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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 19 November 2019 |
| Ref: | **TSB Collective letter 5**TSAG/RS | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU Academia;- To the Secretary-General of ITU;- To the Director of the Radiocommunication Bureau;- To the Director of the Telecommunication Development Bureau;- To the Chairmen of ITU-T Study Groups;- To the Chairmen of the Regional Groups of ITU-T Study Groups;- To the Chairman of the ITU-T StandardizationCommittee for Vocabulary |
| Tel: | +41 22 730 5860 |
| Fax: | +41 22 730 5853 |
| Email: | tsbtsag@itu.int  |
| Web: | <http://itu.int/go/tsag>  |
| Subject: | **Fifth meeting of the Telecommunication Standardization Advisory Group (TSAG),Geneva, 10 – 14 February 2020** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the fifth meeting of the Telecommunication Standardization Advisory Group (TSAG) which will be held at ITU headquarters, Geneva from 10 to 14 February 2020, 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**:

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| Two months | 2019-12-10 | - Submit requests for real-time captioning and/or sign-language interpretation- [Submit ITU-T member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-TSAG) for which translation is requested |
| Five weeks\* | 2020-01-05 | - Submit fellowship requests (via the online registration form on the TSAG homepage; see details in Annex A)- Submit interpretation requests (via the online registration form on the TSAG homepage; see details in Annex A) |
| One month | 2020-01-10 | - Pre-registration (via the online registration form on the TSAG homepage; see details in Annex A)- Submit requests for visa support letters (via the online registration form on the TSAG homepage; see details in Annex A) |
| 12 calendar days | 2020-01-28 | - Submit ITU-T Member Contributions ([via Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-TSAG)) |

 *\* Please note that the deadline to submit fellowships requests has been changed to 5 weeks instead of 6 weeks due to the fact that ITU will be on official end-of-year holidays from 23 December 2019 to 3 January 2020, inclusive.*

Practical meeting information is set out in **Annex A** below. A draft meeting **agenda** and **time plan**, prepared by
Mr Bruce Gracie, Chairman of TSAG, are set out in **Annexes B** and **C**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau |  ITU-T TSAG |
| Latest meeting information |

**Annexes**: 3

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](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-TSAG); draft TDs should be submitted by e-mail to the TSAG secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the TSAG homepage.

**INTERPRETATION:** Due to budget restrictions,interpretationwill be available upon request 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>).

**ACCESSIBILITY:** **Remote participation**, **webcasting** in the six official languages as well as **real-time captioning** of the English audio channel will be provided for the TSAG Plenaries on 10 and 14 February 2020; remote participation, webcasting and real-time captioning of the English audio channel only will be provided on 11, 12 and 13 February 2020.

**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 TSAG homepage **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; [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, including: function, interpretation requests and fellowships requests. The membership is invited to include women in their delegations.

**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 [eligible 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 by 5 January 2020 at the latest, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of written contributions; equitable distribution among countries and regions; and gender balance.

**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:** Several 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](http://itu.int/travel/).

**ANNEX B
Draft agenda**

1. Opening of the meeting
2. Opening remarks by the ITU Secretary-General
3. Opening remarks by the Director, TSB
4. Chairman’s comments and observations
5. Approval of the agenda, time management plan and document allocation
6. Report by the Director, TSB
7. Operational Plan of ITU-T
8. Work Programme:
	1. Study group matters
	2. Focus groups
	3. Joint Coordination Activities
	4. Reports from CTO group meeting(s)
	5. WTSA and PP Action Plans
	6. Preparations for WTSA-20
	7. Recommendations and other texts for *approval* at this TSAG meeting
9. Bridging the Standardization Gap
10. External relations; reports from ISO-IEC-ITU-T SPGC, and ISO/IEC JTC 1.
11. Meeting of TSAG Rapporteur Groups and ad hoc groups
12. ITU-T meeting schedule including date of next TSAG meetings
13. Any other business
14. Closing remarks by the Director, TSB
15. Closure of meeting

**ANNEX C**

**DRAFT TIMEPLAN FOR TSAG AND RELATED RAPPORTEUR GROUP MEETINGS**(additional ad hoc groups may be scheduled; the allocation of time slots to TSAG Rapporteur Groups is preliminary and subject to modification)

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| **Session #** | **Sunday****9 February 2020** | **Monday****10 February 2020** | **Tuesday****11 February 2020** | **Wednesday****12 February 2020** | **Thursday****13 February 2020** | **Friday****14 February 2020** |
| #1; am |  | **9:30 – 10:45**TSAG Plenary | **9:30 – 10:45**TSAG Rapporteur Group on Regional Groups | **9:30 – 10:45**TSAG Rapporteur Group on Standardization Strategy | **9:30 – 10:45**TSAG Rapporteur Group on Regional Groups | **9:00 – 10:15**TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |
| #2; am |  | **11:15 – 12:30**TSAG Plenary | **11:15 – 12:30**TSAG Rapporteur Group on Working Methods | **11:15 – 12:30**TSAG Rapporteur Group on the review of WTSA Resolutions | **11:15 – 12:30**TSAG Rapporteur Group on Strengthening Cooperation | **10:45 – 12:00**TSAG Plenary |
| *Lunch* |  | **13:15 – 14:30**Study Group/TSAG Chairmen’s meeting (\*\*) | **12:45 – 13:45**Newcomers session |  |  |  |
| #3; pm | **15:00 – 18:00**TSAG Management Meeting (\*) | **14:30 – 15:45** TSAG Plenary | **14:30 – 15:45**TSAG Rapporteur Group on Work Programme | **14:30 – 15:45**TSAG Rapporteur Group on Work Programme | **14:30 – 15:45**TSAG Rapporteur Group on Work Programme | **14:30 – 15:45**TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |
| #4; pm |  | **16:15 – 17:30**TSAG Plenary | **16:15 – 17:30**TSAG Rapporteur Group on Work Programme | **16:15 – 17:30**TSAG Rapporteur Group on the review of WTSA Resolutions | **16:15 – 17:30**TSAG Rapporteur Group on Working Methods | **16:15 – 17:30**TSAG Plenary |
| #5; pm |  | **18:00 – 19:30**TSAG Reception |  |  |  |  |

Note – (\*) only for TSAG Management Team and TSAG Rapporteurs

(\*\*) only for ITU-T Study Group Chairmen and TSAG Chairman

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