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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 26 October 2012

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| Ref: | **TSB Collective letter 1/5** |  |
| Tel:Fax:E-mail: | +41 22 730 6301+41 22 730 5853tsbsg5@itu.int | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 5 and
* ITU-T Academia
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| Subject: | **Meeting of Study Group 5;Geneva, 29 January – 7 February 2013** |

Dear Sir/Madam,

It is my pleasure to invite you to attend Study Group 5 (*Environment and climate change*) which is to meet at ITU headquarters, Geneva, from 29 January to 7 February 2013 inclusive (see TSB Circular [230](http://www.itu.int/md/T09-TSB-CIR-0230/en) of 23 September 2011).

I should like to inform you that the meeting will open at 1430 hours on the first day. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters. Additional information about the meeting is set forth in **Annex A**.

Given that the meeting will be held shortly after WTSA-12, specific procedures and deadlines will apply for submission of contributions. Please refer to Annex A for further information.

The draft **Agenda** of the meeting, as prepared by the Chairman, is set out in **Annex B**. The draft **Timetable**, as prepared by the Chairman and the Management Team, is set out in **Annex C.**

The next meeting of the Joint Coordination Activity on ICT and Climate Change (JCA ICT&CC) will be held on 5 February 2013 from 14:30 to 17:30. This meeting will be dedicated mainly to “Smart sustainable cities”. Contributions should be submitted preferably not later than 17 January 2013.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 3

**ANNEX A**

**PREPARING AND SUBMITTING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** TSAG, at its February 2011 meeting, agreed that the trial of a deadline of 12 (twelve) calendar days for submitting contributions to ITU-T meetings would continue. Such contributions will be published on the Study Group 5 website and must therefore be received by TSB **not later than 17 January 2013**. Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**SUBMISSION OF CONTRIBUTIONS:** Contributions sent before WTSA-12 should be sent to the mailbox tsbsg5@itu.int for posting by the secretariat.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system (DDP) for contributions allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server. Further information and guidelines for the new direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

The direct posting system will complement the traditional email submission facilities, which you may continue to use at the following address: tsbsg5@itu.int. Delegates should note that, exceptionally, DDP will be operational only after WTSA-12; contributions may be submitted by e-mail before DDP is enabled for this meeting.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. 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.

**LOCATION OF MEETING DOCUMENTS:** After WTSA-12, meeting documents will be found in the usual location, under the corresponding meeting.

**WORK METHODS AND FACILITIES**

**INTERPRETATION** will be available upon request for the opening and closing plenary of the meeting. For sessions that are scheduled to be held with interpretation, please note that interpretation will only be provided if a Member State so requests by checking the corresponding box on the registration form, or by sending a written request to TSB, **exceptionally at least six weeks before the first day of the meeting**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

**PAPERLESS MEETINGS:** Conforming to current practice, Study Group 5 will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available on the ground floor of the Montbrillant building. Your ITU RFID badge opens and closes the e-locker. Your e-locker is available only for the period of the meeting you are attending, so please ensure that you empty the locker before 23:59 on the last day of the meeting.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms, for delegates who wish to print documents.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to attach the documents to be printed to an email, that is sent to the desired printer email address (in the form printername@eprint.itu.int). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 18 December 2012**, 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://itu.int/ITU-T/studygroups/com05**](http://itu.int/ITU-T/studygroups/com05)**).**

**NEW DELEGATES** are invited to attend a **MENTORING PROGRAMME**, including a welcome briefing upon registration, guided visit of ITU headquarters and orientation session on ITU-T. Please check the corresponding box on the registration form if you would like to participate.

**FELLOWSHIPS:** We are pleased to inform you that one full or two partial fellowships per administration will be awarded, 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 **18 December 2012**. (Please note that at WTSA-08, the Heads of Delegation committed that their candidate chairmen and vice-chairmen would be provided with the necessary resources to fulfill the duties of their office for the full four year term and that it was therefore recognized that the chairmen and vice-chairmen will not receive financial assistance from ITU.)

**KEY DEADLINES (before the meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 2012-11-29 | - submit contributions for which translation is requested |
| Six weeks | 2012-12-18 | - fellowship requests |
|  |  | - requests for interpretation at opening and/or closing plenary\*- requests for visas |
| 12 Calendar days | 2013-01-17 | - final deadline for contributions |

\* Deadline shorter than the statutory one due to year-end closing of ITU facilities.

