|  |  |
| --- | --- |
| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 15 April 2014

|  |  |  |
| --- | --- | --- |
| Ref: | **TSB Collective letter 1/SG5 RG-AP** |  |
| Tel:Fax:E-mail: | +41 22 730 6301+41 22 730 5853tsbsg5@itu.int  | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates from the Asia and Pacific countries participating in the work of Study Group 5 RG-AP,
* ITU-T Academia and
* ITU Regional Office for Asia and Pacific Region
 |
| **Subject:** | **Second meeting of ITU-T Study Group 5 Regional Group for Asia and the PacificBeijing, China, 26 September 2014** |

Dear Sir/Madam,

We are pleased to inform you that the ITU-T Study Group 5 Regional Group for Asia and the Pacific (SG5 RG-AP) will hold its second meeting in Beijing, China on 26 September 2014 during the fourth ITU Green Standards Week.

I would like to inform you that the meeting will open at 0900 hours. Participant registration will begin at 0830 hours at the meeting venue. Additional information about the meeting is set forth in **Annex A.**

The draft **Agenda** of the meeting, as prepared by the Chairman of SG5 RG-AP, is set out in **Annex B**.

I would like to take the opportunity to inform you that the Green Standards Week will be structured as follows:

* 22 September 2014: Forum on “Green ICT for a sustainable resource efficient economy”;
* 23 September 2014: Forum on “E-waste: the inconvenient truth”;
* 24 September 2014: Forum on “Setting the vision for smart sustainable cities”;
* 25 September 2014: Forum on “Using EMF to achieve the smartest sustainable city”;
* 26 September 2014: Regional meeting of ITU-T Study Group 5 Regional Group for Asia and the Pacific (SG5 RG-AP).

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 2

**ANNEX A**

(to TSB Collective letter 1/SG5 RG-AP)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address tsbsg5@itu.int. The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 5 RG-AP website and must therefore be received by TSB **not later than 13 September 2014.**

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible at <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.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** As agreed with the Chairman of the Group, the working language of the meeting will be English and Chinese.

**WIRELESS LAN:** Facilities and Internet access will be available at the venue of the event.

**PAPERLESS MEETINGS:** In agreement with its Chairman, Study Group 5 RG-AP will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

**REGISTRATION AND FELLOWSHIPS**

**REGISTRATION:** To enable the organisers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 26 August 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/en/ITU-T/studygroups/2013-2016/05/sg5rgap/**](http://itu.int/en/ITU-T/studygroups/2013-2016/05/sg5rgap/)**.**

**FELLOWSHIPS:**

We are pleased to inform you that one partial fellowship per administration will be awarded, **within the Asia and Pacific region only**, 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 **15 August 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 gender balance. Furthermore, preference will be given to applicants that will attend the Green Standards Week from 22 to 26 September 2014.

**KEY DEADLINES (before meeting)**

|  |  |
| --- | --- |
| 15 August 2014 | * fellowship requests
 |
| 26 August 2014 | * online registration
 |
| 13 September 2014 | * final deadline for contributions
 |

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/SG5 RG-AP)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 5 RG-AP meeting****ITU Green Standards Week****Beijing, China, 22-26 September 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 fellowship to be submitted before15 August 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/en/ITU-T/studygroups/2013-2016/05/sg5rgap/**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****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**  |
|  **□ Economy class air ticket (duty station / Beijing / 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**(to TSB Collective letter 1/SG5 RG-AP)

**Draft Agenda**

1. Opening of the meeting
2. Adoption of the agenda
3. Results of the last ITU-T SG5 meeting held in Lima (December 2013)
4. Results of the Working Party 3 meeting held in Geneva (May 2014)
5. Results of the Working Part 1 and Working Party 2 meetings (July 2014)
6. Focus Group on Smart Sustainable Cities (FG SSC)
7. Focus Group on Smart Water Management (FG SWM)
8. Organization of the work of SG5RG-AP
9. Discussion on ITU-T SG5 RG-AP priorities
10. Work program and schedule
11. Other business

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*