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| **General Secretariat (SG)** |
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|  | Geneva, 2 March 2012 |
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| Ref: | **DM-12/1008** |  | To:Administrations of Member States of ITU in the Americas RegionITU Sector Members in the Americas Region |
| Contact: | Arthur Levin |  | **Copy:** Chairmen and Vice-Chairmen of ITU-T Study Groups;Director of the Radiocommunication, Standardization and Development Bureaux;Head of the ITU Regional Office, Brazil;The Permanent Mission of Argentina in Geneva |
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| Subject: | **Americas Region Preparatory Meeting for the World Telecommunication Standardization Assembly (WTSA-12) and Preparatory Meeting for the World Conference on International Telecommunications (WCIT-12), Buenos Aires, Argentina, 14-15 May 2012** |

Dear Sir/Madam,

1 By means of this letter, the ITU has the pleasure to invite your administration or organization to attend the Americas Region Preparatory Meeting for the World Telecommunication Standardization Assembly (WTSA-12), and the Preparatory Meeting for the World Conference on International Telecommunications (WCIT-12), 14-15 May 2012 in Buenos Aires, Argentina. These meetings will be followed by the XX Meeting of PCC.I of the Inter-American Telecommunication Commission – CITEL.

2 The meetings are organized by the ITU and the hosts are Secretaría de Comunicaciones and Comisión Nacional de Comunicaciones. The exact venue of the meetings will be confirmed at a later date. Please check our website: <http://itu.int/en/ITU-T/wtsa-12/prepmeet/Pages/americas.aspx> . ITU will be represented at the meetings by Malcolm Johnson, Director of the Telecommunication Standardization Bureau.

3 Participation in the Preparatory Meeting for WTSA-12 is free and **restricted** to ITU Member States and ITU-T Sector Members of the Americas Region, and representatives of other regional organizations.

4 Participation in the Preparatory Meetings for WCIT-12 is free and **restricted** to ITU Member States and Sector Members of the Americas Region, and representatives of other regional organizations.

5 The ITU World Telecommunication Standardization Assembly (WTSA-12) will be held in Dubai, United Arab Emirates, 20-29 November 2012, and will be preceded by the Global Standards Symposium (GSS-12) (<http://itu.int/en/ITU-T/wtsa-12/pages/default.aspx>). The Preparatory Meeting for WTSA-12 for the Americas Region, to be held on 14 May 2012, will provide information about WTSA-12 and will aim at coordinating the views of the region on issues considered to be of particular relevance for consolidation and presentation as regional proposals to the Assembly.

6 The first-ever World Conference on International Telecommunications (WCIT-12) will be held from 3-14 December 2012, also in Dubai (<http://itu.int/en/wcit-12/Pages/default.aspx>). The **International Telecommunication Regulations (ITRs) will be revised at WCIT-12.** The Regional Preparatory Meeting for WCIT-12 for the Americas Region, to be held on 15 May 2012, **will provide important information about this event and its preparations, including background on the issues to be discussed and the ITRs, and will aim at coordinating regional views which will be presented to the Conference.**

7 **Preliminary Programmes** for these meetings are set out in **Annex 1**. Updated versions and further information about the meetings will be available at the ITU website <http://itu.int/en/ITU-T/wtsa-12/prepmeet/Pages/americas.aspx> . The information will be updated as new or modified information becomes available.

8 **Interpretation and documentation:** Discussions at the meetings will be held in English and Spanish. Simultaneous interpretation will be provided. Please note that this will be a paperless meeting and in order to facilitate meeting management and document handling process, ITU encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be made available on the website. Delegates are encouraged to bring their laptop computers for the meeting.

9 **Fellowships:** ITU will provide one full or two partial fellowships covering return air ticket and daily allowance for each eligible country within the Americas only and within the available budget. The participants must be duly authorized by the respective eligible Administration (low-Income developing countries with per-capita income under US 2,000). While the provision of fellowships is limited to only one full or two partial per country, the number of delegates from a country is not limited provided the expenses of additional delegates are borne by the country. Participants requiring a fellowship are requested to complete the Fellowship Request Form in **Annex 3** and return it to the ITU by e-mail to:bdtfellowships@itu.intor byfax to +41 22 730 5778 by **15 April 2012** at the latest**.**

10 **Registration:** Please note that registration of participants for the meeting will be done exclusively online at the following website: <http://itu.int/reg/wcit/3000363> . To make the necessary arrangements concerning the organization of WTSA-12 and WCIT-12 Preparatory Meetings, we should be grateful if you would register as soon as possible, but not later than **14 April 2012.**

11 **Visas:** There may be visa requirements for citizens of some countries to enter Argentina. Where that is the case, the visa must be requested and obtained from the office (embassy or consulate) representing Argentina in your country. Participants who need support from the host country to obtain an entry visa should provide their passport information and fax number, to Mr. Luciano Intelesano: lintelesano@cnc.gov.ar before **10 April 2012.** Information on visa requirements appears in **Annex 2**.

12 **Accommodation:** Participants will be responsible for meeting their accommodation costs.
A list of suggested hotels in Buenos Aires will appear on the website at a later date. In order to ensure help with hotel reservations and airport transfers please contact Mrs. Verónica Sabas vsabas@cnc.gov.ar by **14 April 2012** at the latest.

