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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 16 December 2020 |
| Ref: | **TSB Collective letter 10/5**SG5/RU | - 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 5356 |
| Fax: | +41 22 730 5853 |
| Email: | [tsbsg5@itu.int](file:///C%3A%5CUsers%5Csoriano%5CDownloads%5Ctsbsg5%40itu.int) |
| Web: | <http://itu.int/go/tsg05> |
| **Subject**: | **Virtual meeting of Study Group 5; 11-20 May 2021** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 5 (Environment, climate change and circular economy), which is planned to be run fully virtual from 11 to 20 May 2021, inclusive.

Note that no fellowships will be awarded, and the entire meeting will run in English only with no interpretation.

The meeting will open at 1130 hours, Geneva time, on the first day using the [MyMeetings remote participation tool](https://remote.itu.int/).

**Key deadlines**:

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| 11 March 2021 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 11 April 2021 | - Registration (via the online registration form on the study group homepage at: [www.itu.int/go/tsg05](http://www.itu.int/go/tsg05)) |
| 28 April 2021 | - [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 Ms Shuguang QI, Acting Chairman (China), 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**: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, including decisions-making sessions such as working parties and study group plenaries. 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](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/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 [[TD1643/SG5](https://www.itu.int/md/T17-SG05-210511-TD-GEN-1643/en)].

| No | Draft Agenda  | Documents |
| --- | --- | --- |
| 1 | Opening of the meeting |  |
| 2 | Remote participation tool  | <https://www.itu.int/myworkspace/#/my-workspace/remote_participation> |
| 3 | Adoption of the agenda |  |
| 4 | Draft timetable  |  |
| 5 | Approval of the report of the last meeting, (Geneva, 19-23 October 2020) | [Report 9](https://www.itu.int/md/T17-SG05-R-0009/en) |
| 6 | Call for any IPR declarations as per ITU-T policy | Does anyone have knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered? |
| 7 | List of Contributions |  |
| 8 | List of stale work items |  |
| 9 | Highlights of the virtual consultation of Councillors (16-20 November 2020) |  |
| 10 | Highlights of TSAG 11- 18 January 2021 relevant to SG5 | [TD975](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-210111-TD-GEN-0975) - ITU-T SG5: Proposed set of Questions  |
| 11 | WTSA-20 preparations |  |
| 12 | ITU-T Study Group 5 Incoming Liaison Statements Report |  |
| 13 | Nomination of Rapporteur, Associate Rapporteurs and Liaison Officers |  |
| 14 | 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 |  |
| 15 | 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) |  |
| 16 | Focus Group on Environmental Efficiency for Artificial Intelligence and other Emerging Technologies (FG-AI4EE) |  |
| 17 | Collaboration matters and information sharing |  |
| 18 | Promotion activities and bridging the standardization gap |  |
| a) | Workshops, Training and Forums of interest to SG5 |  |
| 19 | Newcomers’ welcome pack for ITU-T SG5 meeting |  |
| 20 | Opening of Working Party 1 and Working Party 2 Meetings |  |
| 21 | Report of Q8/5 |  |
| 22 | Reports of the meetings of Working Parties |  |
| 22.1 | **Working Party 1/5** |  |
| a) | Approval of new work items  |  |
| b) | Approval of work programme  |  |
| c) | Approval of Question reports  |  |
| 22.2 | **Working Party 2/5** |  |
| a) | Approval of new work items  |  |
| b) | Approval of work programme  |  |
| c) | Approval of Question reports  |  |
| 23 | Consent/determination/approval/deletion of Recommendations |  |
| 24 | Agreement of informative texts |  |
| 25 | Approval of Outgoing liaison statements/communications |  |
| 26 | Future activities |  |
| a) | Planned meetings in 2021 |  |
| b) | Planned e-meetings in 2021-2022 |  |
| 27 | Other business |  |
| 28 | Closure of the meeting |  |

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