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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 7 April 2022 | |
| **Ref:** | **TSB Circular 2** | | - To Administrations of Member States of the Union  **Copy:**  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia;  - To the Chairmen and Vice-Chairmen of Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau | |
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| **Subject:** | **ITU Workshop and fifth meeting of ITU-T Focus Group on Environmental Efficiency of Artificial Intelligence and other Emerging Technologies (FG-AI4EE) Vienna, Austria & online, 03-04 May 2022** | | | |

Dear Sir/Madam,

1 It is my pleasure to invite you to **ITU Workshop on *Advancing environmental efficiency of emerging technologies*,** which will take place on **03 May 2022 from 09h30 to 17h30 (CEST)**, at the Austrian Economic Chambers of Vienna *‘’Wirtschaftskammer Wien’’,* Straße der Wiener Wirtschaft 1, 1020 Vienna, Austria. The Workshop will be followed by the **fifth meeting of the** [**FG-AI4EE**](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx)**. The FG-AI4EE meeting** will be held at the same location, on **04 May 2022**. Both meetings will be held as physical events with **remote participation** and are kindly hosted by the Austrian Economic Chambers of Vienna, Republic of Austria. The draft programme and practical information guide will be made available on the FG-AI4EE homepage: <https://itu.int/go/fgai4ee> in due course.

2 The Workshop will bring to light cutting-edge use cases of environmentally efficient and eco‑friendly applications of AI and other emerging technologies. Participants will gain practical knowledge on the environmental impact of digital technologies and how to ensure sustainable and responsible AI development, applicable to start-ups, SMEs, and large industry.

3 The objectives of the fifth meeting of the [Focus Group on Environmental Efficiency for Artificial Intelligence and other Emerging Technologies](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx) will be to present final draft deliverables for approval, progress on other ongoing deliverables, and collect inputs for the completion of remaining deliverables, before the Focus Group officially concludes its work in December 2022. Contributions to advance the FG‑AI4EE deliverables will be welcomed and discussed. Below is the list of deliverables in progress where experts’ Contributions are encouraged:

* D.WG1-02 - Scorecard to identify enhanced eco-friendly business processes and environmental behavioral influencers.
* D.WG1-08 - Connecting environmental efficiency of digital technologies to the Sustainable Development Goals (SDGs).
* D.WG2-01 - Environmental impact self-check assessment.
* D.WG3-05 - Best practice catalogue on environmentally efficient AI and blockchain application.
* D.WG3-06 - Guidelines on the environmental efficiency of 5G usage in smart water management.

Written contributions should be submitted to ITU Secretariat ([tsbfgai4ee@itu.int](mailto:tsbfgai4ee@itu.int)) in electronic format using the [template](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-Contribution_template-May2022.docx) available on the [FG-AI4EE homepage](https://itu.int/go/fgai4ee) by **21 April 2022**, at the latest.

4 The meeting will **start at 0930 hours** and participant registration will begin at **0830 hours**. Practical meeting information is set out in **Annex 1**. The meeting agenda will be available from the FG-AI4EE homepage in advance of the meeting. The discussions will be held in English only, and will be supported by **remote participation**; details will be made available on the FG-AI4EE homepage*.*

5 Participation in the Workshop and meeting is free of charge, and open to all ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations.

6 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Austria. If required, visas must be requested before the date of arrival in Austria from the embassy or consulate representing Austria 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. Please contact the Host focal point Ms Victoria Schmid at [v.schmid@austriancenter.com](mailto:v.schmid@austriancenter.com) to request a letter of support for visa.

Additional details and documentation needed for visa processing, if any, will be provided in the practical information guide that will be made available on the [FG-AI4EE homepage](practical%20information%20guide).

7 To enable the host to make the necessary logistics arrangements, participants are required to **register online** via the [FG-AI4EE homepage](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx) as soon as possible, and no later than **21 April 2022**. Places are limited and registration will be handled on a first-come, first-served basis. Registration is required for remote participation as well as on-site participation. Please note that registration of participants is carried out exclusively online.

**Key deadlines:**

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| 21 April 2022 | - Submit requests for visa support letters  - Register online via the [FG-AI4EE homepage](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx)  - Submit written Contributions by e-mail to [tsbfgai4ee@itu.int](mailto:tsbfgai4ee@itu.int) using the [template](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-Contribution_template-May2022.docx). |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau |  |

**ANNEX 1  
  
Practical meeting information for participants**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Written contributions to the focus group meeting are encouraged and should be submitted by e-mail to [tsbfgai4ee@itu.int](mailto:tsbfgai4ee@itu.int) by **21 April 2022** at the latest using the document [template](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-template-virtual-meeting-May2022.docx) available on the [FG-AI4EE homepage.](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx) Access to all input and output documents will be provided on the [FG-AI4EE SharePoint](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-Contribution_template-May2022.docx) (a free [ITU user account](https://www.itu.int/en/ties-services/Pages/default.aspx) is required).

**WIRELESS LAN** facilities are available at the meeting venue.

**REGISTRATION**

**REGISTRATION:** Registration for on-site or remote participation is to be done via the [FG‑AI4EE homepage](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx) **no later than 21 April 2022.**

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