|  |  |  |  |
| --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | Geneva, 12 April 2024 | |
| Ref: | **TSB Collective letter 4**  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 Standardization Committee for Vocabulary | |
| Tel: | +41 22 730 6311 |
| Fax: | +41 22 730 5853 |
| E-mail: | [tsbtsag@itu.int](mailto:tsbtsag@itu.int) |
| Web: | <http://itu.int/go/tsag> |
| **Subject**: | **Fourth meeting of the Telecommunication Standardization Advisory Group (TSAG),  Geneva, 29 July – 2 August 2024** | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the fourth meeting of the Telecommunication Standardization Advisory Group (TSAG), which will be held at ITU headquarters, Geneva from 29 July to 2 August 2024, inclusive.

The Telecommunication Standardization Advisory Group (TSAG) entered the 2022-2024 study period with a strong mandate to prepare restructuring of ITU-T study groups. The leaders of ITU’s standardization expert groups (ITU‑T study groups) are invited to play a central role in this work, highlighting the basis of the future ITU-T study group strategy.

I would like to call your attention to [TSB Circular 203](https://www.itu.int/md/T22-TSB-CIR-0203/en) (8 April 2024), which concerns the TAP Member State consultation on draft revised Recommendation ITU-T A.7 as well as draft new Recommendations ITU-T A.18 (ex A.JCA) and A.24. Member States are kindly reminded that the deadline for replies to this consultation is 2359 hours UTC on **17 July 2024**.

The meeting will open at 0930 hours 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).

Preceding the meeting, an interregional meeting for preparation of WTSA-24 will be held virtually on 25 July 2024; the details of that interregional meeting will be made available in [TSB Circular 204](https://www.itu.int/md/T22-TSB-CIR-0204/en).

Practical meeting information is set out in **Annex A** below. Delegates are reminded that, as per the provisions currently in force, decisions will be taken by those physically present in the meeting room. The opening and closing plenary sessions will be supported by interactive remote participation (see **Annex A** for more details).

A draft meeting **agenda** and **time plan**, prepared by Mr Abdurahman M. AL HASSAN, Chairman of TSAG, are set out in **Annexes B** and **C**.

**Key deadlines**:

|  |  |
| --- | --- |
| 2024-05-29 | - Submit requests for real-time captioning and/or sign-language interpretation  - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 2024-06-17 | - Submit fellowship requests or e-fellowship requests (via the forms on the [TSAG homepage](http://itu.int/go/tsag)).  - Submit interpretation requests (via the online registration form on the [TSAG homepage](http://itu.int/go/tsag)) |
| 2024-06-29 | - Pre-registration (via the online registration form on the [TSAG homepage](https://www.itu.int/en/ITU-T/tsag/2022-2024/Pages/default.aspx))  - Submit requests for visa support letters (via the online registration form on the [TSAG homepage](http://itu.int/go/tsag); see details in Annex A) |
| 2024-07-16 | - Submit ITU-T Member contributions ([via Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-TSAG)) |
| 2024-07-17 | - Submit the form in **Annex 2** of [TSB Circular 203](https://www.itu.int/md/T22-TSB-CIR-0203/en) concerning TAP Member State consultation on draft revised Recommendation ITU-T A.7, draft new Recommendations A.18 (ex A.JCA) and A.24. |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Seizo Onoe Director of the Telecommunication Standardization Bureau | Qr code  Description automatically generated  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](http://itu.int/net/ITU-T/ddp/); 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, and is restricted to ITU-T Members who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**INTERPRETATION**: Due to budget restrictions, interpretation will be available for the TSAG plenary and working party sessions if requested 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.**

**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 1st 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](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on delegates’ computers, documents may be “e‑printed” by e-mailing them to the desired printer.  
Details at: <http://itu.int/go/e-print>.

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

**REMOTE PARTICIPATION**: Remote participation is provided on a best-effort basis. The opening and closing TSAG plenary sessions will be supported by interactive remote participation. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

Interactive remote participation will be provided for all other sessions for which a request is received at least 24 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.

**ACCESSIBILITY**: Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them for the sessions where accessibility matters will be discussed, subject to availability of interpreters 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.

