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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 28 March 2025 |
| **Ref:** | TSB Collective letter 1/SG5RG-LATAMSG5/RU TSB Collective letter 1/SG20RG-LATAMSG20/CB | * To Administrations participating in SG5RG‑LATAM and SG20RG-LATAM;
* To ITU-T Sector Members participating in SG5RG‑LATAM and SG20RG-LATAM;
* To ITU-T Associates participating in SG5RG‑LATAM and SG20RG-LATAM;
* To ITU Academia participating in SG5RG‑LATAM and SG20RG-LATAM;
* To the ITU Regional Office Brasilia, Brazil
 |
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| E-mail: | tsbsg5@itu.inttsbsg20@itu.int  |
| Web: | <https://itu.int/go/sg5rglatam><https://itu.int/go/sg20rglatam> |
| **Subject:** | **Meeting of ITU-T Study Group 5 Regional Group for Latin America (SG5RG-LATAM) and ITU-T Study Group 20 Regional Group for Latin America (SG20RG-LATAM)Santo Domingo, Dominican Republic, 6-8 May 2025** |

Dear Sir/Madam,

I am pleased to inform you that, at the kind invitation of Instituto Dominicano de las Telecomunicaciones (INDOTEL), the meeting of **ITU-T Study Group 5 Regional Group for Latin America (SG5RG-LATAM)** will take place from **6 to 8 May 2025**, and the meeting of **ITU-T Study Group 20 Regional Group for Latin America (SG20RG-LATAM)** will take place from **7 to 8 May 2025.**

The SG5RG-LATAM and SG20RG-LATAM meetings on 6 and 7 May 2025 will be held at the Renaissance Santo Domingo Jaragua Hotel & Casino. The meetings on 8 May 2025 will take place at Centro Indotel, Edificio René del Risco Bermúdez.

These meetings are being organized in conjunction with the following events:

* 6-7 May 2025: INDOTEL 4.0
* 8 May 2025: [Forum on Sustainable Digital Transformation in Latin America](http://itu.int/go/SDT-LATAM)

The SG5RG-LATAM meeting will open at 16:45 hours local time on 6 May 2025 while the meeting of the SG20RG-LATAM will open at 1400 hours local time on 7 May 2025.

Additional information is set forth in **Annex A**, and a draft agenda – prepared by the SG5RG-LATAM Chair, Lina Marcela Zuluaga Ocampo (Colombia) – can be found in **Annex B**. The draft agenda of the SG20RG‑LATAM meeting, prepared by the SG20RG-LATAM Chair, Mr Juan Pablo Martín (Universidad Tecnológica Nacional, Argentina), is set out in **Annex C.**

Practical information relating to the meeting will be posted on the SG5RG-LATAM and SG20RG-LATAM webpage at <https://itu.int/go/sg5rglatam> and <https://itu.int/go/sg20rglatam>.

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 SG5RG-LATAM and SG20RG-LATAM meetings, in addition to participants invited by the regional group, as defined in [WTSA Resolution 54 (Rev. New Delhi, 2024)](https://www.itu.int/pub/T-RES-T.54-2024) (Resolves 4-6). Please note that continuity of representation would be helpful to the group's work.

Participation in the Forum and INDOTEL 4.0 is free of charge, and open to any participants who share an interest in climate change, industry 4.0, IoT and people-centred smart cities in Santo Domingo.

**Key deadlines**:

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| 9 April 2025 | - Submit fellowship requests (via the online forms on the [SG5RG-LATAM homepage](https://itu.int/go/sg5rglatam) and [SG20RG-LATAM homepage](https://itu.int/go/sg20rglatam); see details in Annex A) |
| 7 April 2025 | - Pre-registration (online via the [SG5RG-LATAM homepage](https://itu.int/go/sg5rglatam) and [SG20RG-LATAM homepage](https://itu.int/go/sg20rglatam))- Submit requests for visa support letters (see details in Annex A) |
| 23 April 2025 | - Submit ITU-T Member contributions (by e-mail to tsbsg5@itu.int and tsbsg20@itu.int) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,A black text on a white background  AI-generated content may be incorrect.Seizo OnoeDirector of the TelecommunicationStandardization Bureau |  SG5RG-LATAM |
| SG20RG-LATAM |
| Latest meeting information |

**Annexes:** 3

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 tsbsg5@itu.int (for SG20, to tsbsg20@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 LANGUAGE**: In agreement with the Chair of the Group, the working language of the meeting will be Spanish.

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

**REMOTE PARTICIPATION**: Remote participation is provided on a best-effort basis. The opening and closing regional group plenary sessions will be supported by interactive remote participation. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

Interactive remote participation will be provided for all other sessions for which a request is received at least 24 hours in advance. In order to access sessions remotely, delegates must register for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, at the Chair’s discretion. If the voice quality of a remote participant is considered insufficient, the Chair may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the Chair’s discretion.

