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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 14 April 2023 |
| Ref: | **TSB Collective letter 5/5**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; Sophia Antipolis, France, 13 – 23 June 2023** |

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 will take place at ETSI headquarters, Sophia Antipolis, France, from 13 to 23 June 2023, inclusive.

The ITU-T Study Group 5 meeting will be held in conjunction with ETSI TC “Environmental Engineering” meeting.

The meeting will open at 0930 hours CEST on the first day, and participant registration will begin at 0830 hours CEST at ETSI headquarters (main building).

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 Sophia Antipolis, France.

The Newcomers’ session will take place on 14 June 2023 from 1600 to 1800 hours CEST, at the same venue.

Documentation, remote participation details and other related information can be found on the home page of [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx). The meeting will be convened in English only with no interpretation.

**Key deadlines**:

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| 20 April 2023 | - Submit ITU-T Member contributions for which translation is requested |
| 2 May 2023 | - 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)) |
| 13 May 2023 | - Submit requests for visa support letters (see practical information document on the [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx))- 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))**.** Registration is mandatory in the ITU and ETSI website. |
| 31 May 2023 | - Submit ITU-T Member Contributions (via [Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG05)) |

Practical information for the meeting is set out in **Annex A**. A draft meeting agenda, prepared in collaboration with 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,Seizo Onoe Director of the TelecommunicationStandardization Bureau |  This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg5ITU-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](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:** As per agreement of the ITU-T SG5 management team, this meeting will be held in English only.

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for some 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.

**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](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 and fellowships requests. The membership is invited to include women in their delegations whenever possible.

**NEW DELEGATES** invited to attend a Newcomers’ session on the work of ITU-T on 14 June 2023.

**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](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx). **Fellowship requests must be received by 2 May 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.

**VISA SUPPORT**: If required, visas must be requested at least one month before the date of arrival in France from the embassy or consulate representing France in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Delegates who require a personal invitation letter for their visa application should fill in the form available at: <https://portal.etsi.org/meetings/visa/visa.htm>.

ANNEX B
Draft agenda for Study Group 5 Meeting
Opening and Closing Plenary
Sophia Antipolis, France, 13-23 June 2023

| **No** | **Draft Agenda** | **Documents** |
| --- | --- | --- |
| 1 | Opening of the meeting |  |
| a) | Minute of silence in memoriam of Mick Maytum |  |
| 2 | Remote participation tool |  |
| 3 | Adoption of the agenda |  |
| 4 | Draft timetable |  |
| 5 | 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? |
| a) | ITU-T SG5, Rome, 17 – 27 October 2022 | [Report 2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-SG05-R-0002) |
| b) | ITU-T SG5, Virtual, 5 December 2022 | [Report 3](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-SG05-R-0003) |
| c) | WP2/5, Virtual, 9 February 2023 | [Report 4](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-SG05-R-0004) |
| 6 | Approval of the report of the last ITU-T SG5 meetings  |  |
| 7 | List of Contributions |  |
| a) | Contributions addressed to QAll/5 |  |
| 8 | List of stale work items |  |
| 9 | Highlights of the second (12-16 December 2022) and the third (30 May – 2 June 2023) Telecommunication Standardization Advisory Group meeting (TSAG)  |  |
| 10 | WTSA-24 Preparations |  |
| 11 | ITU-T Study Group 5 Incoming Liaison Statements Report |  |
| 12 | Nomination of Rapporteur, Associate Rapporteurs and Liaison Officers |  |
| 13 | ITU-T SG5 Regional Groups |  |
| a) | ITU-T Regional Group for Africa (SG5RG-AFR) (15-17 May 2023) |  |
| b) | ITU-T Regional Group for Asia and the Pacific (SG5RG-AP) (Virtual, 25 May 2023) |  |
| c) | ITU-T Regional Group for the Arab Region (SG5RG-ARB) (16-18 May 2023) |  |
| d) | ITU-T Regional Group for Latin America (SG5RG-LATAM) |  |
| 14 | 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) |  |
| 15 | Focus Group on Environmental Efficiency for Artificial Intelligence and other Emerging Technologies (FG-AI4EE) (concluded in December 2022) |  |
| 16 | Updates on Focus Group on metaverse – WG8: Sustainability, Accessibility & Inclusion​ ​​with special focus on Technical group on sustainability  |  |
| 17 | Collaboration matters and information sharing |  |
| a) | Updates on ITU, GeSI and GSMA collaboration on Scope 3 Guidance for telecommunication operators | [Information session on Scope 3 Guidance for telecommunication operators](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/Scope%203%20Guidance%20for%20Telecommunication%20Operators.aspx), 28 March 2023 |
| b) | Collaboration with BDT |  |
| 18 | Promotion activities and bridging the standardization gap |  |
| a) | Workshops, Training and Forums of interest to ITU-T SG5 | Global Symposium for Regulators – [Session 8: Going Green with the Digital Transformation](https://www.itu.int/itu-d/meetings/gsr-23/programme/programme-overview/session-details/?sessionid=16), 8 June 2023Episode #23: STI Forum Side event on Building the pathway to sustainable digital transformation, Virtual, 2 May 2023 [WSIS Session on Enabling the Net Zero Transition – Harnessing ICT solutions to reduce GHG emissions​](https://www.itu.int/net4/wsis/forum/2023/Agenda/Session/241), Geneva, 17 March 2023[ITU Workshop on "Accelerating Circular and Sustainable Public Procurement of ICT"](https://www.itu.int/en/ITU-T/Workshops-and-Seminars/2023/0214/Pages/default.aspx), Virtual, 14 February 2023 |
| b) | Newcomers’ welcome pack for ITU-T SG5 meeting |  |
| c) | Information documents |  |
| 19 | Opening of the Working Parties |  |
| 20 | Report of Q8/5 |  |
| 21 | Reports of the meetings of Working Parties  |  |
| 21.1 | 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 |  |
| 21.2 | 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 |  |
| 21.3 | 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 |  |
| 22 | Approval of Outgoing liaison statements/communications |  |
| 23 | Future activities |  |
| a) | Planned meetings in 2023/2024 |  |
| b) | Planned e-meetings in 2023/2024 |  |
| 24 | Other business |  |
| 25 | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found on the [SG5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx).

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