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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 4 June 2021 |
| Ref: | **TSB Collective letter 7/3**SG3/ME | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 3; - To ITU Academia |
| Tel: | +41 22 730 5866 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg3@itu.int |
| Web: | <http://itu.int/go/tsg3> |
| **Subject**: | **Virtual meeting of Study Group 3, 13-17 December 2021** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 3 (Tariff and accounting principles and international telecommunication/ICT economic and policy issues), which is planned to be run fully virtual from 13 to 17 December 2021, inclusive.

The final logistical arrangements for this meeting are dependent of the COVID-19 pandemic evolution and its impact on international travel. The study group management team, in close collaboration with the TSB Secretariat, will monitor the situation closely. If changes to the meeting arrangements are required, ITU-T experts will be informed via the study group homepage, mailing lists and updates to this Collective letter.

Please note that no fellowships will be awarded for this meeting.

The meeting will open at 1100 hours, Geneva time, on the first day using the [MyMeetings remote participation tool](https://remote.itu.int/).

**Key deadlines**:

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| 13 October 2021 | - [Submit ITU-T Member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG03) for which translation is requested |
| 1 November 2021 | - Submit interpretation requests (via the online registration form) |
| 13 November 2021 | - Registration (via the online registration form on the study group homepage at: [www.itu.int/go/tsg3](http://www.itu.int/go/tsg3)) |
| 30 November 2021 | - [Submit ITU-T Member contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG03) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by Mr Seiichi Tsugawa, (Japan), are set out in **Annex B**.

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/sg3 ITU-T SG3 |
| 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](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG03); 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.

**INTERPRETATION**: Interpretation will be available for the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form **at least six weeks before the meeting**.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions such as working party and study group plenaries. 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.

**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://itu.int/go/tsg3). 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 for the plenary meeting of Study Group 3
(Virtual, 13-17 December 2021)

|  |  |
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|  | Opening of the meeting |
|  | Review of documents and electronic working methods available |
|  | Adoption of the agenda |
|  | Timetable |
|  | Documents review and allocation |
|  | Results of the work of ITU-T Study Group 3 and follow-up |
|  | Progress reports on the work of the Regional groups of ITU-T Study Group 3 |
|  | Preparations for WTSA-20 |
|  | Handling of stale work items |
|  | Approval of Recommendations under TAP |
|  | List of orphaned/dormant Recommendations  |
|  | Reports of the meetings of Working Parties, Questions, and ad-hoc groups |
|  | Determination of Recommendations under TAP |
|  | Deletion or renumbering of Recommendations |
|  | Approval or deletion of other texts |
|  | Appointment of interregnum Rapporteurs/associate Rapporteurs |
|  | Approval of outgoing Liaison Statements |
|  | Dates of future ITU-T Study Group 3 meetings |
|  | Other business |
|  | Closure of the meeting |

Draft time plan of Study Group 3
(Virtual, 13-17 December 2021)

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|  | **Monday13 December 2021** | **Tuesday14 December 2021** | **Wednesday15 December 2021** | **Thursday16 December 2021** | **Friday17 December 2021** |
| **Morning 1 (70”)11:00 – 12:10** | **SG3 PLEN**Opening | **WP/3 session** | **WP/3 session** | **WP/3 session** | **SG3 PLEN**Closing1*WP Report* |
| **Afternoon 1 (70”)12:10 – 13:20** | **SG3 PLEN**Continued PLEN | **WP/3 session** | **WP/3 session** | **WP/3 session** | **SG3 PLEN**Closing2*WP Report cnt’d* |
| **Afternoon 2 (70”)13:20 – 14:30** | **SG3 PLEN**Continued PLEN | **WP/3 session** | **WP/3 session** | **WP/3 session** | **SG3 PLEN**Closing3*WP Report cnt’d**OLS,**Next meeting, AOB etc.* |

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