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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 16 August 2022 |
| Ref:Tel:Fax:E-mail:Web: | **TSB Collective letter 2/2**SG2/RC+41 22 730 5415+41 22 730 5853tsbsg2@itu.int[www.itu.int/go/tsg2](http://www.itu.int/go/tsg2)  | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 2; - To ITU Academia |
| **Subject:** | **Virtual meeting of Study Group 2, from 13-22 March 2023** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 2 (Operational aspects of service provision and telecommunications management), which is planned to be run fully virtually from 13 to 22 March 2023, inclusive.

ITU-T Study Group 2 is the lead study group for numbering, naming, addressing, identification and routing, the lead study group for service definition, the lead study group on telecommunications for disaster relief/early warning, network resilience and recovery and the lead study group on telecommunication management. Work items under development in ITU-T SG2 can be accessed at: <https://itu.int/itu-t/workprog/wp_search.aspx?sg=2>. The template for Contributions can be accessed on the ITU website for [Direct Document Posting](http://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG02), and guidelines for preparation of Contributions can be accessed at: <http://www.itu.int/rec/T-REC-A.2-201211-I>.

The entire meeting will be run in English only with no interpretation but with captioning for the SG2 opening and closing plenary and for the sessions where accessibility matters are liable to be discussed, if requested (see the Accessibility section in Annex A). E-fellowships will be awarded.

Regular sessions will be held between 1100 and 1500 hours, Geneva time, except the Study Group 2 closing plenary, which will end at 1530 hours. All sessions will be held using the [MyMeetings remote participation tool](https://remote.itu.int/).

**Key deadlines**:

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| 13 January 2023 | - [Submit ITU-T Member contributions](http://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG02) for which translation is requested |
| 30 January 2023 | - Submit e-fellowship requests (via the forms on the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2022-2024/02/Pages/default.aspx); see details in Annex A) |
| 13 February 2023 | - Registration (via the online registration form on the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2022-2024/02/Pages/default.aspx)) |
| 28 February 2023 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG02) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by the Chairman of the Study Group, Mr Phil Rushton (United Kingdom), are set out in **Annex B**. Updates to the agenda can be found in [SG2-TD115/PLEN](https://www.itu.int/md/T22-SG02-230313-TD-PLEN-0115). Updates to the time plan can be found in [SG2-TD116/PLEN](https://www.itu.int/md/T22-SG02-230313-TD-PLEN-0116).

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/sg2ITU-T SG2 |
| Latest meeting information |

**Annex**: 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: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.

**WORKING LANGUAGE**: The entire meeting will be held 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 party and study group plenaries. Delegates must register for the meeting and be approved by the focal point in their organization, otherwise they will not be able to access the MyMeetings tool. Delegates are requested to 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. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the chairman's discretion.

**ACCESSIBILITY**: Real-time captioning will be provided for the sessions where accessibility matters are liable to be discussed, subject to availability of captioners and funding. These accessibility services must be requested **at least two months before the beginning date of the meeting** by checking the corresponding box on the registration form.

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

**REGISTRATION**: Registration is mandatory and is to be done online via the [study group home page](https://itu.int/en/ITU-T/studygroups/2017-2020/02/Pages/default.aspx) **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 e-fellowships requests. The membership is invited to include women in their delegations whenever possible.

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For this virtual meeting, since there is no travel involved, only e-fellowships are provided (see below) and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the study group chairman.

**E-FELLOWSHIPS**: To ensure the participation of developing countries and subject to the availability of funds, representatives of [eligible Member States](https://www.itu.int/en/fellowships/Documents/2022/ListEligibleCountries2022.pdf) can apply for participation grants, known as **e-fellowships**. E-fellowship applications must be authorized by the national designated focal point of an administration of a Member State.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. The e‑fellowship request form is available from the study group homepage. **E-fellowship requests must be received by 30 January 2023 at the latest**, sent by e-mail to fellowships@itu.int or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and 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 an e-fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

**ANNEX B - Draft agenda**

NOTE - Updates to the agenda can be found in [SG2-TD115/PLEN](https://www.itu.int/md/T22-SG02-230313-TD-PLEN-0115).

**1 Opening plenary meeting**

1.1 Opening of the meeting

1.2 Adoption of the agenda and other administrative issues

a) Proposed time plan [SG2-TD116/PLEN](https://www.itu.int/md/T22-SG02-230313-TD-PLEN-0116)

b) Use of virtual meeting rooms [SG2-TD119/PLEN](https://www.itu.int/md/T22-SG02-230313-TD-PLEN-0119)

d) Study group [structure](https://www.itu.int/net4/ITU-T/lists/sgstructure.aspx?Group=2&Period=17) and [leadership](https://www.itu.int/net4/ITU-T/lists/mgmt.aspx?Group=2&Period=17)

1.3 Reports of SG2 work and follow-up actions

 a) Approval of the previous SG2 meeting report (Geneva, 16-20 May 2022) [SG2-R1](https://www.itu.int/md/T22-SG02-R-0001/en)

b) Activities since the last meeting of SG2: Rapporteur meetings and interim activities

c) Report on Numbering, Naming, Addressing and Identification issues, including NCT (Numbering Coordination Team)

d) Report on activities related to misuse of numbering resources

e) Report on activities related to developing countries, including reports of regional groups

f) Status of discussions regarding Recommendations to be Determined or Consented

g) Liaison statements sent and received

1.4 Reports of other meetings

a) TSAG highlights (Geneva, 12-16 December 2022)

b) ITU-T Focus Group on AI for Natural Disaster Management (FG-AI4NDM)

