|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 24 September 2020 | |
| Ref: | **TSB Collective letter 8/2**  SG2/RC | | - To Administrations of Member States of the 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](mailto:tsbsg2@itu.int) | |
| Web: | [www.itu.int/go/tsg2](http://www.itu.int/go/tsg2) | |
| **Subject**: | **Virtual meeting of Study Group 2, 18 December 2020** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 2 (Operational aspects of service provision and telecommunications management), which is planned to be run fully virtual on 18 December 2020.

ITU-T SG2 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.

The purpose of this meeting is to consider issues that require decisions that were deferred from the previous ITU‑T SG2 meeting (Virtual, 7 September 2020); the results of e-meetings held after the previous ITU-T SG2 meeting; and other issues identified by the management team. Contributions are welcome on those issues for which the study group is to take a decision. Since no working party or Question sessions will be held, any Contributions submitted for consideration by those groups will be deferred to the next full meeting of the study group.

Since this will be a fully virtual meeting, no fellowships will be awarded. The entire meeting will run in English only with no interpretation. Captioning will be provided.

Sessions will be held between 1100 and 1500 hours, Geneva time, using the [MyMeetings remote participation tool](https://remote.itu.int/).

**Key deadlines**:

|  |  |
| --- | --- |
| 18 October 2020 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 18 November 2020 | - 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)) |
| 5 December 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**, prepared by the Chairman of the Study Group, Mr Phil Rushton (United Kingdom), is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization 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**: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.

**WORKING LANGUAGE**: The entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

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

**REGISTRATION**: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 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. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/02/Pages/default.aspx). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the study group chairman.

**ANNEX B  
Draft agenda**

NOTE - Updates to the agenda can be found in [SG2-TD1217](https://www.itu.int/md/T17-SG02-201218-TD-GEN-1217).

1 Opening of the meeting

2 Adoption of the agenda and other administrative issues

3 Study group structure and leadership

4 Outgoing Liaison Statements sent since the last meeting:

5 Reports of SG2 work and follow-up actions

a) Approval of study group report (September 2020): [SG2-R28](https://www.itu.int/md/T17-SG02-R)

b) E-meetings since the last meeting of SG2:

6 Approval of Determined ITU-T E.212 Annex H under the Traditional Approval Process

7 Matters arising from interim activities

8 Liaison statements received

9 Determination of Recommendations under TAP

10 Recommendations to be Consented under AAP (Alternative Approval Process):

11 Deletion or renumbering of Recommendations

12 Supplements/non-normative amendments agreed

13 Technical reports to be agreed

14 Outgoing liaison statements for Approval:

15 Recommendation status and work plans

16 Date and place of future meetings

17 Any other business

18 Closure of the meeting

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_