**VISITING GENEVA: HOTELS AND VISAS**

**HOTELS:** For your convenience, a hotel reservation form is enclosed (Form 2). A list of hotels can be found at <http://itu.int/travel/>

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least six (6) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of **six** weeks. Any such request must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) bearing the words **“visa request”**.

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/5)

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| --- | --- | --- |
|  | **ITU-T Study Group 5 meeting****Geneva, Switzerland, 29 January – 7 February 2013** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** |  **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** |
| **Request for one full fellowship or two partial fellowships to be submitted before 18 December 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://www.itu.int/ITU-T/studygroups/com05> **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**  |
| 1. □  One full fellowship     or        □ two partial fellowships (per eligible country).
 |
| 1. In case of two partial fellowships, chose one of the following:
 |
|  **□ Economy class air ticket (duty station / Geneva / 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** |

**FORM 2 - HOTELS**

(to TSB Collective letter 1/5)

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| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

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| **itu-old** | **INTERNATIONAL TELECOMMUNICATION UNION** | **itu-old** |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*SG/WP meeting ------------------------------------- from ------------------------- to ----------------------- in Geneva*

*Confirmation of the reservation made on (date) ------------------------- with (hotel) --------------------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date) --------------------------- at (time) ------------- departing on (date) -------------------------------*

***GENEVA TRANSPORT CARD :*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -----------------------------------*

*No.* -------------------------------------------------------- *valid until* -------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

**ANNEX B**

Draft agenda for the meeting of Study Group 5
(Geneva, 29 January – 7 February 2013)

1. Opening of the meeting
2. Adoption of the agenda
3. Main decisions taken by WTSA-12
	1. Resolution 2: Mandate of Study Group 5: Area of responsibility, Lead Study Group, Recommendations under its responsibility
	2. Study Questions allocated to Study Group 5 by WTSA-12
	3. Review of new/revised Resolutions and A-series Recommendations and actions to be taken by Study Group 5
4. General review of study Questions allocated to Study Group 5 by WTSA-12
5. Organization of the work of Study Group 5
	1. Establishment of Working Parties, allocation of Questions
	2. Designation of Working Party Chairmen
	3. Designation of Rapporteurs
	4. Designation of Liaison rapporteurs to the collaborating international organizations
6. Joint Coordination Activity on ICT and Climate Change
7. Review of the activities of SG5 Regional Groups
8. Designation of Regional Group Chairmen
9. Guidelines for Working Parties
10. Working Parties meetings
11. Reports of the meetings of Working Parties
12. Consent/deletion of Recommendations
13. Approval of informative texts (Handbooks, Supplements, etc.)
14. Outgoing liaison statements/communications
15. Review of the work programme
16. Future activities
17. Other business
18. Closure of the meeting

**ANNEX C**

Draft timetablefor the meeting of Study Group 5
(Geneva, 29 January – 7 February 2013)

|  |  |  |
| --- | --- | --- |
|  | **Morning09:30 – 12:30** | **Afternoon14:30 – 17:30** |
| Tuesday 29 January | Management Meeting | Newcomers session | Study Group 5 Opening Plenary |
| Wednesday 30 January | Opening of Working Parties 1, 2 and 3 in sequence | Opening of Working Parties 1, 2 and 3 in sequence |
| Thursday31 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Friday1 February | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| **WEEK-END** |
| Monday4 February | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Tuesday5 February | Ad hoc meetings (parallel) ofQuestions in any Working Party | JCA ICT&CC |
| Wednesday6 February | Closing of Working Parties 1, 2 and 3/5 in sequence | Closing of Working Parties 1, 2 and 3/5 in sequence (continued) |
| Thursday 7 February | Study Group 5 Closing Plenary | Study Group 5 Closing Plenary |  |

**Note**

Opening Plenary starts at 14:30

Closing Plenary sessions are 09:30 -12:30 and 14:00 – 16:00

Management Team meetings will be held as follows:

* Tuesday, 29 January from 09:30 to 11:30
* Thursday, 7 February from 08:30 – 09:30

SG5 Orientation session for newcomers & Newcomers’ discussion with SG5 management, will be held from 11:30 – 12:30 on 29 January 2013.

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