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| itu_logo | **Telecommunication StandardizationBureau** |  |

 Geneva, 2 February 2015

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| Ref: | **TSB Collective letter 4/SG3RG-LAC** |  |
| Tel:Fax:E-mail: | +41 22 730 5884+41 22 730 5853tsbsg3@itu.int | * To the Members of the Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC)
* To the ITU Area Office, Bridgetown, Barbados
 |
| **Subject:** | **Meeting of ITU-T Study Group 3 Regional Group for Latin America and the Caribbean (SG3 RG-LAC)Nassau, Bahamas, 22-24 April 2015** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Utilities Regulation and Competition Authority (URCA) of Bahamas, ITU-T Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC) will hold its next meeting in Nassau, Bahamas, from 22 (afternoon) to 24 April 2015.

The meeting will be preceded by a one and half day Regional Economic and Financial Forum of Telecommunications/ICTs for Latin America and the Caribbean on 21 and 22 (morning) April 2015, organized by the Telecommunication Development Bureau (BDT).

I should like to inform you that the BDT Forum will start at 0930 hours on the first day. The meeting of the SG3RG-LAC will start at 1400 hours on Wednesday 22 April 2015. Participant registration will begin at 0830 hours at the venue. 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-LAC, is set out in **Annex B**.

Practical information relating to the venue will be posted on the SG3RG-LAC web page at:
<http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rglac/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 4/SG3RG-LAC)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address 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-LAC website and must therefore be received by TSB **not later than 9 April 2015.** We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

**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 languages of the meeting will be Spanish and English.

**TRANSLATION:** Documents for this meeting will be translated in Spanish and English.

**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) **not later than 23 March 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/sg3rglac/Pages/default.aspx>

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, **within the Latin America and the Caribbean 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 **9 March 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)**

9 March 2015 - fellowship requests

23 March 2015 - online registration

9 April 2015 - final deadline for contributions

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 4/SG3RG-LAC)

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|  | **ITU-T Study Group 3RG-LAC** and **Associated BDT Forum**Bahamas, 21-24 April 2015 |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail:** **bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for a partial fellowship to be submitted before 9 March 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/sg3rglac/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 / Nassau / duty station)** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** |
|  |
| **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 4/SG3RG-LAC)

**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 previous SG3 parent and regional group meetings |
| **6** | ITU-T Review Committee Discussions  |
| **7** | International Mobile Roaming, Cost model and Cross-Border Mobile Connectivity  |
| **8** | Revision of ITU-T D. 400r  |
| **9** | Economic impact of OTTs |
| **10** | Economic Impact of Spectrum pricing  |
| **11** | International Internet Connectivity  |
| **12** | Universal Service |
| **13** | Use of Commercial Agreements  |
| **14** | Relevant market definition and identification of operators with significant market power (SMP) |
| **15** | Discussions on working methods and structure of ITU-T Study Group 3 |
| **16** | Future Work Programme and Action List for SG3RG-LAC |
| **17** | SG3RG-LAC and member contributions to ITU-T Study Group 3 in 2016 |
| **18** | Venue and date of next SG3RG-LAC meeting in 2016 |
| **19** | Any other business |
| **20** | Closure of the meeting |

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