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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 1 August 2024 |
| Ref: | **TSB Circular 220**IRM/AG | **To:** - Administrations of Member States of the Union;- ITU-T Sector Members;- ITU Academia;- ITU Regional organizations (APT, ATU, CEPT, CITEL, AST, RCC);- Secretary-General of ITU;- Director of the Radiocommunication Bureau;- Director of the Telecommunication Development Bureau;- Chairs of ITU-T Study Groups;- Chairs of the Regional Groups of ITU-T Study Groups;- Chair of the ITU-T StandardizationCommittee for Vocabulary- Chair of WTSA-24 Interregional Preparatory Meetings |
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| Web: | <https://itu.int/go/t/irm> |
| **Subject**: | **Third Inter-regional meeting (IRM) for WTSA-24 preparation, 9 September 2024 (virtual)** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the **third and final ITU-T Inter-regional meeting (IRM) for WTSA-24 preparation** which will be held on **9 September 2024 (virtual).**

The objective of the IRM is to invite the Regions to present the status of their preparations for WTSA-24. The Regions are invited to arrange their presentations as follows:

 1 Work programme and study group structure, related to WTSA COM4;
2 Working methods and other related issues (such as electronic working methods),
 related to WTSA COM3;
3 Consensus developed through bilateral inter-regional discussions, if relevant.

There is scope in the agenda to discuss other issues related to WTSA-24 preparation as required.

The meeting will start at 1300 hours Geneva time on 9 September 2024. To participate in the meeting pre‑registration is mandatory via the online registration form on the [WTSA-24 Inter-regional Meetings homepage](https://www.itu.int/wtsa/2024/irm/).

Please note that no Fellowships will be awarded for this online meeting.

**Key deadlines**:

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| 9 Aug 2024 | - Pre-registration (online registration form: [WTSA-24 Inter-regional meetings homepage](https://www.itu.int/wtsa/2024/irm/)) |
| 28 Aug 2024 | - Submission of ITU-T Member Contributions (via email – See Annex A) |

Practical meeting information is set out in **Annex A** below. A draft meeting **agenda** and **time plan** are set out in **Annexes B** and **C** respectively, which consider the time differences to the extent possible.

The TDs and contributions to the IRM will be made available at the [WTSA-24 Inter-regional Meetings homepage](https://www.itu.int/wtsa/2024/irm/).

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Seizo Onoe Director of the TelecommunicationStandardization Bureau | ITU WTSA-24 IRM |
| 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 by e-mail to the IRM Advisor (alexandra.gaspari@itu.int), cc TSAG secretariat (tsbtsag@itu.int) using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided via the [WTSA-24 Inter-regional Meetings homepage](https://www.itu.int/wtsa/2024/irm/).

**INTERPRETATION:** Interpretationwill be available in all six ITU official languages. Real-time captioning will also be provided.

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration is mandatory and is to be done online via the [WTSA-24 Inter-regional Meetings homepage](https://www.itu.int/wtsa/2024/irm/) **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 registration system requires focal-point approval for all 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.

**ANNEX B
Draft Agenda for the third ITU-T Inter-Regional Meeting
9 September 2024 (Virtual)**

1. Opening of the meeting
2. Opening remarks by the TSB Director
3. Update on WTSA-24 preparations, including on preparing/submitting proposals
4. Presentations by representatives of the Regional Telecommunication Organizations (RTOs):
	1. APT
	2. ATU
	3. CEPT
	4. CITEL
	5. LAS/AST
	6. RCC
5. Discussion of areas of commonality, and areas where further discussion is required
6. Conclusions
7. Any other business
8. Closure of the meeting.

**ANNEX C
DRAFT TIMEPLAN for the Third ITU-T Inter-regional meeting**

**9 September 2024 (Virtual)**

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| **Session #** | **Monday****9 September 2024** |
| **Session 1 (85”)1300 – 1425 hours (Geneva time)** | Inter-regional Meeting |
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| **Break (15”)****1425 – 1440 hours Geneva time** |  |
| **Session 2 (80”)****1440 – 1600 hours (Geneva time)** | Inter-regional Meeting |

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