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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 16 March 2018 |
| Ref: | **TSB Collective letter 4/5**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 |
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| Web: | <http://itu.int/go/tsg5>  |
| Subject: | **Meeting of Working Party 1/5 on “EMC, lightning protection, EMF”; Geneva, 21 to 25 May 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 1/5 (EMC, lightning protection, EMF), which will be held at ITU headquarters, Geneva, from 21 to 25 May 2018, inclusive.

I draw your attention to two important updates: meeting registration now requires focal point approval, and the process for requesting fellowships and visas has changed. Please see Annex A and [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068) for details.

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**:

|  |  |
| --- | --- |
| 21 March 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 9 April 2018 | - Submit fellowship requests (via the online registration form; see details in Annex A) |
| 21 April 2018 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 8 May 2018 | - [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 on WP1/5 Mr Fryderyk Lewicki, 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**: 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/[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 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 new registration system requires focal-point approval for all registration requests. The membership is invited to include women in 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](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). 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 at the latest by 9 April 2018, so it is strongly recommended to register for the event as soon as possible**.

**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. 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

| **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** | Examination of input documents relevant to Questions allocated to WP1/5 |  |
|  | Question 1/5 |  |
|  | Question 2/5 |  |
|  | Question 3/5 |  |
|  | Question 4/5 |  |
|  | Question 5/5 |  |
| **5** | Analysis of the incoming liaison statements |  |
| **6** | Consent of Recommendations |  |
| **7** | Approval of informative texts |  |
| **8** | Approval of outgoing liaison statements/communications |  |
| **9** | Nomination of Rapporteurs, Associate Rapporteurs and Liaison Rapporteurs |  |
| **10** | Review of the work programme |  |
| **11** | Review of the Report |  |
| **12** | Future activities |  |
| **13** | Other business |  |
| **14** | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in [[SG5-TD501](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG05-180521-TD-GEN-0501)].

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