|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 09 September 2021 | |
| Ref: | **TSB Collective letter 4 /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 Study Group 5 Regional Group for Asia and the Pacific (SG5RG-AP),** **19 October 2021** | | | |

Dear Sir/Madam,

We are pleased to invite you to attend the upcoming meeting of **ITU-T Study Group 5 Regional Group for Asia and the Pacific** **(SG5RG-AP)** which will take place virtually on 19 and 20 October 2021, from 0800 to 0900 hours and 0800 to 1100 hours (Geneva time), respectively.

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

The **SG5RG-AP** meeting will open at 0800 hours Geneva time on 19 October 2021, using [MyMeetings remote participation tool](https://remote.itu.int/). Delegates must register for the meeting in order to access the platform.

The regional group meeting 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).

The SG5RG-AP meeting will be collocated with the **Sustainable Digital Transformation Dialogue in Asia and the Pacific** on 19 October 2021 from 0930 to 1230 hours CEST.

Participation in the dialogue on Sustainable Digital Transformation in Asia and the Pacific is free of charge, and open to any participants who are interested in topics related to sustainability and digital transformation. More information will be available on the [SG5RG-AP website](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Pages/default.aspx).

**Key deadlines**:

|  |  |
| --- | --- |
| 19 September 2021 | - Pre-registration (online via the [SG5RG-AP homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Pages/default.aspx)) |
| 06 October 2021 | - Submit ITU-T Member contributions (by e-mail to [tsbsg5@itu.int](mailto:tsbsg5@itu.int)) |

Additional information is set out in **Annex A**. The 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,  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-apITU-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](mailto: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 regional 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**: In agreement with the Chairman of the Regional Group, 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. 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 [SG5RG-AP homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Pages/default.aspx) **at least one month before the start of the meeting**. Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

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.

**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   
Meeting of ITU-T Study Group 5 Regional Group for Asia and the Pacific SG5RG-AP   
Virtual, 19 and 20 October 2021**

| **No** | **Description** | | **Document** |
| --- | --- | --- | --- |
| **1** | Opening of the meeting | |  |
| **2** | Remote participation | |  |
| **3** | Adoption of the agenda | |  |
| **4** | Allocation of documents (Contributions and TDs) | |  |
| **5** | Report of last ITU-T SG5RG-AP meeting (15-16 April 2021) | |  |
| **6** | Overview of ITU-T Study Group 5 (structure and working methods) and ITU-T SG5RG-AP | |  |
| **6.1** | | ITU-T Study Group 5 |  |
| **6.2** | | ITU-T SG5RG-AP |  |
| **6.3** | | ITU-T working methods |  |
| **7** | Overview of outcomes of previous ITU-T SG5 meeting (virtual meeting: 11-20 May 2021) | |  |
| **8** | Overview of ITU-T activities on environment, climate change and circular economy | |  |
| **9** | Discussion on received Contributions and possible new work items | |  |
| **10** | Discussion on ITU-T SG5RG-AP priorities | |  |
| **11** | SG5RG-AP members’ Contributions to ITU-T Study Group 5 | |  |
| **12** | Preparation of the SG5RG-AP meeting draft report | |  |
| **13** | Venue and date of next SG5RG-AP meeting | |  |
| **14** | Any other business (AoB) | |  |
| **15** | Closure of the meeting | |  |

NOTE ‒ Updates to the agenda can be found in [SG5RG-AP TD60](https://www.itu.int/md/T17-SG05RG.AP-211019-TD/en).