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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 14 December 2017 |
| Ref: | **TSB Collective letter 3/5**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/tsg5>  |
| Subject: | **Meeting of Working Party 2/5 on “Environment, Energy Efficiency and the Circular Economy”; Geneva, 5 to 9 March 2018** |

Dear Sir/Madam,

With my agreement to the request of ITU-T Study Group 5 Chairman (Ms Maria Victoria Sukenik) and as endorsed at the meeting of ITU-T Study Group 5 (Sophia Antipolis, 13-22 November 2017), it is my pleasure to invite you to attend the next meeting of Working Party 2/5 (Environment, Energy Efficiency and the Circular Economy) which will be held at ITU headquarters, Geneva from 5 to 9 March 2018, inclusive.

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).

**Key deadlines**:

|  |  |
| --- | --- |
| 5 January 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 5 February 2018 | - Pre-registration (online via the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/05/Pages/default.aspx))- Submit requests for visa support letters (a request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)) |
| 20 February 2018 | - [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,** preparedby the Chairman of WP2/5 Mr Paolo Gemma isset out in **Annex B**. The draft **time plan** will be made available at: <https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/Pages/default.aspx>.

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**: 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 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/).

**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’ computer, documents may be “e‑printed” by emailing 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**

**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**. 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 in their delegations whenever possible.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**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/>.

**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. Any such request must specify the name, function, date of birth, passport information, and registration confirmation for all applicants. Requests should be sent to TSB **no later than one month before the meeting** by email (tsbreg@itu.int) or fax (+41 22 730 5853), bearing the words “**visa request**”. A sample request can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

Annex B
Draft agenda

| **No** | **Draft Agenda**  | **Documents** |
| --- | --- | --- |
| **1** | Opening of the meeting |   |
| **2** | Adoption of the agenda and document allocation |  |
| **3** | 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? |
| **4** | Interim activities since November 2017 |  |
| **5** | Examination of input documents relevant to Questions allocated to WP2/5 |  |
|  | Question 6/5 |  |
|  | Question 7/5 |  |
|  | Question 9/5 |  |
| **6** | Analysis of the incoming liaison statements |  |
| **7** | Collaboration with ETSI EE |  |
| **8** | Consent of Recommendations |  |
| **9** | Approval of informative texts |  |
| **10** | Approval of outgoing liaison statements/communications |  |
| **11** | Nomination of Rapporteurs, Associate Rapporteurs and Liaison Rapporteurs |  |
| **12** | Review of the work programme |  |
| **13** | Review of the Report |  |
| **14** | Future activities |  |
| **15** | Other business |  |
| **16** | Closure of the meeting |  |

NOTE - Updates to the agenda can be found in [SG5-TD423](https://www.itu.int/md/T17-SG05-180305-TD-GEN-0423/en).

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