**PRE-REGISTRATION, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**: Pre-registration is mandatory and is to be done online via the [SG5RG-LATAM homepage](https://itu.int/go/sg5rglatam) and [SG20RG-LATAM homepage](https://itu.int/go/sg20rglatam) **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://itu.int/go/fellowships/list), up to two partial in-person fellowships per country 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. Preference will be given to applicants attending all the ITU events in Santo Domingo, Dominican Republic, 6-8 May 2025.

The request form is available from the [SG5RG-LATAM](https://itu.int/go/sg5rglatam) and [SG20RG-LATAM homepage](https://itu.int/go/sg20rglatam)s. **Fellowship requests must be received by 9 April 2025 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.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Instructions will be made available in the “Practical information” section on the regional group webpage at: <https://itu.int/go/sg5rglatam> and <https://itu.int/go/sg20rglatam>.

**ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 5 Regional Group for Latin America (SG5RG-LATAM)
Santo Domingo, Dominican Republic, 6-8 May 2025**

| **No** | **Description** | **Document** |
| --- | --- | --- |
| **1** | Opening of the meeting |  |
| **2** | Adoption of the agenda |  |
| **3** | Allocation of documents (Contributions and TDs) |  |
| **4** | Report of the last ITU-T SG5RG-LATAM meeting (5 September 2024) |  |
| **5** | Overview of ITU-T Study Group 5 (structure) and ITU-T SG5RG‑LATAM |  |
| **5.1** | Main decisions taken by WTSA-24 related to ITU-T SG5 |  |
| a. | Resolution 2: Mandate of Study Group 5: Area of responsibility, Lead Study Group, Recommendations under its responsibility |  |
| b. | Study Questions allocated to Study Group 5 by WTSA-24 |  |
| c. | Updates on Resolutions 72, 73 and 79 (Rev. New Delhi 2024) (human exposure to EMF, environment, climate change and circular economy; and e-waste) |  |
| **5.2** | ITU-T Study Group 5 and overview of its main activities  |  |
| **a.** | Work on Human Exposure to Electromagnetic Fields |  |
| **b.** | Work on E-waste and Circular Economy |  |
| **c.** | Work on Climate actions  |  |
| **5.3** | ITU-T SG5RG-LATAM |  |
| **a.** | Discussion on ITU-T SG5RG-LATAM priorities |  |
| **6** | Discussion on received Contributions and possible new work items |  |
| **7** | SG5RG-LATAM members’ Contributions to ITU-T Study Group 5 and SG5RG-LATAM work plan |  |
| **8** | Collaboration matters and Information sharing |  |
| **9** | Preparation of the SG5RG-LATAM meeting draft report  |  |
| **10** | Venue and date of next SG5RG-LATAM meeting |  |
| **11** | Any other business |  |
| **12** | Closure of the meeting |  |

**ANNEX C
Draft Agenda
Meeting of ITU-T Study Group 20 Regional Group for Latin America (SG20RG-LATAM)
Santo Domingo, Dominican Republic, 7-8 May 2025**

| **No** | **Description** | **Document** |
| --- | --- | --- |
| **1** | Opening of the meeting |  |
| **2** | Adoption of the agenda |  |
| **3** | Allocation of documents (Contributions and TDs) |  |
| **4** | Overview of outcomes of previous ITU-T SG20 meeting: Geneva, 15-24 January 2025 |  |
| **5** | Overview of ITU-T Study Group 20 (structure) and ITU-T SG20RG‑LATAM |  |
| **5.1** | Main decisions taken by WTSA-24 related to ITU-T SG20 |  |
| **a.** | Resolution 2: Mandate of Study Group 20: Area of responsibility, Lead Study Group, Recommendations under its responsibility |  |
| **b.** | Study Questions allocated to Study Group 20 by WTSA-24 |  |
| **c.** | Resolutions relevant to SG20 |  |
| **5.2** | ITU-T Study Group 20 and overview of its main activities |  |
| **5.3** | ITU-T SG20RG-LATAM |  |
| **a.** | Discussion on ITU-T SG20RG-LATAM priorities |  |
| **6** | Collaboration matters and information sharing |  |
| **6.1** | United for Smart Sustainable Cities (U4SSC), U4SSC Thematic Groups and U4SSC KPIs Implementation project  |  |
| **6.2** | Global Initiative on Virtual Worlds and AI |  |
| **6.3** | Activities on Digital transformation for people-centred cities and communities |  |
| **7** | Discussion on received Contributions and possible new work items |  |
| **8** | SG20RG-LATAM members’ Contributions to ITU-T Study Group 20 |  |
| **9** | Preparation of the SG20RG-LATAM meeting draft report  |  |
| **10** | Venue and date of next SG20RG-LATAM meeting |  |
| **11** | Any other business |  |
| **12** | Closure of the meeting |  |

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