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| **Telecommunication StandardizationBureau** | ITU logo |
|  | Geneva, 8 September 2014 |
| Ref: | **TSB Collective letter 5/5** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates participating in the work of Study Group 5; and- To ITU‑T Academia |
|  |  |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int  |  |
| Subject: | **Meeting of Study Group 5, Kochi, India, 8-19 December 2014** |

Dear Sir/Madam,

It is my pleasure to invite you to attend Study Group 5 (*Environment and climate change*) which, at the kind invitation of the government of India, is to meet in Kochi, India, from 8 to 19 December 2014.

I should like to inform you that the meeting will open at 1000 hours on the first day. Participant registration will begin at 0830 hours. Detailed information concerning the precise venue of the meeting along with the list of hotels and practical information will be provided in an Addendum to this Collective letter as soon as practicable. Detailed logistics information will be posted at the Study Group 5 website (<http://itu.int/ITU-T/studygroups/com05>). Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the meeting prepared in agreement with the chairman of the study group
(Mr Ahmed Zeddam, France) and its management team, is set out in **Annex B.** The draft time plan can be found at: <http://itu.int/md/T13-SG05-141208-TD-GEN-0699/en>.

I would like to take the opportunity to inform you that the following meetings will take place during the next ITU-T Study Group 5 meeting:

* Focus Group on Smart Water Management – 9 December 2014
* Joint Coordination Activity on ICT and Climate Change – 9 December 2014
* Focus Group on Smart Sustainable Cities – 10 to 12 December 2014
* ITU Symposium on ICTs, Environment and Climate Change – 15 December 2014

Please note that the following Work Item under AAP received comments during Additional Review and will be submitted for approval at the meeting of Study Group 5 in Kochi, 8-19 December 2014:

* **L.1002,** *External universal power adapter solutions for portable information and communication technology devices*

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes**: 2

**ANNEX A**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 5 website and must therefore be received by TSB **not later than 25 November 2014.** Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line.   The direct posting system allows ITU‑T members to reserve contribution numbers and to upload/revise contributions directly to the ITU‑T web server.  Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents.  The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>).  The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**LOCATION OF MEETING DOCUMENTS:** As usual, documents will be available from the ITU-T SG5 website (<http://itu.int/ITU-T/go/sg5>) or alternatively from the IFA for ITU-T SG5 (<http://ifa.itu.int/t/2013/sg5>).

**WORK METHODS AND FACILITIES**

**INTERPRETATION**: This meeting will be held in English only.

**PAPERLESS MEETINGS:** The Study Group 5 meeting will be run paperless.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION:** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 8 November 2014** , the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the
ITU-T website (**[**http://itu.int/ITU-T/studygroups/com05**](http://itu.int/ITU-T/studygroups/com05)**).**

**FELLOWSHIPS:** Due to budgetary constraints only one partial fellowship per administration will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)**, must be returned to ITU not later than
27 October 2014. Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries and regions, and gender balance.

**KEY DEADLINES (before meeting)**

*8 October 2014:* - submit contributions for which translation is requested

*27 October 2014:* - fellowship requests

*10 November 2014: -* requests for visas

*8 November 2014:* - pre-registration

*25 November 2014: -* final deadline for contributions

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in India. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing India in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Additional information will be provided shortly on the logistics information document at the SG5 website.

**FORM 1 - FELLOWSHIP REQUEST**(to TSB Collective letter 5/5)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group meeting****Kochi, India, 8-19 December 2014** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail:** **bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowships to be submitted before 27 October 2014** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form at:<http://itu.int/ITU-T/studygroups/com05>)Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of the Administration or Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mr / Ms  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(family name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(given name)Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Tel**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-Mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**PASSPORT INFORMATION**:**Date of birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Nationality**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Passport number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of issue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** In (place)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Valid until (date): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Please select your preference(which ITU will do its best to accommodate) |
|  **□ Economy class air ticket (duty station / Geneva / duty station)** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** |
|  |
| **Signature of fellowship candidate:** | **Date:** |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. |
| **Signature:** | **Date:** |

**ANNEX B**

Draft Agenda

**Meeting of Study Group 5
Kochi, India, 8-19 December 2014**

1                       Opening of the meeting

2                       Adoption of the agenda

3                       Document allocation

4                       Highlights of Plenipotentiary 2014

5                       Highlights of the last Chairmen/TSAG meetings

6                       IPR roll call

7                       Workshops of interest to SG5

8                       Bridging the standardization gap

9                       Promotion activities

10                   Report of the different SG5 Regional Groups

11                   Report of the Focus Group on Smart Sustainable Cities

12                   Report of the Focus Group on Smart Water Management

13                   Joint Coordination Activity on ICT and Climate Change

14                   Working Parties meetings

15                   Reports of the meetings of Working Parties

16                   Consent/determination/approval/deletion of Recommendations

17                   Approval of informative texts

18                   Approval of Outgoing liaison statements/communications

19                   Nomination of Rapporteurs, Associate Rapporteurs and Liaison Rapporteurs

20                   Update of SG5 work programme

21                   Future activities

22                   Other business

23                   Closing of the meeting

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