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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 1 February 2024 |
| Ref: | **TSB Collective letter 1/SG12RG-AMRSG12/MA**  | * To Administrations participating in SG12RG‑AMR;
* To ITU-T Sector Members participating in SG12RG-AMR;
* To ITU-T Associates participating in SG12RG-AMR;
* To ITU Academia participating in SG12RG-AMR;
* To the ITU Regional Office for Americas, Brasilia, Brazil
 |
| Tel: | +41 22 730 6828 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg12@itu.int  |
| Web: | <https://itu.int/en/ITU-T/regionalgroups/sg12-amr/>  |
| **Subject**: | **Meeting of ITU-T Study Group 12 Regional Group for the Americas (SG12RG-AMR)****Mexico City, Mexico, 20-21 March 2024** |

Dear Sir/Madam,

I am pleased to inform you that, at the kind invitation of the Federal Telecommunications Institute (IFT), Mexico, **ITU-T Study Group 12 Regional Group for the Americas** (SG12RG-AMR) will meet in **Mexico City, Mexico, from 20 to 21 March 2024**.

This meeting is being organized in conjunction with the meeting of the Regional Technical Commission on Telecommunications (COMTELCA) taking place in the same week at the same venue.

By way of background, ITU-T Study Group 12, the parent group of SG12RG-AMR, is a leading venue for the development of international standards on performance, quality of service (QoS) and quality of experience (QoE). This work spans the full spectrum of terminals, networks, services and applications, ranging from speech over fixed circuit-based networks to multimedia applications accessed wirelessly over packet-based networks.

The standards developed by Study Group 12 are highly relevant to operators in providing the level of service necessary to attract and retain customers, and regulatory authorities look to Study Group 12 for technical guidance in steering their national markets towards high QoS and QoE.

The SG12RG-AMR meeting will open at 0930 hours local time on 20 March 2024. Additional information is set forth in **Annex A**, and a draft agenda – prepared by the SG12RG-AMR management team – can be found in **Annex B**.

In particular, for this initial SG12RG-AMR meeting, the management team is calling for contributions from Member States in the region describing their current approaches to service quality assessment.

Practical information relating to the meeting will be posted on the SG12RG-AMR web page at: <https://itu.int/en/ITU-T/regionalgroups/sg12-amr/>.

Representatives of Member States, Sector Members and Academia from the region, as well as Associates that belong to the parent study group and the region concerned, may participate in the SG12RG-AMR meeting, in addition to participants invited by the regional group, as defined in [WTSA Resolution 54 (Rev. Geneva, 2022)](https://www.itu.int/pub/T-RES-T.54-2022) (Resolves 4-6). Please note that continuity of representation would be helpful to the group's work.

**Key deadlines**:

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| 18 February 2024 | - Submit fellowship requests (via the online registration form; see details in Annex A) |
| 20 February 2024 | - Pre-registration (online via the regional group homepage)- Submit requests for visa support letters (see details the practical information note on the regional group homepage) |
| 7 March 2024 | - Submit ITU-T Member contributions (by e-mail to tsbsg12@itu.int) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau |
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**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 tsbsg12@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 Chair 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 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 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**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), up to two partial fellowships per country, **within the Americas region only**, may be awarded, subject to available funding.

A partial 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). In case two partial fellowships are requested, at least one should be an air ticket. 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.

Request forms are available from the [regional group webpage](https://itu.int/en/ITU-T/regionalgroups/sg12-amr/). Fellowship requests must be received by **18 February 2024 at the latest**. They are to be sent by e-mail to 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.

Note: other fellowships may be available from COMTELCA.

**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](https://itu.int/en/ITU-T/regionalgroups/sg12-amr/).

**ANNEX B
Draft Agenda**

**Meeting of ITU-T Study Group 12 Regional Group for the Americas (SG12RG-AMR)
Mexico City, Mexico, 20-21 March 2024**

1. Opening of the meeting

2. Adoption of the agenda

3. Appointment of SG12RG-AMR management team

4. Review of SG12RG-AMR terms of reference

5. Introduction to ITU-T Study Group 12 (SG12), how to contribute to SG12

6. SG12 discussions of interest to the region

7. Status of SG12 preparations for WTSA-24

8. Review of contributions submitted to SG12RG-AMR

9. Any other business

10. Closure of the meeting