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| **Telecommunication Standardization Bureau** |  |
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Geneva, 20 December 2012

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| Ref: | **TSB Collective letter 1/SG3RG-LAC** |  |
| Tel: Fax:  E-mail: | +41 22 730 6311 +41 22 730 5853 [tsbsg3@itu.int](mailto:tsbsg3@itu.int) | * To the members of the Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC) |

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| **Subject:** | **Meeting of the Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC) and the associated BDT Seminar  Mexico City, Mexico, 19-22 March 2013** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Comisión Federal de Telecomunicaciones (COFETEL) of Mexico, ITU-T Study Group 3 Regional Group for Latin America and the Caribbean (SG3 RG-LAC) will hold its meeting in Mexico City, on 21 and 22 March 2013.

The meeting will be preceded by a two-day Seminar, focusing on economics and financial aspects of Telecommunications/ICTs, organized by the Telecommunication Development Bureau (BDT), which will take place on 19 and 20 March 2013. You will shortly be receiving a letter of invitation from BDT for this Regional Seminar.

The venue of these meetings has not been decided yet. All necessary information will be published in an addendum to this Collective letter.

It is important to note that participants should enquire in advance whether they need a visa for Mexico and apply to the Mexican consular representation that is nearer to their residence.

The BDT Seminar will start at 0930 hours on Tuesday 19 March 2013. The meeting of the SG3RG-LAC will start at 0930 hours on Thursday 21 March. The events will be restricted to delegates and representatives of administrations and operating agencies of the region, in conformity with §2.3.2 of Section 2 of Resolution 1 of the WTSA-12.

Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue. Additional information about the SG3RG-LAC 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**.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

Annexes: 2

**ANNEX A**(to TSB Collective letter 1/SG3RG-LAC)

**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). Such contributions will be published on the Study Group 3RG-LAC website and must therefore be received by TSB **not later than 8 March 2013.**

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible at <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 Chairmen 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.

**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 1 March 2013**, 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/ITU-T/othergroups/tal/index.asp**](http://www.itu.int/ITU-T/othergroups/tal/index.asp) **).**

**FELLOWSHIPS:** We are pleased to inform you that one partial fellowship per administration will be awarded, **within the Latin American 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 **1 February 2013**

**KEY DEADLINES (before meeting)**

1 February 2013: -fellowship requests  
8 March 2013: -contribution deadline  
1 March 2013: -registration deadline

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/SG3RG-LAC)

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|  | **ITU-T Study Group 3RG-LAC meeting** and **Associated BDT Seminar**  Mexico city, 19-22 March 2013 | | | | | |  |
| **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 one partial fellowship to be submitted before  1 February 2013** | | | | | | | |
|  | | | | 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://www.itu.int/ITU-T/othergroups/tal/index.asp> )  **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 for one of the two options below:** | | | | | | | | |
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| **□ Economy class air ticket (duty station / Mexico City / duty station).**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** | | | | | | | | |
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| **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 1/SG3RG-LAC)

**Meeting of SG3RG-LAC  
 Draft Agenda**

1 Opening of the meeting

2 Adoption of the agenda

3 Inventory of available documents

4 Results of ITU-T Study Group 3 meeting and other ITU meetings

5 Report of the last meeting of the SG3RG-LAC

6 Review and implementation of cost models in the Region

6.1 Information on cost models being used by Administrations, including practical application of economic and statistical models

6.2 Basic concept of an efficient model and legal framework of the model

6.3 Review of the SG3RG-LAC/TAL cost model and study of cost modelling, including NGN

7 Accounting in international telephony

7.1 Mobile termination charge and mobile roaming

7.2 Alternative calling procedures

7.3 Discussion on network externalities

7.4 Cross-border connectivity for mobile

8 International Internet Connection (Recommendation D.50)

9 “IP telephony”

9.1 Definition of “Voice over IP”

9.2 Consequences of introducing VoIP in the regulatory framework of countries in the region

10 Universal Service, its costs and funding

11 Review of the International Telecommunication Regulations

12 Work programme and calendar

13 Other business

14 Closure of meeting

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