Yours faithfully,

Dr. Hamadoun I. Touré
Secretary-General

**Annexes: 3**

ANNEX 1

Draft Programmes

**Americas Region Preparatory Meeting for the
World Telecommunication Standardization Assembly (WTSA-12)
(14 May 2012)**

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| **Day 1: WTSA-12 Regional Preparatory Meeting(14 May 2012)** |
| 09:00 – 09:20 | **Opening and introductory remarks** |
| 09:20 – 10:45 | **Session A: Briefing on Preparations for WTSA-12 and major issues for the ITU-T work programme and working methods**Objectives: This session will review the major outcomes of WTSA-08 (Johannesburg, 2008) and the preparations for WTSA-12, including expected participants, structure, objectives of WTSA-12, and logistics. There will be information on the Global Standardization Symposium (GSS-12) to be organized the day before WTSA-12.  |
| 10:45 – 11:00 | **Coffee break** |
| 11:00 – 12:30 | **Session B: Key issues for the ITU-T work programme and working methods**Objectives: This session will review the major WTSA Resolutions and Recommendations, and examine changes that have been proposed for WTSA-12. It will examine likely hot topics on the agenda of WTSA-12. It will also explain the importance of regional preparations and TSAG preparations for the WTSA-12, and activities to facilitate the participation of developing countries in the activities of ITU-T.  |
| 12:30 – 14:00 | **Lunch** |
| 14:00 – 15:30 | **Session C: WTSA-12 – Regional Preparations** Objectives: This session will review proposals from all Regions.  |
| 15:30 – 16:00 | **Coffee break** |
| 16:00 – 17:30 | **Session D: WTSA-12 – Regional Preparations**Objectives: This session will discuss regional concerns with regards to the Americas , determine issues on which proposals should be drafted, consider and adopt texts of proposals. |

**Americas Region Preparatory Meeting for the
World Conference on International Telecommunications (WCIT-12 )**

**(15 May 2012)**

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| **Day 2: WCIT-12 Regional Preparatory Meeting15 May 2012** |
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| 09:00 – 09:20 | **Opening Session and Introductory Remarks** |
| 09:20 – 10:45 | **Session A: WCIT Information Session**Objectives: Introduction to process, proposals and themes |
| 10:45 –11:00 | **Coffee break** |
| 11:00 - 12:30 | **Session B: WCIT-12 preparation briefing**Objectives: This session will review the major outcomes of Council Working Group WCIT (CWG-WCIT) and the preparation status of WCIT-12, including expected participants, objectives of WCIT-12 and logistics information. |
| 12:30-14:00 | **Lunch** |
| 14:00 – 15:30 | **Session C: WCIT-12 – Major Issues**Objectives: This session will review the major issues likely to be discussed at WCIT-12 and look at the changes that have been proposed with respect to the 1988 ITRs, as well as the proposals of CITEL and other regional organizations. |
| 15:30 –16:00 | **Coffee break** |
| 16:00 – 17:30 | **Session D: WCIT-12 –Major Issues (Continuation)** This session will review the major issues likely to be discussed at WCIT-12 and look at the changes that have been proposed with respect to the 1988 ITRs, as well as the proposals of CITEL and other regional organizations. |

ANNEX 2

**Visa requirements**

The following countries do not require visas for stays of less than 90 days: The European Union and Switzerland, the United States of America, Australia, Canada, Japan, Korea, South Africa and the following Latin American countries: Bolivia, Brazil,Chile, Paraguay, Uruguay, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru and Venezuela.

All other countries should consult with consular representatives in Argentina www.mrecic.gov.ar/portal/

Requirements for Visa:

• Valid passport or other travel document recognized by the Republic of Argentina.

• Application form (provided by the consulate).

• 1 photograph 4 x 4.

• Roundtrip ticket.

• Payment of consular fee (USD 50 .-)

• Letter of invitation (please contact Mr. Luciano Intelesano at: lintelesano@cnc.gov.ar).

ANNEX 3

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| ITU globe2 | **Americas Region WTSA-12 Regional Preparatory Meeting** *and* **WCIT-12 Regional Preparatory Meeting(Buenos Aires, Argentina, 14-15 May 2012)**  | ITU globe2 |
| **Please return to:** | **Fellowships Service****ITU/BDT****Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778**  |
| **Request for a fellowship to be submitted before 14 April 2012** |
| **Participation of women is encouraged** |
| Registration Confirmation I.D. No: (Note: It is imperative for fellowship holders to pre-register via the on-line registration form at: <http://itu.int/en/ITU-T/wtsa-12/prepmeet/Pages/rcc.aspx> )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):  |
| CONDITIONS (Please select your preference)1. □  One full fellowship or  □ two partial fellowships (per eligible country)
2. In case of two partial fellowships, chose one of the following :

□ Economy class airticket (Duty station / Buenos Aires / Duty station)□ Daily subsistence allowance intended to cover accommodation, meals and misc. expenses. |
| Signature of fellowship candidate: . Date:  |
| TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.Signature: Date:  |