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

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the [TSAG homepage](https://www.itu.int/go/tsag) 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 fellowships requests. The membership is invited to include women in their delegations whenever possible.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU‑T. If you would like to participate, please contact [ITU-Tmembership@itu.int](mailto:ITU-Tmembership@itu.int). A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2024/ListEligibleCountries2024.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. It should also be noted that, to ensure good governance in the use of fellowships, any one individual may not be awarded in a financial year more than one full fellowship or two partial fellowships.

Request forms for both types of fellowship are available from the [TSAG homepage](https://www.itu.int/go/tsag). **Fellowship requests must be received by 17 June 2024 at the latest**. They are to be sent by e-mail to [fellowships@itu.int](mailto: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](mailto:travel@itu.int)), bearing the words “**visa support**”.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS**: A number of Geneva hotels offer preferential rates for delegates attending ITU meetings, and provide a card giving free access to Geneva’s public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

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. Strategic and Operational Plan of ITU-T
8. Report from ITU Regional Offices
9. Focus groups
10. Joint Coordination Activities
11. Report from SCV
12. Meeting of TSAG Working Parties and TSAG Rapporteur Groups
    1. Study group matters, lead study group reports
    2. Reports from TSAG interim Rapporteur Group meetings, CTO group meeting(s), CITS
    3. WTSA Action Plan
    4. External relations; reports from ISO-IEC-ITU-T SPGC, ISO-IEC-ITU-T J-SCTF, ISO/IEC JTC 1, and WSC
    5. Reports from Inter-Sector Coordination Group and Inter-Sector Coordination Task Force.
13. Bridging the Standardization Gap, Languages on equal footing, Gender
14. Preparations for WTSA-24; report from the ITU-T interregional meeting
15. Recommendations and other texts for *determination/approval/agreement* at this TSAG meeting
16. Other agreements
17. ITU-T meeting schedule including date of next TSAG meeting
18. Any other business
19. Closing remarks by the Director, TSB
20. Closure of meeting.

NOTE ‒ Updates to the agenda can be found in [TD487](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0487/en).

**ANNEX C**

**Draft time plan for TSAG and related working party, and 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)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Session #** | **Sunday**  **28 July 2024** | **Monday**  **29 July 2024** | **Tuesday**  **30 July 2024** | **Wednesday**  **31 July 2024** | **Thursday**  **1 August 2024** | **Friday**  **2 August 2024** |
| #1; am |  | **0930 – 1045 hours**  TSAG Plenary (\*\*\*) | **0930 – 1045 hours**  WP/RG session | **0930 – 1045 hours**  WP/RG session | **0930 – 1045 hours**  WP/RG session | **0900 – 1015 hours**  TSAG/WP Plenary (\*\*\*) |
| *Coffee break* |  |  |  |  |  |  |
| #2; am |  | **1115 – 1230 hours**  TSAG Plenary (\*\*\*) | **1115 – 1230 hours**  WP/RG session | **1115 – 1230 hours**  WP/RG session | **1115 – 1230 hours**  WP/RG session | **1045 – 1200 hours**  TSAG/WP Plenary (\*\*\*) |
| *Lunch* |  | **1315 – 1430 hours**  Study Group/TSAG Chairmen’s meeting (\*\*) | **1245 – 1345 hours**  Newcomers session |  |  |  |
| #3; pm | **1600 – 1800**  TSAG Management Meeting (\*) | **1430 – 1545 hours**  TSAG Plenary/WP/RG session (\*\*\*) | **1430 – 1545 hours**  WP/RG session | **1430 – 1545 hours**  WP/RG session | **1430 – 1545 hours**  WP/RG session | **1430 – 1545 hours**  TSAG Plenary (\*\*\*) |
| *Coffee break* |  |  |  |  |  |  |
| #4; pm |  | **1615 – 1730 hours**  TSAG Plenary/WP/RG session (\*\*\*) | **1615 – 1730 hours**  WP/RG session | **1615 – 1730 hours**  WP/RG session | **1615 – 1730 hours**  WP/RG session | **1615 – 1730 hours**  TSAG Plenary (\*\*\*) |
| #5; pm |  |  |  |  |  |  |

**Notes**

(\*) only for TSAG Management Team, Working Party Chairmen, and TSAG Rapporteurs

(\*\*) only for ITU-T Study Group Chairmen and TSAG Chairman

(\*\*\*) session with interpretation

Updates to the time plan can be found in [TD486](https://www.itu.int/md/T22-TSAG-240729-TD-GEN-0486/en).

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