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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 8 September 2021 |
| Ref: | **TSB Collective letter 10/2**SG2/RC | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 2; - To ITU Academia |
| Tel: | +41 22 730 5415 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg2@itu.int  |
| Web: | [www.itu.int/go/tsg2](http://www.itu.int/go/tsg2) |
| **Subject**: | **Virtual meeting of Study Group 2, 8-19 November 2021**  |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 2 (Operational aspects of service provision and telecommunications management), which is planned to be run fully virtual from 8 to 19 November 2021, inclusive.

ITU-T Study Group 2 is the lead study group for numbering, naming, addressing, identification and routing, the lead study group for service definition, the lead study group on telecommunications for disaster relief/early warning, network resilience and recovery and the lead study group on telecommunication management. Work items under development in ITU-T SG2 can be accessed at: [www.itu.int/itu-t/workprog/wp\_search.aspx?sg=2](http://www.itu.int/itu-t/workprog/wp_search.aspx?sg=2). The template for Contributions can be accessed on the ITU website for [Direct Document Posting](http://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG02), and guidelines for preparation of Contributions can be accessed at: <http://www.itu.int/rec/T-REC-A.2-201211-I>.

Since this will be a fully virtual meeting, no fellowships will be awarded. The entire meeting will run in English only with no interpretation.

Regular sessions will be held between 1100 and 1500 hours, Geneva time, except the Study Group 2 closing plenary, which will end at 1530 hours. All sessions will be held using the [MyMeetings remote participation tool](https://remote.itu.int/).

**Key deadlines**:

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| 8 September 2021 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 8 October 2021 | - Registration (via the online registration form on the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/02/Pages/default.aspx)) |
| 26 October 2021 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by the Chairman of the Study Group, Mr Phil Rushton (United Kingdom), are set out in **Annex B**. Updates to the agenda can be found in [SG2-TD002/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0002/en). Updates to the time plan can be found in [SG2-TD001/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0001/en).

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg2 ITU-T SG2 |
| Latest meeting information |

**Annexes:** 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:Member contributions should be submitted using [Direct Document Posting](http://itu.int/net/ITU-T/ddp/); draft TDs should be submitted by e-mail to the study group secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**WORKING LANGUAGE**: The entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

**ACCESSIBILITY**: Real-time captioning will be provided for the sessions where accessibility matters are liable to be discussed, subject to availability of captioners and funding.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**:Registration is mandatory and is to be done online via the study group home page **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/02/Pages/default.aspx). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the study group chairman.

**ANNEX B - Draft agenda**

NOTE - Updates to the agenda can be found in [SG2-TD002/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0002/en).

**1 Opening plenary meeting**

1.1 Opening of the meeting

1.2 Adoption of the agenda and other administrative issues

a) Proposed time plan [SG2-TD001/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0001/en)

b) Use of virtual meeting rooms [SG2-TD005/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0005/en)

c) WTSA-20 update

d) Study group [structure](https://www.itu.int/net4/ITU-T/lists/sgstructure.aspx?Group=2&Period=16) and [leadership](https://www.itu.int/net4/ITU-T/lists/mgmt.aspx?Group=2&Period=16)

1.3 Reports of SG2 work and follow-up actions

 a) Approval of SG meeting report (31 May – 11 June 2021) [SG2-R31R1](https://www.itu.int/md/T17-SG02-R-0031/en)

b) Activities since the last meeting of SG2: Rapporteur meetings and interim activities

c) Report on Numbering, Naming, Addressing and Identification issues, including NCT (Numbering Coordination Team) [SG2-TD021/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0021/en)

d) Report on activities related to misuse of numbering resources [SG2-TD023/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0023/en)

e) Report on activities related to developing countries, including reports of regional groups [SG2‑TD043/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0043)

f) Status of discussions regarding Recommendations to be Determined or Consented

g) Liaison statements sent and received

1.4 Reports of other meetings

a) TSAG highlights (25-29 October 2021) [SG2-TD020](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0020/en)

b) ITU-T Focus Group on AI for Natural Disaster Management (FG-AI4NDM) [SG2-TD042/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0042)

1.5 Working methods

1.6 Other issues for this meeting

1.7 Procedural notifications

**2 Closing plenary meeting**

2.1 Reports of the meetings:

 a) working parties,

 b) ad hoc group on developing country issues

 c) ad hoc on vocabulary and terminology

2.2 Approval of Recommendations under TAP (Traditional Approval Process)

2.3 Determination of Recommendations under TAP

2.4 Consent of Recommendations under AAP (Alternative Approval Process)

2.5 Deletion or renumbering of Recommendations

2.6 Agreement of Supplements/non-normative amendments

2.7 Agreement of Technical Reports

2.8 Outgoing liaison statements, including those reporting to TSAG on lead study group activities:

a) Numbering, naming, addressing, identification and routing

b) Service definition

c) Telecommunications for disaster relief/early warning, network resilience and recovery

d) Telecommunication Management

e) Other

2.9 Recommendation status and work plans

2.10 Date and place of future meetings

2.11 Other business

2.12 Closure of the meeting

**Initial Study Group 2 time plan (virtual, 8-19 November 2021)**This time plan is liable to change before and during the meeting. Participants are encouraged to monitor updates to the time plan ([SG2-TD001/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0001/en)), to the MyMeetings page, and the Question-specific agendas

