional Workshop for CIS on *“Internet of Things (IoT) and future networks”* (19-20 June 2017). Detailed information about the Workshop is available at: <https://www.itu.int/en/ITU-D/Regional-Presence/CIS/Pages/EVENTS/2017/06_Saint_Petersburg/06_Saint_Petersburg.aspx>.

The meeting of SG20RG-EECAT will open at 1600 hours on 20 June 2017 and continue on 21 June 2017. The meeting of SG11RG-RCC will open at 0930 hours on 22 June 2017. A Bridging the Standardization Gap (BSG) Training on working methods for delegates of SG11RG-RCC and SG20RG-EECAT will take place on Tuesday, 20 June 2017 and will open at 1630 hours.

Participant registration will begin on 20 April at 0900 hours at the venue. Details for the venue of the meeting along with the list of hotels and practical information will be made available on the [SG11RG-RCC](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11rgrcc/Pages/default.aspx) and [SG20RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Pages/default.aspx) webpages, respectively.

The regional group meetings will be restricted to delegates and representatives from Member States, Sector Members and Associates of the ITU-T Study Group 11 and Study Group 20 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

Additional information about SG11RG-RCC and SG20RG-EECAT meetings is available in **Annex A**.

The draft agendas of the SG11RG-RCC and SG20RG-EECAT meetings, prepared by Mr Alexey BORODIN (Chairman of SG11RG-RCC and SG20RG-EECAT, Russian Federation), are set out in **Annexes B and C**,respectively. The schedule for these meetings is available in **Annex D**.

**Key deadlines**:

|  |  |
| --- | --- |
| 21 May 2017 | - Submit fellowship requests (application form and guidelines can be found in the attached **Form 1**) |
| 22 May 2017 | - Pre-registration (online via the [SG11RG-RCC](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11rgrcc/Pages/default.aspx) and [SG20RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Pages/default.aspx) webpages, respectively) |
| 7 June 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | Title: Latest meeting information - Description: This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg11rg-rcc  SG11RG-RCC |
|  | cid:image001.jpg@01D2BDE3.B73C8BB0  SG20RG-EECAT |

**Annexes**: 4

**ANNEX A**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Member Contributions should be submitted by e-mail to the following addresses: [tsbsg11@itu.int](mailto:tsbsg11@itu.int) and [tsbsg20@itu.int](mailto:tsbsg20@itu.int), respectively.

**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. Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**WORKING LANGUAGE:** 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.

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

**PRE-REGISTRATION, NEW DELEGATES AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-registration is to be done online via the [SG11RG-RCC](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11rgrcc/Pages/default.aspx) and [SG20RG-EECAT](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgeecat/Pages/default.aspx) webpages, respectively, **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail ([tsbreg@itu.int](mailto: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.

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration, within the RCC region only, will be awarded, 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>). 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 **21 May 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.

**Kindly note that only those wishing to attend all the events from 20-22 June 2017 may apply for a fellowship.**

**FORM 1 - FELLOWSHIP REQUEST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 11RG-RCC and ITU-T Study Group 20RG-EECAT meetings**  **Saint Petersburg, Russian Federation, from 20-22 June 2017** | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail: [fellowships@itu.int](mailto:fellowships@itu.int)**  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one partial fellowship to be submitted before 21 May 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  *(see Registration and Fellowships section)*  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 / Saint Petersburg / 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  
Draft Agenda  
(SG20RG-EECAT, Saint Petersburg, Russian Federation, 20-21 June 2017)**

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 WTSA-16 outcomes related to ITU-T SG20 activities

7 Overview of Outcomes of previous SG20 meeting

8 Discussion on input documents:

8.1 Highlights of the ITU Regional Workshop for CIS on *“Internet of Things (IoT) and future networks”*

8.2 Discussion on received contributions

9 Work Programme of SG20RG-EECAT

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

11 Contribution from SG20 RG EECAT to FG-DPM

12 Discussion on ITU-T SG20 RG EECAT priorities

13 Preparation of the Draft Report of the SG20 RG EECAT

14 Venue and date of next SG20RG-EECAT meeting in 2018

15 Any other business

**ANNEX C  
Draft Agenda  
(SG11RG-RCC, Saint Petersburg, Russian Federation, 22 June 2017)**

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 WTSA-16 outcomes related to ITU-T SG11 activities

7 Overview of Outcomes of previous SG11 meeting

8 Discussion on input documents:

8.1 Outcomes of the ITU Regional Workshop for CIS on *“Internet of Things (IoT) and future networks”*

8.2 Discussion of received contributions

9 Work Programme of SG11RG-RCC

10 SG11RG-RCC and members’ contributions to ITU-T Study Group 11

11 Venue and date of next SG11RG-RCC meeting in 2018

12 Any other business

**ANNEX D  
Schedule for regional meetings of SG11 RG-RCC and SG20 RG-EECAT, BSG training and respective workshop**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Monday 19 June** | **Tuesday 20 June** | **Wednesday 21 June** | **Thursday 22 June** |
| **09:00** | **Registration** | | | |
|  | **ITU Regional Workshop** | **ITU Regional Workshop** | **SG20RG-EECAT** | **Opening of SG11RG-RCC** |
| **SG11RG-RCC** |
|
|
|
| **11:00-11:30** | **Coffee break** | | | |
|  | **ITU Regional Workshop** | **ITU Regional Workshop** | **SG20RG-EECAT** | **SG11RG-RCC** |
|
|
|
|
| **12:30-14:00** | **Lunch break** | | | |
|  | **ITU Regional Workshop** | **ITU Regional Workshop** | **SG20RG-EECAT** | **SG11RG-RCC** |
|
|
|
|
| **15:30-16:00** | **Coffee break** | | | |
|  | **ITU Regional Workshop** | **Opening of SG20RG-EECAT** | **SG20RG-EECAT** | **SG11RG-RCC** |
| **BSG training** |
|
|
|
| **17:30** | **Closing** | | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_