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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 24 July 2017 |
| Ref: | **TSB Collective letter 2/5**SG5/CB | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 5; - To ITU Academia |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg5@itu.int  |
| Web: | <http://itu.int/go/tsg05>  |
| Subject: | **Meeting of Study Group 5; Sophia Antipolis, France, 13-22 November 2017** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 5 (Environment, climate change and circular economy), which will be held at ETSI headquarters, Sophia Antipolis, France, from 13 to 22 November 2017, inclusive.

ITU-T Study Group 5 meeting will be held in conjunction with ETSI TC “Environmental Engineering” meeting.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the ETSI Main Building.

Following the decision of Council 2017 to launch a pilot project to engage small and medium sized enterprises in interested ITU-T and ITU-D Study Groups, I am pleased to inform you that we will be reaching out to SMEs, SME associations, members and partners to encourage the participation of such entities in global and regional SG5 meetings. The terms of reference of this pilot project can be found in **Annex C**.

**Key deadlines**:

|  |  |
| --- | --- |
| 13 September 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 2 October 2017 | - Submit fellowship requests (application form and guidelines can be found [here](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/Documents/SG5_Fellowships-Nov2017.docx))- Submit interpretation requests (via online pre-registration form) |
| 13 October 2017 | - Pre-registration (online via the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/Pages/default.aspx))- Submit requests for visa support letters  |
| 31 October 2017 | - [Submit ITU-T Member contributions](http://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, Ms Victoria Sukenik (Argentina), is set out in **Annex B**.

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/sg5 ITU-T SG5 |
| Latest meeting information |

**Annexes**: 3

**Annex A**

**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 email 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/[TIES account holders](http://www.itu.int/TIES/).

**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. Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**INTEPRETATION**: As per agreement of the ITU-T SG5 management team, this meeting will be held in English only.

**WIRELESS LAN** facilities will be available at the venue of the event.

**PRE-REGISTRATION, FELLOWSHIPS AND VISA**

**PRE-REGISTRATION:** Pre-registration is to be done online via the study group home page **at least one month before the start of the meeting**. Kindly note that registration is mandatory on the ITU and ETSI websites. Please register at: <https://www.itu.int/online/edrs/REGISTRATION/edrs.registration.form?_eventid=3001005> (ITU) and <https://portal.etsi.org/webapp/MeetingCalendar/MeetingDetails.asp?m_id=32813> (ETSI). Additionally, and within the same deadline, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation. The membership is invited to include women on their delegations whenever possible.

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf). Requests must be received **at least six weeks before the beginning of the meeting**. Pre-registration for the meeting is mandatory.

**VISA SUPPORT**: If required, visas must be requested **at least one month before the date of arrival in France** from the embassy or consulate representing France in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Delegates who require a personal invitation letter for their visa application should fill in the form available at: <http://portal.etsi.org/meetings/visa/visa.htm>

**Annex B
Draft agenda**

| **No** | **Draft Agenda**  | **Documents** |
| --- | --- | --- |
| **1** | Opening of the meeting |   |
| **2** | Adoption of the agenda and document allocation |  |
| **3** | Approval of the report of the last meeting (Geneva, 15-24 May 2017) | [Report 1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG05-R-0001) |
| **4** | IPR roll call  | Does anyone have knowledge of any Patents, the use of which may be required to practice or implement the Recommendation or Deliverable being considered? |
| **5** | Highlights of Council 2017 |  |
| **6** | Highlights of WTDC 2017 (with relevance to ITU-T SG5) |  |
| **7** | List of Contributions |  |
| **8** | List of stale work items |  |
| **9** | ITU-T Study Group 5 Incoming Liaison Statements Report |  |
| **10** | Nomination of Rapporteur, Associate Rapporteurs and Liaison Officers |  |
| **11** | Status of texts to be consented, agreed and deleted |  |
| **12** | ITU-T SG5 Regional Groups |  |
| **a)** | ITU-T SG5RG-ARB |  |
| **b)** | ITU-T SG5RG-LATAM |  |
| **c)** | ITU-T SG5RG-AFR |  |
| **d)** | ITU-T SG5RG-AP |  |
| **13** | Newcomers’ welcome pack for ITU-T SG5 meeting |  |
| **14** | Action plans for implementation of WTSA-16 Resolutions 72 and 73 (Rev. Hammamet, 2016) and Resolution 79 (Dubai, 2012) (human exposure to EMF, environment and climate change, and e-waste) |  |
| **15** | Promotion activities and bridging the standardization gap |  |
| **a)** | Workshops, Training and Forums of interest to SG5 |  |
| **16** | Collaboration matters |  |
| **17** | Working Party meetings |  |
| **18** | Consent/determination/approval/deletion of Recommendations |  |
| **19** | Reports of the meetings of Working Parties |  |
| **20** | Report - Q8/5 “Guides and terminology on environment and climate change |  |
| **21** | Agreement/approval of informative texts |  |
| **22** | Approval of Outgoing liaison statements/communications |  |
| **23** | Update of SG5 work programme |  |
| **24** | Future activities |  |
| **24.1** | Connect 2020 Agenda |  |
| **24.2** | Planned meetings in 2018 |  |
| **24.3** | Planned e-Meetings in 2017-2018 |  |
| **25** | Other business |  |
| **26** | Closing of the meeting |  |

NOTE - Updates to the agenda can be found in [[TD227](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG05-171113-TD-GEN-0227)]

**Annex C
Draft Terms of Reference for a
Small and Medium Enterprises (SMEs) Pilot Project**

1. The pilot project for SME participation will be open to interested Study Groups of ITU-T and ITU-D.
2. The pilot project would be promoted in collaboration between the involved Bureaux, regional organizations, concerned administrations and the ITU regional and area offices through contact with SMEs and SME associations.
3. SMEs may participate fully in the meetings of the participating Study Groups conducting the pilot project, with the exception of any role in decision-making, including leadership roles and the adoption of resolutions or recommendations regardless of the approval procedures.
4. The request of an SME to participate in the pilot project will be submitted via the concerned administration, which should confirm that they meet the national criteria to be recognized as an SME, including factors such as size of company and annual revenues.
5. The pilot project would run until PP-18. The secretariat will provide a progress report to the next Council, with a view towards presenting a full report for PP-18, including the benefits experienced, financial implications, and challenges to be addressed.

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