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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 20 December 2019 |
| Ref: | **TSB Collective letter 8/5**SG5/CB | - To Administrations of Member States ofthe Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 5; - To ITU Academia |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int |
| Web: | <http://itu.int/go/tsg05> |
| Subject: | **Meeting of Study Group 5; Sophia-Antipolis, France, 10-19 March 2020** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 5 (Environment, climate change and circular economy), which will be held at ETSI headquarters Sophia-Antipolis, France, from 10 to 19 March 2020, inclusive.

ITU-T Study Group 5 meeting will be held in conjunction with ETSI TC “Environmental Engineering” meeting.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the ETSI Main Building.

**Key deadlines**:

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| --- | --- |
| 10 January 2020 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 28 January 2020 | - Submit fellowship requests (via the online registration form; see details in Annex A) |
| 10 February 2020 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 26 February 2020 | - [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**, prepared by Ms Nevine Tewfik, SG5 Acting Chairman (Egypt), is 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/sg5 ITU-T SG5 |
| Latest meeting information |

**Annexes**: 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:The meeting will be run paperless. 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.

**INTERPRETATION**: As per agreement of the ITU-T SG5 management team, this meeting will be held in English only.

**WIRELESS LAN** facilities will be available at the venue of the event.

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

**PRE-REGISTRATION**:Pre-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, including: function, interpretation requests and fellowships requests. The membership is invited to include women in their delegations whenever possible.

**FELLOWSHIPS**: Up to two partial fellowships per country may be awarded, subject to available funding, to facilitate participation from [eligible countries](http://handle.itu.int/11.1002/apps/fellowships). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received by 28 January 2020 at the latest. It is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; and gender balance.

**VISA SUPPORT**: If required, visas must be requested **at least one month before the date of arrival in France** from the embassy or consulate representing France in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Delegates who require a personal invitation letter for their visa application should fill in the form available at: <http://portal.etsi.org/meetings/visa/visa.htm>.

ANNEX B
Draft agenda

| **No** | **Draft Agenda**  | **Documents** |
| --- | --- | --- |
| 1 | Opening of the meeting |  |
| 2 | Adoption of the agenda |  |
| 3 | Draft timetable |  |
| 4 | Approval of the report of the last meeting(Geneva, 16-20 September 2019) | [Report 7](https://www.itu.int/md/T17-SG05-R-0007/en) |
| 5 | IPR roll call  |  |
| 6 | List of Contributions |  |
| 6.1 | Contributions addressed to QAll/5 |  |
| 7 | List of stale work items |  |
| 8 | Highlights of TSAG (September 2019; February 2020) |  |
| 9 | WTSA-20 preparations |  |
| 10 | ITU-T Study Group 5 Incoming Liaison Statements Report |  |
| 11 | Nomination of Rapporteur, Associate Rapporteurs and Liaison Officers |  |
| 12 | ITU-T SG5 Regional Groups |  |
| a) | ITU-T SG5RG-ARB |  |
| b) | ITU-T SG5RG-LATAM |  |
| c) | ITU-T SG5RG-AFR |  |
| d) | ITU-T SG5RG-AP |  |
| 13 | Action plans for implementation of WTSA-16 Resolutions 72 and 73 (Rev. Hammamet, 2016) and Resolution 79 (Dubai, 2012) (human exposure to EMF, environment and climate change, and e-waste) |  |
| 14 | Collaboration matters and information sharing |  |
| 15 | Promotion activities and bridging the standardization gap |  |
| a) | Workshops, Training and Forums of interest to SG5 |  |
| 16 | Focus Group on Environmental Efficiency for Artificial Intelligence and other Emerging Technologies (FG-AI4EE) |  |
| 17 | Newcomers’ welcome pack for ITU-T SG5 meeting |  |
| 18 | Opening of Working Party 1 and Working Party 2 Meetings |  |
| 19 | Report of Q8/5 |  |
| 20 | Reports of the meetings of Working Parties |  |
| 20.1 | Working Party 1/5 |  |
| a) | Approval of new work items  |  |
| b) | Approval of work programme  |  |
| c) | Approval of Question reports  |  |
| 20.2 | Working Party 2/5 |  |
| a) | Approval of new work items  |  |
| b) | Approval of work programme  |  |
| c) | Approval of Question reports  |  |
| 21 | Consent/determination/approval/deletion of Recommendations |  |
| 22 | Agreement of informative texts |  |
| 23 | Approval of Outgoing liaison statements/communications |  |
| 24 | Future activities |  |
| a) | Planned meetings in 2020 |  |
| b) | Planned e-meetings in 2020 |  |
| 25 | Other business |  |
| 26 | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in [TD1202](https://www.itu.int/md/T17-SG05-200310-TD-GEN-1202/en).

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