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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 07 October 2020 |
| Ref: | **TSB Collective letter 7**TSAG/BJ | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU Academia;- To the Secretary-General of ITU;- To the Director of the Radiocommunication Bureau;- To the Director of the Telecommunication Development Bureau;- To the Chairmen of ITU-T Study Groups;- To the Chairmen of the Regional Groups of ITU-T Study Groups;- To the Chairman of the ITU-T StandardizationCommittee for Vocabulary |
| Tel: | +41 22 730 6311 |
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| Email: | tsbtsag@itu.int  |
| Web: | <http://itu.int/go/tsag>  |
| **Subject**: | **Seventh meeting of the Telecommunication Standardization Advisory Group (TSAG),Virtual, 11 – 18 January 2021** |

Dear Sir/Madam,

In response to the Covid-19 situation, which includes the existing restrictions applicable in Switzerland related to the limitation of the number of participants, as well as the restrictions to international travel, I would like to invite you to the seventh meeting of the Telecommunication Standardization Advisory Group (TSAG) planned on 11‑18 January 2021, inclusive, which will be held virtually, with no fellowships awarded.

The meeting will open at 1230 hours CET on the first day and registration is mandatory (via the online registration form on the <http://itu.int/go/tsag>). Without registration the remote participation tool will not be accessible.

 **Key deadlines**:

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| 2020-11-11 | - Submit requests for real-time captioning and/or interpretation- [Submit ITU-T member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-TSAG) for which translation is requested |
| 2020-12-11 | - Pre-registration (via the online registration form on the [TSAG homepage](https://www.itu.int/en/ITU-T/tsag/2017-2020)) |
| 2020-12-24 | - Submit ITU-T Member Contributions ([via Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-TSAG)) |

Practical meeting information is set out in **Annex A** below. A draft meeting **agenda** and **time plan**, prepared by Mr Bruce Gracie, Chairman of TSAG, are set out in **Annexes B** and **C** taking into account the time difference among remote participants to the extent possible.

An interregional meeting for preparation of WTSA-20 will be held virtually on 8 January 2021; the details of that interregional meeting will be made available in [TSB Circular 274](https://www.itu.int/md/T17-TSB-CIR-0274/en).

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau |  ITU-T TSAG |
| Latest meeting information |

**Annexes**: 3

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](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-TSAG); draft TDs should be submitted by e-mail to the TSAG secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the TSAG homepage.

**INTERPRETATION:** Due to budget restrictions,interpretationwill be available upon request by Member States. Requests should be made by checking the corresponding box on the registration form, **at least six weeks before the first day of the meeting.**

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration is mandatory and is to be done online via the TSAG homepage **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 new registration system requires focal-point approval for all 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.

**ANNEX B
Draft agenda**

1. Opening of the meeting
2. Opening remarks by the ITU Secretary-General
3. Opening remarks by the Director, TSB
4. Chairman’s comments and observations
5. Approval of the agenda, time management plan and document allocation
6. Report by the Director, TSB; including a status report on the activities of the AHG-IPR
7. Work Programme:
	1. Study group matters
	2. Focus groups
	3. Joint Coordination Activities
	4. Reports from CTO group meeting(s)
	5. WTSA and PP Action Plans
	6. Preparations for WTSA; report from the second ITU-T interregional meeting
	7. Recommendations and other texts for *determination/approval/agreement* at this TSAG meeting
8. Bridging the Standardization Gap
9. External relations; reports from WSC, ISO-IEC-ITU-T SPGC, and ISO/IEC JTC 1.
10. Meeting of TSAG Rapporteur Groups
11. Draft report from TSAG to WTSA
12. ITU-T meeting schedule including date of next TSAG meeting
13. Any other business
14. Closing remarks by the Director, TSB
15. Closure of meeting.

**ANNEX C**

**DRAFT TIMEPLAN FOR TSAG AND RELATED RAPPORTEUR GROUP MEETINGS**(additional ad hoc groups may be scheduled; the allocation of time slots to TSAG Rapporteur Groups is preliminary and subject to modification)

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| **Session #** | **Monday****11 January 2021** | **Tuesday****12 January 2021** | **Wednesday****13 January 2021** | **Thursday****14 January 2021** | **Friday****15 January 2021** | **Monday****18 January 2021** |
| **Afternoon 1 (90”)12:30 – 13:55 hours Geneva time** | TSAG Plenary | TSAG Rapporteur Group on Standardization Strategy | TSAG Rapporteur Group on Strengthening Collaboration | TSAG Rapporteur Group on Work Programme | TSAG Plenary | TSAG Plenary |
| TSAG Rapporteur Group on Working Methods |
| **Break 1 (5”)13:55 – 14:00****Geneva time** |  |  |  |  |  |  |
| **Afternoon 2 (90”)14:00 – 15:30 hours Geneva time** | TSAG Plenary | TSAG Rapporteur Group on Working Methods | TSAG Rapporteur Group on Work Programme | TSAG Rapporteur Group on Strategic and Operational Plan | TSAG Plenary | TSAG Plenary |
| TSAG Rapporteur Group on Review of Resolutions |
| **Afternoon 3 (30”)****15:30 – 16:00 hours Geneva time****(English only)** |  |  |  |  |  |  |

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