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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 18 February 2020 |
| Ref: | **TSB Collective letter 6/2**SG2/RC | - To Administrations of Member States ofthe Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 2; - To ITU Academia |
| Tel: | +41 22 730 5415 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg2@itu.int  |
| Web: | <http://itu.int/go/tsg02>  |
| Subject: | **Meeting of Study Group 2; Geneva, 27 May - 5 June 2020** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 2 (Operational aspects of service provision and telecommunications management), which will be held at ITU headquarters, Geneva, from 27 May to 5 June 2020, inclusive.

ITU-T Study Group 2 is the lead study group for numbering, naming, addressing, identification and routing, the lead study group for service definition, the lead study group on telecommunications for disaster relief/early warning, network resilience and recovery and the lead study group on telecommunication management. Work items under development in ITU-T SG2 can be accessed at: [www.itu.int/itu-t/workprog/wp\_search.aspx?sg=2](http://www.itu.int/itu-t/workprog/wp_search.aspx?sg=2). The template for Contributions can be accessed on the ITU website for [Direct Document Posting](http://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG02), and guidelines for preparation of Contributions can be accessed at: <http://www.itu.int/rec/T-REC-A.2-201211-I>.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting room allocations will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).

NOTE - The opening plenary will start at 0930 hours on Monday, 1 June 2020.

**Key deadlines**:

|  |  |
| --- | --- |
| 27 March 2020 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 15 April 2020 | - Submit fellowship requests (via the online registration form; see details in Annex A)- Submit interpretation requests (via the online registration form) |
| 27 April 2020 | - Pre-registration (via the online registration form on the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/02/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in **Annex A**) |
| 14 May 2020 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by the Chairman of the Study Group, Mr Phil Rushton (United Kingdom), are set out in **Annex B**.

Updates to the agenda can be found in [SG2-TD964](https://www.itu.int/md/T17-SG02-200527-TD-GEN-0964/en). Updates to the time plan can be found in [SG2-TD963](https://www.itu.int/md/T17-SG02-200527-TD-GEN-0963/en).

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg2 ITU-T SG2 |
| Latest meeting information |

**Annexes**: 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:The meeting will be run paperless. Member contributions should be submitted using [Direct Document Posting](http://itu.int/net/ITU-T/ddp/); draft TDs should be submitted by e-mail to the study group secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**INTERPRETATION**: Interpretationwill be available for the closing plenary meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form **at least six weeks before the first day of the meeting**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**PRINTERS** are available in the delegates’ lounges and near all [major meeting rooms](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on delegates’ computers, documents may be “e‑printed” by e-mailing them to the desired printer.
Details at: <http://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk (servicedesk@itu.int) on a first-come, first‑served basis.

**PRE-REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the study group home page **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 ITU-T 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.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU‑T. If you would like to participate, please contact ITU-Tmembership@itu.int. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS**: Up to two partial fellowships per country may be awarded, subject to available funding, to facilitate participation from eligible countries. As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received by 15 April 2020 at the latest. It is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; and gender balance.

**VISA SUPPORT**: If required, visas must be requested before the date of arrival in Switzerland from the embassy or consulate representing Switzerland 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.

If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Once your registration has been approved by your organization’s registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words “**visa support**”.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS**: A number of Geneva hotels offer preferential rates for delegates attending ITU meetings, and provide a card giving free access to Geneva’s public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

**ANNEX B
Draft agenda**

NOTE - Updates to the agenda can be found in [SG2-TD964/GEN](https://www.itu.int/md/T17-SG02-200527-TD-GEN-0964/en).

**1 Opening plenary meeting**

1.1 Opening of the meeting

1.2 Adoption of the agenda and other administrative issues (including timetable and room allocation)

1.3 Study group structure and leadership

1.4 Reports of SG2 work and follow-up actions

a) Approval of Reports SG2-R16 to SG2-R18

b) Activities since the last meeting of SG2: Rapporteur meetings and interim activities

c) Report on Numbering, Naming, Addressing and Identification issues, including NCT (Numbering Coordination Team)

d) Report on activities related to misuse of numbering resources

e) Report on activities related to developing countries, including reports of regional groups

f) Status of discussions regarding Recommendations to be determined or consented

1.5 Reports of other meetings

a) TSAG highlights (10-14 February 2020)

b) Etc.

1.6 Working methods

1.7 Liaison statements received

1.8 Other issues for this meeting

a) SG2 report to WTSA-20

b) Streamlining Resolutions

1.9 Procedural notifications

**2 Closing plenary meeting**

2.1 Reports of the meetings of Working Parties, and the ad hoc group on developing country issues, etc.

2.2 Approval of Recommendations under TAP (Traditional Approval Process)

2.3 Determination of Recommendations under TAP

2.4 Recommendations Consented under AAP (Alternative Approval Process)

2.5 Deletion or renumbering of Recommendations

2.6 Supplements/non-normative amendments agreed

2.7 Technical reports agreed

2.8 Outgoing liaison statements, including those reporting to TSAG on lead study group activities:

a) Numbering, naming, addressing, identification and routing

b) Service definition

c) Telecommunications for disaster relief/early warning, network resilience and recovery

d) Telecommunication Management

e) Other

2.9 Recommendation status and work plans

2.10 Date and place of future meetings

2.11 Other business

2.12 Closure of the meeting

**Study Group 2 time plan, Geneva, 27 May - 5 June 2020**Updates to the time plan can be found in [SG2-TD963](https://www.itu.int/md/T17-SG02-200527-TD-GEN-0963/en)

