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| **Telecommunication Standardization Bureau** |  |
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Geneva, 19 July 2013

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| Ref: | **TSB Collective letter 2/5** | To: |
| Tel: Fax:  E-mail: | +41 22 730 6301 +41 22 730 5853 [tsbsg5@itu.int](mailto:tsbsg5@itu.int) | * Administrations of Member States of the Union, * ITU-T Sector Members, * ITU-T Associates participating in the work of Study Group 5 and * ITU-T Academia |

|  |  |
| --- | --- |
| Subject: | **Meeting of Study Group 5; Lima, Perú,  2-13 December 2013** |

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 Ministry of Transport and Communications of Perú, is to meet in Lima, Perú, from 2 to 13 December inclusive.

I should like to inform you that the meeting will open at 0930 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. Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the meeting and its draft **timetable**, prepared in agreement with the chairman of the study group (Mr Ahmed Zeddam, France) and its management team, are set out in **Annex B** and **Annex C**, respectively.

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:

* Joint Coordination Activity on ICT and Climate Change – 5 December 2013
* Workshop on Smart Sustainable Cities – 5 December 2013
* Meeting of the Focus Group on Smart Sustainable Cities – 6 December 2013
* Meeting of the Focus Group on Smart Water Management – 10 December 2013.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

Annexes: 3

**ANNEX A**

**Additional information about the meeting**

**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 19 November 2013**. 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/>. Should any difficulties arise in the submission process, please contact the study group secretariat at [tsbsg5@itu.int](mailto:tsbsg5@itu.int).

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. 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, telephone number 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** will be available in English and Spanish for the opening and closing plenary of the meeting.

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

**REGISTRATION 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](mailto:tsbreg@itu.int)) **not later than 21 October 2013**, 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/go/sg5**](http://itu.int/ITU-T/go/sg5)**).**

**FELLOWSHIPS:** We are pleased to inform you that 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 **21 October 2013**. 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)

|  |  |  |
| --- | --- | --- |
| Eight weeks | 7 October 2013 | - submit contributions for which translation is requested |
| Six weeks | 21 October 2013 | - fellowship requests  - requests for visas  - pre-registration |
| One month | 4 November 2013 | - requests for interpretation at opening and/or closing plenary |
| 12 calendar days | 19 November 2013 | - final deadline for contributions |

**VISAS**

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in Peru. **The visa must be requested at least six (6) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing Peru in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Participants who need an invitation letter and/or a visa supporting letter for entering Peru are advised to get in touch with the contact person in Peru, Mrs Claudia Carrasco Canchari:

Tel: (51) 1 615 7479

Fax: (51) 1 615 7814

Email: [ccarrasco@mtc.gob.pe](mailto:ccarrasco@mtc.gob.pe)

**FORM 1 – FELLOWSHIP REQUEST**

(to TSB Collective letter 2/5)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 5 meeting**  **Lima, Peru, 2-13 December 2013** | | | | |  |
| **Please return to:** | | | **ITU Geneva, Switzerland** | | **E-mail:** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | |
| **Request for one partial fellowship to be submitted before 21 October 2013** | | | | | | |
| Submission of Contributions is encouraged | | | | 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/go/sg5> )  **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  
Lima, Perú, 2-13 December 2013**

1. Opening of the meeting
2. Adoption of the agenda
3. Document allocation
4. Highlights of the last Chairmen/TSAG meetings
5. Report of the different SG5 Regional Groups
6. Report of the Focus Group on Smart Sustainable Cities
7. Joint Coordination Activity on ICT and Climate Change
8. Working Parties meetings
9. Reports of the meetings of Working Parties
10. Consent/determination/approval/deletion of Recommendations
11. Approval of Handbooks/informative texts
12. Approval of Outgoing liaison statements/communications
13. Nomination of Rapporteurs, Associate Rapporteurs and Liaison Rapporteurs
14. Review of the work programme
15. Future activities
16. Other business
17. Closure of the meeting

