|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 28 July 2023 |
| Ref: | **TSB Collective letter 6/5**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; Geneva, 13 – 22 November 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 is planned to be held at
ITU headquarters, Geneva, from 13 to 22 November 2023, inclusive.

The meeting of Study Group 5 will open at 0930 hours CEST on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting-room allocations will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).

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.

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 Geneva, Switzerland.

The Newcomers’ session will take place on 14 November 2023 from 1700 to 1900 hours CET, at the same venue. **Key deadlines**:

|  |  |
| --- | --- |
| 13 September 2023 | - Submit ITU-T Member contributions for which translation is requested |
| 2 October 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 October 2023 | - Submit requests for visa support letters (see details in Annex A) |
| - 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) |
| 31 October 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.

|  |  |
| --- | --- |
| 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:** The meeting will run in English only with no interpretation.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms. Detailed information is available on-site and on the ITU-T website (<https://www.itu.int/en/general-secretariat/ICT-Services/Pages/default.aspx>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e-lockers are located in the ITU Tower entrance floor and first basement, as well as on the ground floor of the Montbrillant building.

**PRINTERS** are available in the delegates’ lounges and near all major meeting rooms. To avoid the need to install drivers on delegates’ computers, documents may be printed by e-mailing them to the desired printer. Details at: <https://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk (servicedesk@itu.int) on a first-come,
first-served basis.

**INTERACTIVE REMOTE PARTICIPATION:** Remote participation will be provided on a best-effort basis for all sessions for which a request is received at least 72 hours in advance. 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 November 2023.

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the **e-fellowship**.

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. A partial in-person 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 in-person 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 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx). **Fellowship requests must be received by 2 October at the latest.** They are to be 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 before the date of arrival in Switzerland from the embassy or consulate representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Once your registration has been approved by your organization's registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words "**visa support**".

ANNEX B
Draft agenda for Study Group 5 Meeting
Opening and Closing Plenary
Geneva, Switzerland, 13-22 November 2023

| **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(Sophia Antipolis, 13-23 June 2023) | Report 5 |
| 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 | WTSA-24 Preparations and report of the WTSA-24 Preparation ad-hoc group |  |
| 10 | ITU-T Study Group 5 Incoming Liaison Statements Report |  |
| 11 | Nomination of Rapporteur, Associate Rapporteurs and Liaison Officers |  |
| 12 | 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) (11-12 September 2023) |  |
| c) | ITU-T Regional Group for the Arab Region (SG5RG-ARB) |  |
| d) | ITU-T Regional Group for Latin America (SG5RG-LATAM) (24-27 October 2023) |  |
| 13 | 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) |  |
| 14 | Updates on Focus Group on metaverse – WG8: Sustainability, Accessibility & Inclusion​ ​​with special focus on Technical group on sustainability  |  |
| 15 | Collaboration matters and information sharing |  |
| a) | Highlights of Council 2023 (11-21 July 2023) |  |
| b) | ITU Activities to COP28 (1-12 December 2023) |  |
| c) | Collaboration with BDT |  |
| 16 | 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 |  |
| 17 | Opening of the Working Parties |  |
| 18 | Report of Q8/5 |  |
| 19 | Reports of the meetings of Working Parties  |  |
| 19.1 | 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 |  |
| 19.2 | 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 |  |
| 19.3 | 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 |  |
| 20 | Approval of Outgoing liaison statements/communications |  |
| 21 | Future activities |  |
| a) | Planned meetings in 2024 |  |
| b) | Planned e-meetings in 2023/2024 |  |
| 22 | Other business |  |
| 23 | 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).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_