1.5 Working methods

1.6 Other issues for this meeting

1.7 Procedural notifications

**2 Closing plenary meeting**

2.1 Reports of the meetings:

 a) working parties,

 b) ad hoc group on developing country issues

 c) ad hoc on vocabulary and terminology

2.2 Approval of Recommendations under TAP (Traditional Approval Process)

2.3 Determination of Recommendations under TAP

2.4 Consent of Recommendations under AAP (Alternative Approval Process)

2.5 Deletion or renumbering of Recommendations

2.6 Agreement of Supplements/non-normative amendments

2.7 Agreement of Technical Reports

2.8 Outgoing liaison statements, including those reporting to TSAG on lead study group activities:

a) Numbering, naming, addressing, identification and routing

b) Service definition

c) Telecommunications for disaster relief/early warning, network resilience and recovery

d) Telecommunication Management

e) Other

2.9 Recommendation status and work plans

2.10 Date and place of future meetings

2.11 Other business

2.12 Closure of the meeting

**Initial Study Group 2 time plan (Virtual, 13-22 March 2023)**

This time plan is liable to change before and during the meeting. Participants are encouraged to monitor updates to the time plan ([SG2-TD116/PLEN](https://www.itu.int/md/T22-SG02-230313-TD-PLEN-0116)), to the MyMeetings page, and the Question-specific agendas

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|  | **Monday13 March** | **Tuesday14 March** | **Wednesday15 March** | **Thursday16 March** | **Friday17 March** |
| **1** | **2** | **3** | **1** | **2** | **3** | **1** | **2** | **3** | **1** | **2** | **3** | **1** | **2** | **3** |
| **SG2 Plen** | R**📹**A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Management** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/2 Plen** |  | RA |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/2** |  |  |  |  |  |  | R | R3 | R | R | R | R |  |  |  |
| **Q2/2** |  |  |  |  |  |  |  | R3 |  |  |  |  | R5 |  |  |
| **Q3/2** |  |  |  | R | R |  |  |  |  |  |  |  |  | R5 |  |
| **WP2/2 Plen** |  | RA |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/2** |  |  |  | R |  |  | R | R |  | R4 | R |  | R6 |  |  |
| **Q6/2** |  |  |  |  | R |  |  |  |  | R4 |  |  | R6 |  |  |
| **Q7/2** |  |  |  |  |  | R |  |  | R |  |  | R | R6 | R |  |
| **Other** |  |  | R1 |  |  | R2 |  |  |  |  |  |  |  |  | R7 |
| **Sessions times 1 – 11h00-12h10; 2 – 12h25-13h35; 3 – 13h50-15h00** |
| **Key**: 📹 – Recorded and archived as a webcast; R – Remote participation |

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|  | **Monday20 March** | **Tuesday21 March** | **Wednesday22 March** |
| **1** | **2** | **3** | **1** | **2** | **3** | **4** | **1** | **2** | **3** |
| **SG2 Plen** |  |  |  |  |  |  |  |  | R**📹**A | R**📹**A |
| **Management** |  |  |  |  |  |  | RAA |  |  |  |
| **WP1/2 Plen** |  |  |  |  |  |  |  | RA |  |  |
| **Q1/2** |  | R | R | R5 | R5 | R5 |  |  |  |  |
| **Q2/2** |  |  |  |  |  |  |  |  |  |  |
| **Q3/2** |  |  |  |  |  |  |  |  |  |  |
| **WP2/2 Plen** |  |  |  |  |  |  |  | RA |  |  |
| **Q5/2** |  |  | R6 |  |  | R5 |  |  |  |  |
| **Q6/2** |  |  | R6 | R5 |  |  |  |  |  |  |
| **Q7/2** |  | R | R6 |  | R5 |  |  |  |  |  |
| **Other** | R8 |  |  |  |  |  |  |  |  |  |
| **Sessions times 1 – 11h00-12h10; 2 – 12h25-13h35A; 3 – 13h50-15h00A; 4 – 15h00-16h00** |
| **Key**: 📹 – Recorded and archived as a webcast; R – Remote participation |

**Notes**

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| **AA** | The Management Team will meet:* Thursday, 9 March 2023, 1515 to 1615 hours.
* Tuesday, 21 March 2023, 1500 to 1600 hours.
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| **A** | **Opening plenary of Study Group 2**: 1100 to 12h10 hours on Monday, 13 March 2023.**Closing plenary of Study Group 2**: 1250 to 1530 hours on Wednesday, 22 March 2023.**Opening plenaries of WP1/2 and WP2/2**: 1225 to 1335 hours on Monday, 13 March 2023 (in parallel).**Closing plenaries of WP1/2 and WP2/2**: 1100 to 1210 hours on Wednesday, 22 March 2023 (in parallel). |
| **1** | Newcomer session [SG2-TD120/PLEN](https://www.itu.int/md/T22-SG02-230313-TD-PLEN-0120). |
| **2** | Developing countries session [SG2-TD152/PLEN](https://www.itu.int/md/T22-SG02-230313-TD-PLEN-0152). |
| **3** | Joint session of Q1/2 and Q2/2. |
| **4** | Joint session of Q5/2 and Q6/2. |
| **5** | Session devoted to finalizing meeting reports.If Q2/2 and Q3/2 conclude early, the remaining time will be given to Q1/2. |
| **6** | Joint session of Q5/, 6/2 and 7/2. |
| **7** | Liaison Statement coordination: Q1, 2, 3, 5, 6, 7/2.If this session concludes early, the remaining time will be given to Q1/2, and to WP2/2. |
| **8** | Vocabulary and terminology session: 1100 to 1210 hours on Monday, 20 March 2023.If this session concludes early, the remaining time with be given to Q1/2 and WP2/2. |

\* All times Geneva time.

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