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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 12 August 2022 |
| Ref: | **TSB Collective letter 2/5**SG5/RU | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 5;- To ITU Academia. |
| Tel: | +41 22 730 5356 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int  |
| Web: | <https://www.itu.int/go/tsg5>  |
| **Subject:** | **Meeting of Study Group 5; Rome (Italy), 17 – 27 October 2022** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 5 *(Electromagnetic fields (EMF), environment, climate action, sustainable digitalization, and circular economy)*, which is planned to be held in Rome (Italy), from 17 – 27 October 2022, inclusive.

The final logistical arrangements for this meeting are dependent on the COVID-19 pandemic evolution and its impact on international travel. The study group management team, in close collaboration with the TSB Secretariat, will monitor the situation closely. If changes to the meeting arrangements are required, ITU-T experts will be informed via the study group homepage, mailing lists, and updates to this Collective letter.

As the ITU-T SG5 meeting is a physical meeting, delegates are reminded that decisions will be taken by those physically present in the plenary meeting in Rome, Italy.

The meeting will open at 0930 hours CEST on the first day, and participant registration will begin at 0830 hours CEST at the Park Hotel Villa Grazioli.

The Newcomers’ session will take place on 18 October 2022 from 1600 to 1800 hours CEST, at the same venue.

The meeting will be collocated with the *14th Symposium on ICT, Environment, Climate Change and Circular Economy*, that will take place on 25 October 2022 from 0900 to 1800 hours CEST. Participation in the Symposium is free of charge, and open to any participants who are interested in topics related to ICT, Environment, Climate Change and Circular Economy. More information will be available on the [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx).

**Key deadlines**:

|  |  |
| --- | --- |
| 17 August 2022 | - Submit ITU-T Member contributions for which translation is requested |
| 11 September 2022 | - Submit fellowship requests or e-fellowship requests (via the forms on [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx)) |
| 9 September 2022 | Submit requests for visa support letters (see details in Annex A) |
| 17 September 2022 | - Pre-registration (via the online registration form on the [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx) |
| 4 October 2022 | - Submit ITU-T Member Contributions (via Direct Document Posting) |

Practical information for the meeting is set out in **Annex A**. A draft meeting agenda, prepared by the Chairman of the Study Group 5, Mr Dominique Würges (France), is set out in **Annex B**.

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/sg5 ITU-T SG5 |
| Latest meeting information |

**Annexes**: 2

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; draft TDs should be submitted by e-mail to the study group secretariat using the appropriate template. Access to meeting documents is provided from the study group homepage and is restricted to ITU-T Members who have an ITU user account with TIES access.

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for **all** sessions. In order to access sessions remotely, delegates must register for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen, or be heard, at 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.

**INTERPRETATION**: As per agreement of the ITU-T SG5 management team, this meeting will be held in English only.

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

**PRE-REGISTRATION**:Pre-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, the ITU-T registration system requires focal-point approval for registration requests; TSB Circular 118 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 whenever possible.

**NEW DELEGATES** are invited to attend a Newcomers’ session on the work of ITU‑T on 18 October 2022.

**FELLOWSHIPS**: Two types of fellowships are offered for this meeting:

* The traditional in-person fellowships: and
* The new e-fellowship.

Both types of fellowship request forms are available from the Study Group 5 homepage.

For **e-fellowships**, reimbursement is provided for the cost of connectivity for the duration of the event.

For **in-person fellowships**, up to two partial fellowships per country may be awarded, subject to available funding, to facilitate participation from eligible countries.

A partial fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate **daily subsistence allowance** (intended to cover accommodation, meals, and incidental expenses). In case two partial fellowships are requested, *at least one* should be an *air ticket*. The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a 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.

Request forms for both types of fellowship are available from the Study Group 5 homepage. **Fellowships** **must be received by 11 September 2022 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**.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Instructions are found in the Practical information in the Study Group 5 homepage.

