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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 29 July 2020 | |
| Ref: | **TSB Collective letter 2/SG5RG-AP**  SG5/RU | | - To Administrations of Member States of the Union participating in SG5RG-AP;  - To ITU‑T Sector Members participating in SG5RG-AP;  - To ITU‑T Associates of Study Group 5 participating in SG5RG-AP;  - To ITU Academia participating in SG5RG-AP;  - To the ITU Regional Office, Bangkok, Thailand | |
| Tel: | +41 22 730 5356 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg5@itu.int](mailto:tsbsg5@itu.int) | |
| Web: | <http://itu.int/go/tsg5rgap> | |
| **Subject**: | **Virtual meeting of ITU-T SG5 Regional Group for Asia and the Pacific (SG5RG-AP),  from 29 to 30 September 2020** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 5 Regional Group for Asia and the Pacific (SG5RG-AP), which is planned to be run fully virtual from 29 to 30 September 2020, from 0800 to 1130 hours (Geneva time) on 29 September 2020, and from 0800 to 0930 hours Geneva time (GMT+2) on 30 September 2020.

Please note that no fellowships will be awarded, and the entire meeting will run in English only with no interpretation.

The meeting will open at 0800 hours, Geneva time, on the first day using [MyMeetings remote participation tool](https://remote.itu.int/). Delegates must register for the meeting in order to access the platform.

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**:

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| 29 August 2020 | - 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)) |
| 16 September 2020 | - Submit ITU-T Member Contributions (by e-mail to [tsbsg5@itu.int](mailto: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.

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| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization 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**:Member contributions and draft TDs should be submitted by e-mail (tsbsg5@itu.int) 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, including decisions-making sessions such as working parties 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 [SG5RG-AP homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Pages/default.aspx). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable.

ANNEX B  
Draft agenda

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| **No** | **Description** | **Document** |
| **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 (virtual meeting, 11-20 May 2020) |  |
| **6** | Overview of ITU-T Activities on Environment, Climate Change and Circular Economy |  |
| **7** | Outcomes of TSAG relevant to ITU-T SG5 (21-25 September 2020) |  |
| **8** | Discussion on received Contributions |  |
| **9** | Work Programme of SG5RG-AP |  |
| **10** | Discussion on ITU-T SG5RG-AP priorities |  |
| **11** | SG5RG-AP members’ Contributions to ITU-T Study Group 5 |  |
| **12** | Preparation of the draft Report of the SG5RG-AP |  |
| **13** | Venue and date of next SG5RG-AP meeting |  |

NOTE ‒ Updates to the agenda can be found in [SG5RG-AP TD2](https://www.itu.int/md/T17-SG05RG.AP-200929-TD-PLEN-0002/en).

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