**ANNEX C**

**Draft time plan for the meeting of Study Group 5  
(Lima, 2 – 13 December 2013)**

| **Room**  **Date** | **Room 1 (30)** | **Room 2 (50)** | **Room 3 (50)** | **Room 4 (30)** | **Room 5 (150)**  **Interpretation** |
| --- | --- | --- | --- | --- | --- |
| **Monday, 2 December** |  |  |  |  |  |
| 09:30 – 10:30 |  |  |  |  | SG5 PLEN  Interpretation |
| 11:00 – 12:30 |  | Q13/5(WP3/5) | Q18/5(WP3/5) |  |  |
| 14:00 – 17:00 |  | Q17/5 (WP3/5) | Q18/5(WP3/5) |  |  |
| 17:30 – 18:30 |  |  |  |  | Q12/PLEN |
| **Tuesday, 3 December** |  |  |  |  |  |
| 09:30 – 10:30 |  | Q13/5(WP3/5) | Q18/5(WP3/5) |  |  |
| 11:00 – 12:30 |  | Q13/5(WP3/5) | Q18/5(WP3/5) |  |  |
| 14:30 – 15:30 |  | Q17/5 (WP3/5) | Q18/5(WP3/5) |  |  |
| 16:00 – 18:00 |  | Q17/5 (WP3/5) | Q18/5(WP3/5) |  |  |
| **Wednesday, 4 December** |  |  |  |  |  |
| 09:30 – 10:30 |  | Q13(WP3/5) | Q18(WP3/5) |  |  |
| 11:00 – 12:30 |  | Q13(WP3/5) | Q18(WP3/5) |  |  |
| 14:30 – 15:30 |  | Q17(WP3/5) | Q18(WP3/5) |  |  |
| 16:00 – 18:00 |  | Q17(WP3/5) | Q18(WP3/5) |  |  |
| **Thursday, 5 December** |  |  |  |  |  |
| 09:30 – 10:30 |  |  |  |  | Joint Coordination Activity on ICT and Climate Change  Interpretation |
| 11:00 – 13:00 |  |  |  |  | Workshop on Smart Sustainable Cities  Interpretation |
| 14:30 – 18:00 |  |  |  |  |
| **Friday, 6 December** |  |  |  |  |  |
| 09:30 – 11:00 |  |  |  |  | Focus Group on Smart and Sustainable Cities |
| 11:30 – 13:00 |  |  |  |  |
| 14:30 – 18:00 |  |  |  |  |

| **Room**  **Date** | **Room 1 (30)** | **Room 2 (50)** | **Room 3 (50)** | | **Room 4 (30)** | **Room 5 (150)**  **Interpretation** |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday, 8 December** |  |  |  | |  |  |
| 09:30 – 10:30 | Management Meeting |  |  | |  |  |
| 11:00 – 12:30 |  |  | |  |  |
| **Monday, 9 December** |  |  |  | |  |  |
| 09:00 – 10:30 |  |  |  | |  | SG5 PLEN  Interpretation |
| 11:00 – 13:00 | Opening of Working Party 1 | Opening of Working Party 2 | Opening of Working Party 3 | |  |  |
| 14:30 – 15:30 | Q2 (WP1/5) | Q6(WP2/5) | Q16(WP3/5) | | Q14(WP3/5) |  |
| 16:00 – 18:00 | Q3 (WP1/5) | Q7 (WP2/5) | Q16(WP3/5) | | Q15(WP3/5) |  |
| 18:30 – 19:30 |  |  | Q18(WP3/5) | | Q19 (WP3/5) |  |
| **Tuesday, 10 December** |  |  |  | |  |  |
| 08:30 – 09:30 | SG5 RG | SG5 RG | SG5 RG | | SG5 RG |  |
| 09:30 – 10:30 | Q1 (WP1/5) | Q11 (WP2/5) | Q19(WP3/5) | | Q15(WP3/5) | Q17(WP3/5) |
| 11:00 – 12:30 | Q4 (WP1/5) | Q7 (WP2/5) | Q19(WP3/5) | | Q16(WP3/5) | Q13(WP3/5) |
| 14:00 – 15:30 | Q5 (WP1/5) | Q8(WP2/5) | Q14(WP3/5) | | Q16(WP3/5) |  |
| 16:00 – 18:00 | Q4 (WP1/5) | Q7 (WP2/5) |  | |  | WP3 (liaison statements) |
| 18:00 – 19:30 |  |  |  | |  | FG SWM |
| **Wednesday, 11 December** |  |  |  | |  |  |
| 08:30 – 09:30 | SG5 RG | SG5 RG | SG5 RG | | SG5 RG |  |
| 09:30 – 10:30 | Q2 (WP1/5) | Q7 (WP2/5) | Q16(WP3/5) Report discussion | | Q14(WP3/5) Report discussion |  |
| 11:00 – 12:30 | Q2 (WP1/5) | Q7 (WP2/5) | Q18(WP3/5) Report discussion | | Q17(WP3/5) Report discussion |  |
| 14:00 – 15:30 | Q4 (WP1/5) | Q10 (WP2/5) | Q15(WP3/5) Report discussion | | Q19(WP3/5) Report discussion |  |
| 16:00 – 18:00 | Q3 (WP1/5) | Q9 (WP2/5) |  | | Q13(WP3/5) Report discussion |  |
| **Thursday, 12 December** |  |  |  | |  |  |
| 09:30 – 10:30 |  |  | |  |  | Closing of  WP1  WP2 WP3  (in series)  Interpretation |
| 11:00 – 12:30 |  |  | |  |  |
| 14:00 – 16:00 |  |  | |  |  |
| 16:00 – 18:00 |  |  | |  |  |
| **Friday, 13 December** |  |  |  | |  |  |
| 08:30 – 09:15 | Management Meeting |  |  | |  |  |
| 09:30 – 10:30 |  |  | |  |  | SG5 PLEN  Interpretation |
| 11:00 – 12:30 |  |  | |  |  | SG5 PLEN  Interpretation |
| 14:30 – 16:00 |  |  | |  |  | SG5 PLEN  Interpretation |

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