|  |  |  |
| --- | --- | --- |
| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 11 July 2018 |
| Ref: | **TSB Collective letter 1/SG5RG-AP**SG5/CB | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 5; - To ITU Academia- To the ITU Area Office for Asia and the Pacific |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int  |
| Web: | <http://itu.int/go/tsg5rgap>  |
| Subject: | **Meeting of ITU-T Study Group 5 Regional Group for Asia and the Pacific; Wuxi, China, 3 December 2018** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the China Academy of Information & Communications Technology and the Wuxi Municipal Commission of Economy and Information, ITU-T Study Group 5 Regional Group for Asia and the Pacific will hold its first meeting in Wuxi, China on 3 December 2018.

Exceptionally, registration for this meeting will not use focal point approval announced in TSB Circular 68. The previous procedures apply, as detailed in Annex A.

The meeting will open at 0830 hours and participant registration will begin at 0800 hours on 3 December 2018. Details for the venue of the meeting along with the practical information will be made available on the [SG5RG‑AP](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Pages/default.aspx) webpage.

The meeting will be held in conjunction with the [ITU-T Study Group 20 on “Internet of things and smart cities and communities”](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx) (3-13 December 2018), [the ITU Forum on “ArtificiaI Intelligence, Internet of Things and Smart Cities”](https://www.itu.int/en/ITU-T/Workshops-and-Seminars/201812/Pages/default.aspx) (3 December from 1030 to 1600 hours) and the [Joint Coordination Activity on Internet of Things and Smart Cities and Communities](https://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx) (JCA-IoT and SC&C) (6 December 2018, from 1400 to 1600 hours). All events will take place at the same venue.

The regional group meetings will be restricted to delegates and representatives from Member States, Sector Members and Associates of the ITU-T Study Group 5 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

**Key deadlines**:

|  |  |
| --- | --- |
| 22 October 2018 | - Submit fellowship requests (application form and guidelines can be found [here](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Documents/SG5RG-AP_Fellowships_dec18.docx)) |
| 3 November 2018 | - Pre-registration (via the online registration form on the [SG5RG-AP homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Pages/default.aspx))- Submit requests for visa support letters (see details in Annex A) |
| 20 November 2018 | - Submit ITU-T Member Contributions (by e-mail to tsbsg5@itu.int)  |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by Ms Shuguang QI (Chairman of SG5RG-AP, CAICT, China) is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg5rg-ap ITU-T SG5RG-AP |
| Latest meeting information |

**Annexes**: 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:The meeting will be run paperless. The deadline for Contributions is
**20 November 2018**. Member Contributions should be submitted by e-mail to the following address: tsbsg5@itu.int.

**INTERPRETATION**: In agreement with the Chairman of ITU-T SG5RG-AP, this meeting will be held in English only.

**WIRELESS LAN AND PRINTER** facilities will be available to delegates at the venue.

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

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the SG5RG-AP home page **at least one month before the start of the meeting**. The membership is invited to include women in their delegations whenever possible. Additionally, and within the same deadline, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation.

**FELLOWSHIPS**: Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use [online **Form**](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Documents/SG5RG-AP_Fellowships_dec18.docx)) must be returned to ITU not later than **22 October 2018.**Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance. Pre-registration for the meeting is mandatory.

**VISA SUPPORT**: To enter China, you may need a letter of introduction from the host, which you will need to present to the Chinese Embassy/Consulate in your area in order to obtain your visa. The visa must be requested and obtained from the office (embassy or consulate) representing China in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

Focal points for visa support in China:

Ms Xiaoning SHI
E-mail: shixiaoning@caict.ac.cn
Tel: +86 10 62304035

Ms Huan LIN
E-mail: linhuan@caict.ac.cn
Tel: +86 10 62305887

ANNEX B
Draft agenda

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Docs** |
| 1 | Opening of the meeting |  |
| 2 | Adoption of the agenda |  |
| 3 | Allocation of documents (contributions and TDs) |  |
| 4 | Overview of ITU-T Study Group 5 (structure and working methods) |  |
| 5 | Overview of Outcomes of previous ITU-T SG5 meeting (11-21 September 2018) |  |
| 6 | Discussion on input documents: |  |
| 6.1 | Discussion on received Contributions |  |
| 7 | Work Programme of SG5RG-AP |  |
| 8 | SG5RG-AP members’ contributions to ITU-T Study Group 5 |  |
| 9 | Discussion on ITU-T SG5RG-AP priorities |  |
| 10 | Preparation of the Draft Report of the SG5RG‑AP |  |
| 11 | Venue and date of next SG5RG-AP meeting |  |
| 12 | Any other business |  |
| 13 | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in [[TD1](https://www.itu.int/md/T17-SG05RG.AP-181203-TD-PLEN-0001/en)].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_