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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 20 June 2023 | |
| Ref: | **TSB Collective letter 2/SG3RG-LAC SG3/MA** | | * To Administrations participating in SG3RG‑LAC; * To ITU-T Sector Members participating in SG3RG-LAC; * To ITU-T Associates participating in SG3RG-LAC; * To ITU Academia participating in SG3RG-LAC; * To the ITU Regional Office in Brasilia, Brazil * To the ITU Area Offices in Tegucigalpa, Honduras, in Santiago, Chile, and in Bridgetown, Barbados | |
| Tel: | +41 22 730 6828 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | tsbsg3@itu.int | |
| Web: | <https://itu.int/go/tsg03> <https://www.itu.int/en/ITU-T/regionalgroups/sg03-lac> | |
| Subject: | **Meeting of ITU-T Study Group 3 Regional Group for** **Latin America and the Caribbean  (SG3RG-LAC),** **San José, Costa Rica, 28 to 29 September 2023** | | | |

Dear Sir/Madam,

I am pleased to inform you that at the kind invitation of the Superintendencia de Telecomunicaciones de Costa Rica (SUTEL) and the Instituto Costarricense de Electricidad (ICE), with the support of the Ministry of Science, Innovation, Technology and Telecommunications (MICITT), **ITU-T Study Group 3 Regional Group for Latin America and the Caribbean** **(SG3RG-LAC)** will meet in **San José, Costa Rica, from 28 to 29 September 2023**.

This meeting is being organized jointly with the [ITU Policy and Economics Colloquium (IPEC-23)](https://www.itu.int/en/ITU-D/Regional-Presence/Americas/Pages/EVENTS/2023/IPEC-2023.aspx), which will include:

– 25 to 26 September 2023: ITU Regional Economic Dialogue (RED-AMS); and

– 27 to 28 (morning) September: Business Planning for Infrastructure Development applying 5G Networks Training course for the Americas Region.

The SG3RG-LAC meeting will open at 1400 hours local time on 28 September 2023. Additional information is set forth in **Annex A**, and a draft agenda prepared by the SG3RG-LAC Chairman, Mr Tito LOPEZ (Paraguay) can be found in **Annex B**. Practical information relating to the meeting will be posted on the SG3RG-LAC web page at: <https://www.itu.int/en/ITU-T/regionalgroups/sg03-lac>.

Participation in the SG3RG-LAC meeting is defined according to clause 2.3.2 of WTSA Resolution 1 (Rev. Geneva, 2022), hence restricted to delegates and representatives of Member States, Sector Members and Associates of the study group in the region. Please note that continuity of representation would be helpful to the group's work.

**Key deadlines**:

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| 28 July 2023 | - Submit ITU-T Member contributions for which translation is requested |
| 17 August 2023 | - Submit fellowship requests (via the forms on the [regional group homepage](https://www.itu.int/en/ITU-T/regionalgroups/sg03-lac); see details in Annex A) |
| 28 August 2023 | - Pre-registration (via the online registration form on the [regional group homepage](https://www.itu.int/en/ITU-T/regionalgroups/sg03-lac))  - Submit requests for visa support letters (see details in Annex A) |
| 15 September 2023 | - Submit ITU-T Member contributions (by e-mail to tsbsg3@itu.int) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,    Seizo Onoe Director of the Telecommunication Standardization Bureau | ITU-T SG3RG-LAC |
| Latest meeting information |

**Annexes: 2**

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 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 languages of the meeting will be English and Spanish.

**TRANSLATION**: Documents for this meeting will be available in English and Spanish. 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 regional group homepage **at least one month before the start of the meeting**. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs whenever possible.

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf) within the Latin America and the Caribbean region, up to two partial in-person fellowships per country may be awarded, subject to available funding.

A partial in-person fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an **appropriate daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

Preference will be given to applicants attending all the ITU events in San José, 25-29 September 2023.

Request forms are available from the [regional group homepage](https://www.itu.int/en/ITU-T/regionalgroups/sg03-lac). **Fellowship requests must be received by 17 August 2023** at the latest. They are to be sent by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Instructions can be found in the “Practical information” section on the regional group webpage at: <https://www.itu.int/en/ITU-T/regionalgroups/sg03-lac>.

**ANNEX B  
Draft Agenda**

**Meeting of ITU-T Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC)  
San José, Costa Rica, 28 to 29 September 2023**

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|  | *Agenda item* |
| 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 | Review of previous SG3 parent and Regional Group meetings |
| 6 | Status of SG3 work programme |
| 6.1 | Dispute Resolution Processes |
| 6.2 | Mechanisms for pricing of licenses for mobile/broadband/fixed |
| 6.3 | International Internet Connectivity |
| 6.4 | Roaming aspects of IoT and M2M including any related development and tariff principles |
| 6.5 | Direct Carrier Billing |
| 6.6 | Big Data and Digital Identity |
| 6.7 | Mobile Financial Services |
| 6.8 | Mobile Roaming |
| 6.9 | Economic impact of OTTs |
| 7 | Future Work Programme and Action List for SG3RG-LAC |
| 8 | SG3RG-LAC and Member Contributions to SG3 Rapporteur Group Meetings and Plenary meeting in November 2023 |
| 9 | Venue and date of next SG3RG-LAC meeting |
| 10 | Any other business |
| 11 | Closure of the meeting |

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