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| --- | --- | --- | --- | --- | --- |
|  | **Tuesday 26 May**  | **Wednesday 27 May** | **Thursday 28 May** | **Friday 29 May** | **Sunday 31 May** |
| 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 |
| **SG2 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Management** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | XAA | XAA |  |
| **WP1/2 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/2\*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X3 |  |  |  |  |  | X3 |  |  |  |  |  |  |  |  |  |
| **Q2/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q3/2** |  |  |  |  |  |  |  |  | X | X |  | X | X |  |  | X | X |  | X |  |  |  | X | X4 |  |  | X4 |  |  |  |  |  |  |  |  |
| **WP2/2 Plen** |  |  |  |  |  |  |  |  | R1 | R1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/2** |  |  |  |  |  |  |  |  |  |  |  | R | X |  |  | R2 | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |  |  |  |  |  | R | X |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sessions times: 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch  - 1230-1430; 3 - 1430-1545; 4 - 1615-1745; 5 - 1800→** (except for Friday, when the morning session will be 0900 to 1200 hours) |
| **Key**: 📹 – Webcast; R – Remote participation |

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|  | **Monday 1 June** | **Tuesday 2 June** | **Wednesday 3 June** | **Thursday 4 June** | **Friday 5 June** |
| 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 |
| **SG2 Plen** |  | **📹**A | **📹**A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **📹**A | **📹**A |  |
| **Management** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | XAA |  |  |  |  |  |  |  |
| **WP1/2 Plen** |  |  | R5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R14 | R14 |  |  |  |  |
| **Q1/2\*** |  |  |  |  | R7 | R |  |  | X | X |  | X8 | X |  |  | X | X |  | X | X |  |  |  | X13 |  | X13 | X |  |  |  |  |  |  |  |  |
| **Q2/2** |  |  |  |  |  |  |  |  |  |  |  | X8 |  |  |  |  |  |  |  |  |  |  |  | X13 |  | X13 |  |  |  |  |  |  |  |  |  |
| **Q3/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/2 Plen** |  |  | R5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R14 | R14 |  |  |  |  |
| **Q5/2** |  |  |  |  | X | X |  |  |  | R |  |  |  |  |  | X10 | R |  |  | X |  |  |  |  |  | R13 | R |  |  |  |  |  |  |  |  |
| **Q6/2** |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  | X10 |  |  |  |  |  |  | R13 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/2** |  |  |  |  |  |  |  |  |  |  |  | X | X |  |  | X10 |  |  | R |  |  |  |  | R13 |  |  |  |  |  |  |  |  |  |  |  |
| **Other** |  |  |  | X6 |  |  |  |  |  |  |  |  |  |  | X9 |  |  | X11 |  |  | X12 |  |  |  |  |  |  |  |  |  |  | X15 |  |  |  |
| **Sessions times: 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch  - 1230-1430; 3 - 1430-1545; 4 - 1615-1745; 5 - 1800→** (except for Friday, when the morning session will be 0900 to 1200 hours) |
| **Key**: 📹 – Webcast; R – Remote participation |

**Notes**

\* All sessions/joint sessions for Q1/2 normally start at 0900 hours in the morning and 1400 hours in the afternoon.

Please consult the screens for the exact meeting times for each Question. Ad-hoc groups should normally meet outside the hours of the Questions.

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| **AA** | The Management Team will meet:* Sunday, 31 May 2020, 1430 to 1730 hours
* Thursday, 4 June 2020, 1730 to 1830 hours
 |
| **A** | **The opening plenary** of Study Group 2 will start at **0930 hours** on Monday, **1 June 2020**.**The closing plenary** of Study Group 2 will start at **1430 hours** on Friday, **5 June 2020**. |
| **1** | Opening plenary of WP2/2. |
| **2** | Joint session of Q5/2 and Q6/2. |
| **3** | These Q1/2 meetings will be used for Liaison Statement preparation. |
| **4** | Session devoted to finalizing the Q3/2 meeting report. |
| **5** | The opening plenary of WP1/2 and a joint session of Q5, 6, 7/2 will start immediately after the end of the opening plenary of SG2. |
| **6** | Newcomers' tutorial session from 1230 to 1330 hours on Monday, 1 June 2020. |
| **7** | Q1/2 will start immediately after the end of the opening plenary of WP1/2. |
| **8** | Joint session of Q1/2 and Q2/2. Once completed, Q1/2 will take the remaining time. |
| **9** | Ad-hoc meeting on streamlining PP and WTSA Resolutions from 0800 to 0900 hours on Wednesday, 3 June 2020. |
| **10** | Joint session of Qs 5/2, 6/2 and 7/2, starting at 0900 hours. Once completed, Q5/2 will take the remaining time. |
| **11** | Ad-hoc meeting on preparation for WTSA-20 from 1300 to 1400 hours on Wednesday, 3 June 2020. |
| **12** | Ad-hoc meeting on vocabulary and definitions from 1730 to 1815 hours on Wednesday, 3 June 2020. |
| **13** | Session devoted to finalizing meeting reports (WP1/2 will run in sequence: Q2/2, Q1/2). |
| **14** | **The closing plenaries** of Working Parties 1/2 and 2/2 will run in parallel from **0900 hours** on Friday, **5 June 2020**. |
| **15** | Ad-hoc group on Developing Country issues from 1230 to 1330 hours on Friday, 5 June 2020. |

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