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| itu_logo | **Telecommunication Standardization Bureau** |  |

Geneva, 10 June 2015

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| Ref: | **TSB Collective letter 3/SG3RG-AO** | |  |
| Tel: Fax:  E-mail: | +41 22 730 5884 +41 22 730 5853 [tsbsg3@itu.int](mailto:tsbsg3@itu.int) | | * To the Members of the Study Group 3 Regional Group for Asia and Oceania (SG3RG-AO) * To the ITU Area Office, Jakarta, Indonesia |
| **Subject:** | | **Meeting of ITU-T Study Group 3 Regional Group for Asia and Oceania (SG3RG-AO) Kuala Lumpur, Malaysia, 29 September - 1 October 2015** | | |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Malaysian Communications and Multimedia Commission (MCMC), ITU-T Study Group 3 Regional Group for Asia and Oceania (SG3RG-AO) will hold its next meeting at the Grand Millennium Hotel, Kuala Lumpur, Malaysia, from 29 September to 1 October 2015.

As per usual practice, the meeting will be preceded by a one-day ITU Regional Economic and Financial Forum of Telecommunications/ICTs for Asia and Pacific on 28 September 2015, organized by the Telecommunication Development Bureau (BDT).

In addition, a meeting of the ITU-T Focus Group on Digital Financial Services (FG DFS) will be held on 1 and 2 October 2015, with meetings of the working groups of the FG being held on 30 September and 1 October.

I should like to inform you that the BDT Forum will start at 0900 hours on the first day. The meeting of the SG3RG-AO will start at 0930 hours on Tuesday 29 September 2015. The FG DFS Plenary will start at 1400 on Thursday 1 October.

Participant registration will begin at 0830 hours at the Grand Millennium Hotel. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue. Additional information about the meeting is set forth in **Annex A.**

The draft **Agenda** of the meeting, as prepared by the Chairman of SG3RG-AO, is set out in **Annex B**.

Practical information relating to the venue will be posted on the SG3RG-AO web page at:   
<http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgao/Pages/default.aspx>

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annexes:** 2

**ANNEX A**(to TSB Collective letter 3/SG3RG-AO)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address [tsbsg3@itu.int](mailto:tsbsg3@itu.int). The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 3 RG-AO website and must therefore be received by TSB **not later than 16 September 2015.**

**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.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** As agreed with the Chairman of the Group, the working language of the meeting will be English, without interpretation.

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

**PAPERLESS MEETINGS:** The meeting will be run paperless.

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable the organisers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) **not later than 28 August 2015**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU‑T website:**<http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgao/Pages/default.aspx>

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, **within the Asia and Oceania region only**, 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 **17 August** **2015**. 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 gender balance. Please further note that when two partial fellowships are requested, at least one must be an economy class air ticket.

**KEY DEADLINES (before meeting)**

17 August 2015 - fellowship requests

28 August 2015 - online registration

16 September 2015 - final deadline for contributions

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 3/SG3RG-AO)

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|  | **ITU-T Study Group 3RG-AO and associated BDT Forum**  Kuala Lumpur, Malaysia, 28 September – 1 October 2015 | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail:** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for a partial fellowship to be submitted before 17 August 2015** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation I.D. No:………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at:  <http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgao/Pages/default.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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Please select your preference  (which ITU will do its best to accommodate) | | | | | | | |
| **□ Economy class air ticket (duty station / Kuala Lumpur / duty station)**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | | | |
| **□ Please tick here if you will also participate in the FG-DFS on 1 and 2 October** | | | | | | | |
| **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**(to TSB Collective letter 3/SG3RG-AO)

**Draft Agenda**

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| **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 Outcomes of SG3RG-AO and other regional SG3 meetings |
| **6** | Review of Outcomes of SG3 meeting in Geneva |
| **7** | ITU-T Review Committee Discussions, SG3 discussions and SG2 discussions on re-structuring |
| **8** | New questions for ITU-T SG3 |
| **9** | International Mobile Roaming, Cost model and Cross-Border Mobile Connectivity |
| **10** | Cost Model Enhancements |
| **11** | Economic impact of OTTs |
| **12** | Economic Impact of Spectrum pricing |
| **13** | International Internet Connectivity |
| **14** | Universal Service and its international aspects |
| **15** | Economic and Competitiveness Aspects of Mobile money services |
| **16** | Governance of Telecommunication Regulators |
| **17** | Relevant market definition and identification of operators with significant market power (SMP) |
| **18** | Future Work Programme and Action List for SG3RG-AO |
| **19** | SG3RG-AO and member contributions to ITU-T Study Group 3 in 2016 |
| **20** | Venue and date of next SG3RG-AO meeting in 2016 |
| **21** | Any other business |
| **22** | Closure of the meeting |

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