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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 13 June 2018 |
| Ref: | **TSB Collective letter 5/5**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 |
| E-mail: | tsbsg5@itu.int  |
| Web: | <http://itu.int/go/tsg5>  |
| Subject: | **Meeting of Study Group 5; Geneva, 11 to 21 September 2018** |

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 ITU headquarters, Geneva, from 11 to 21 September 2018, inclusive.

Exceptionally, registration for this meeting will not use focal point approval announced in TSB Circular 68. The previous procedures apply, as detailed in Annex A.

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**:

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| 11 July 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 31 July 2018 | - 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-Sept2018.docx))- Submit interpretation requests (via the online registration form) |
| 11 August 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) |
| 29 August 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 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/sg5ITU-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/).

**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/).

**INTERPRETATION**: Due to budget restrictions,interpretationwill be available for the closing plenary of the 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’ 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**. 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.

**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**: 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). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use [online **Form**](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/Documents/SG5_Fellowships-Sept2018.docx)) must be returned to ITU not later than **31 July 2018.**Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance. Pre-registration for the meeting is mandatory.

**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 |  |
| **3** | Approval of the report of the last meeting(Sophia Antipolis, 13-22 November 2018) | [Report 2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG05-R-0002) |
| **4** | List of Contributions |  |
| **5** | 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? |
| **6** | Highlights of TSAG (February 2018) |  |
| **7** | Highlights of Council (April 2018) |  |
| **8** | Working Party meetings |  |
| **a)** | Working Party 2/5 meeting (Geneva, 5-9 March 2018) |  |
| **b)** | Working Party 1/5 meeting (Geneva, 21-25 May 2018) |  |
| **9** | Newcomers’ welcome pack for ITU-T SG5 meeting |  |
| **10** | ITU-T Study Group 5 Incoming Liaison Statements Report |  |
| **11** | Nomination of Rapporteur, Associate Rapporteurs and Liaison Officers |  |
| **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** | Collaboration matters and information sharing |  |
| **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** | Reports of the meetings of Working Parties |  |
| **17** | List of stale work items |  |
| **18** | Consent/determination/approval/deletion of Recommendations |  |
| **19** | Agreement of informative texts |  |
| **20** | Review of the work programme |  |
| **21** | Approval of Outgoing liaison statements/communications |  |
| **22** | Future activities |  |
| **22.1** | Planned meetings in 2019 |  |
| **22.2** | Planned e-meetings in 2018/2019 |  |
| **23** | Other business |  |
| **24** | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in [[TD557](https://www.itu.int/md/T17-SG05-180911-TD-GEN-0557/en)].

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