**VISITORS TO ITALY**: COVID-19 specific information can be found at: https://www.salute.gov.it/portale/nuovocoronavirus/dettaglioContenutiNuovoCoronavirus.jsp?lingua=english&id=5412&area=nuovoCoronavirus&menu=vuoto.

ANNEX B
Draft agenda for Study Group 5 Meeting
Opening and Closing Plenary
Rome, Italy, 17 – 27 October 2022

| **No** | **Draft Agenda** | **Documents** |
| --- | --- | --- |
| 1 | Opening of the meeting |  |
| 2 | Remote participation tool |  |
| 3 | Adoption of the agenda |  |
| 4 | Draft timetable |  |
| 5 | Approval of the report of the last ITU-T SG5 meeting(Geneva, 21 June – 01 July 2022) | Report 1 |
| 6 | IPR roll call  | Does anyone have knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered? |
| 7 | List of Contributions |  |
| a) | Contributions addressed to QAll/5 |  |
| 8 | List of stale work items |  |
| 9 | Highlights of the ITU Plenipotentiary Conference PP (Bucharest, 2022) relevant to ITU-T SG5 |  |
| 10 | TSAG (12-16 December 2022) preparations |  |
| 11 | WTSA-24 Preparations |  |
| 12 | Correspondence Group on Green and Low-carbon Deployment and Operation for Information and Communication Network |  |
| 13 | ITU-T Study Group 5 Incoming Liaison Statements Report |  |
| 14 | Nomination of Rapporteur, Associate Rapporteurs and Liaison Officers |  |
| 15 | Nomination of ITU-T SG5 mentor |  |
| 16 | ITU-T SG5 Regional Groups |  |
| a) | ITU-T Regional Group for Africa (SG5RG-AFR) |  |
| b) | ITU-T Regional Group for Asia and the Pacific (SG5RG-AP) |  |
| c) | ITU-T Regional Group for the Arab Region (SG5RG-ARB) |  |
| d) | ITU-T Regional Group for Latin America (SG5RG-LATAM) |  |
| 17 | Action plans for implementation of WTSA-20 Resolutions 72, 73 and 79 (Rev. Geneva, 2022) (human exposure to EMF, environment, climate change and circular economy; and e-waste) |  |
| 18 | Focus Group on Environmental Efficiency for Artificial Intelligence and other Emerging Technologies (FG-AI4EE) |  |
| 19 | Collaboration matters and information sharing |  |
| 20 | Promotion activities and bridging the standardization gap |  |
| a) | Workshops, Training and Forums of interest to ITU-T SG5 |  |
| b) | Newcomers’ welcome pack for ITU-T SG5 meeting |  |
| c) | Information documents |  |
| 21 | Opening of the Working Parties |  |
| 22 | Report of Q8/5 |  |
| 23 | Reports of the meetings of Working Parties  |  |
| 23.1 | Working Party 1/5 |  |
| a) | Approval of Question reports |  |
| b) | Approval of new work items |  |
| c) | Approval of work programme |  |
| d) | Consent/determination/approval/deletion of Recommendations |  |
| e) | Agreement of informative texts |  |
| 23.2 | Working Party 2/5 |  |
| a) | Approval of Question reports  |  |
| b) | Approval of new work items  |  |
| c) | Approval of work programme |  |
| d) | Consent/determination/approval/deletion of Recommendations |  |
| e) | Agreement of informative texts |  |
| 23.3 | Working Party 3/5 |  |
| a) | Approval of Question reports  |  |
| b) | Approval of new work items  |  |
| c) | Approval of work programme |  |
| d) | Consent/determination/approval/deletion of Recommendations |  |
| e) | Agreement of informative texts |  |
| 24 | Approval of Outgoing liaison statements/communications |  |
| 25 | Future activities |  |
| a) | Planned meetings in 2023 |  |
| b) | Planned e-meetings in 2022/2023 |  |
| 26 | Other business |  |
| 27 | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in the SG5 homepage.

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