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|  | **Monday8 November** | **Tuesday9 November** | **Wednesday10 November** | **Thursday11 November** | **Friday12 November** |
| **1** | **2** | **3** | **1** | **2** | **3** | **1** | **2** | **3** | **1** | **2** | **3** | **1** | **2** | **3** |
| **SG2 Plen** | **📹**A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Management** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/2 Plen** |  | RA |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/2** |  |  |  |  |  |  | R | R3 | R4 | R | R |  |  |  | R8 |
| **Q2/2** |  |  |  |  |  |  |  | R3 | R4 |  |  |  | R7 |  | R8 |
| **Q3/2** |  |  |  | R | R |  |  |  | R4 |  |  |  |  | R7 | R8 |
| **WP2/2 Plen** |  | RA |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/2** |  |  |  | R |  |  | R | R |  | R5 | R |  | R |  | R8 |
| **Q6/2** |  |  |  |  | R |  |  |  |  | R5 |  |  |  |  | R8 |
| **Q7/2** |  |  |  |  |  | R |  |  | R |  |  |  |  | R | R8 |
| **Other** |  |  | R1 |  |  | R2 |  |  |  |  |  | R6 |  |  |  |
| **Sessions times 1 – 11h00-12h10; 2 – 12h25-13h35; 3 – 13h50-15h00** |
| **Key**: 📹 – Recorded and archived as a webcast; R – Remote participation |

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|  | **Monday15 November** | **Tuesday16 November** | **Wednesday17 November** | **Thursday18 November** | **Friday19 November** |
| **1** | **2** | **3** | **1** | **2** | **3** | **0** | **1** | **2** | **3** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| **SG2 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **📹**A | **📹**A |
| **Management** |  |  |  |  |  |  |  |  |  |  |  |  |  | RAA |  |  |  |
| **WP1/2 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | RA |  |  |
| **Q1/2** | R | R | R | R | R | R |  | R | R | R | R7 | R7 | R7 |  |  |  |  |
| **Q2/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q3/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/2 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | RA |  |  |
| **Q5/2** | R9 | R | R | R |  |  |  | R |  | R9 |  |  | R6 |  |  |  |  |
| **Q6/2** | R9 |  |  |  |  | R |  |  |  | R9 | R7 |  |  |  |  |  |  |
| **Q7/2** | R9 |  |  |  | R |  |  |  | R | R9 |  | R7 |  |  |  |  |  |
| **Other** |  |  |  |  |  |  | R6 |  |  |  |  |  |  |  |  |  |  |
| **Sessions times 1 – 11h00-12h10; 2 – 12h25-13h35 A; 3 – 13h50-15h00A; 4 – 15h00-16h00** |
| **Key**: 📹 – Recorded and archived as a webcast; R – Remote participation |

**Notes**

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| **AA** | The Management Team will meet:* Thursday, 4 November 2021, 1515 to 1615 hours.
* Thursday, 18 November 2021, 1500 to 1600 hours.
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| **A** | **Opening plenary of Study Group 2**: 1100 to 12h10 hours on Monday, 8 November 2021.**Closing plenary of Study Group 2**: 1250 to 1530 hours on Friday, 19 November 2021.**Opening plenaries of WP1/2 and WP2/2**: 1225 to 1335 hours on Monday, 8 November 2021(in parallel).**Closing plenaries of WP1/2 and WP2/2**: 1100 to 1210 hours on Friday, 19 November 2021 (in parallel). |
| **1** | Newcomer session [SG2-TD007/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0007) |
| **2** | Developing countries session [SG2-TD039/PLEN](https://www.itu.int/md/T17-SG02-211108-TD-PLEN-0039) |
| **3** | Joint session of Q1/2 and Q2/2. |
| **4** | Liaison Statement coordination: Q1, 2, 3/2. |
| **5** | Joint session of Q5/2 and Q6/2. |
| **6** | Vocabulary and terminology sessions:* 1350 to 1500 hours on Thursday, 11 November 2021
* 1000 to 1050 hours on Wednesday, 17 November2021
 |
| **7** | Session devoted to finalizing meeting reports.If Q2/2 and Q3/2 conclude early, the remaining time will be given to Q1/2. |
| **8** | Liaison Statement coordination: Q1, 2, 3, 5, 6, 7/2.If this session concludes early, the remaining time will be given to Q1/2, and to WP2/2. |
| **9** | Joint session of Q5/, 6/2 and 7/2. |

\* All times Geneva time.

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