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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 21 April 2020 |
| Ref: | **TSB Circular 234**TSAG/BJ | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU Academia;- To ITU regional organizations (APT, Arab Group, ATU, CEPT, CITEL, RCC)- 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 6311 |
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| Email: | tsbtsag@itu.int  |
| Web: | <http://itu.int/go/tsag>  |
| **Subject**: | **Interregional meeting for preparation of WTSA-20,Geneva, 18 – 19 September 2020** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the ITU-T interregional meeting for preparation of WTSA-20, which will be held at ITU headquarters, Geneva from 18 to 19 September 2020, inclusive.
The objective of this interregional meeting is to invite the regions to present the current status of their preparations for WTSA-20.
The regions are invited to arrange their presentations into two separate parts:

(1) work programme and study group structure, and
(2) working methods and other related issues (such as electronic working methods).

There is scope in the agenda to discuss any other issues that are included in the preparations for WTSA-20.

Additional information about the meeting is set forth in **Annex A**.

The 6th TSAG meeting will be held at ITU headquarters, Geneva from 21 to 25 September 2020, inclusive, and the details of that TSAG meeting are provided in a separate [TSB Collective letter 6](https://www.itu.int/md/T17-TSAG-COL-0006).

The meeting will open at 0900 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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| 2020-07-18 | - 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 |
| 2020-08-07 | - 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) |
| 2020-08-18 | - 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) |
| 2020-09-03 | - Submit ITU-T Member Contributions ([via Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-TSAG)) |

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**.

The contributions of the interregional meeting will be prefixed by “IRM:” in their titles and will available at <https://www.itu.int/md/T17-TSAG-200921/sum>.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,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** of the English audio channel will be provided.

**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 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:** Up to two partial fellowships per country 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 7 August 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.

Once your registration has been approved by your organization’s registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, 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 FOR THE ITU-T INTERREGIONAL MEETING**

(Geneva, 18 – 19 September 2020)

1. Opening of the meeting
2. Presentation by India on WTSA-20 venue
3. Information on WTSA-20 by TSB
4. Brief presentations by the TSB Director, and the ITU-T study group Chairmen on their highlights in the 2017-2020 study period (dry run for WTSA-20)
5. Presentations by the regions on the current status of their preparation regarding work programme and study group structure:
	1. APT
	2. Arab Group
	3. ATU
	4. CEPT
	5. CITEL
	6. RCC
6. Interregional dialogue with discussion of the regional proposals regarding work programme and study group structure
7. Presentations by the regions on the current status of their preparation regarding working methods and other related issues (such as electronic working methods):
	1. APT
	2. Arab Group
	3. ATU
	4. CEPT
	5. CITEL
	6. RCC
8. Interregional dialogue with discussion of the regional proposals regarding working methods and other related issues (such as electronic working methods)
9. Other issues:
	1. APT
	2. Arab Group
	3. ATU
	4. CEPT
	5. CITEL
	6. RCC
10. Interregional dialogue with discussion of the regional proposals regarding other issues
11. Dates of upcoming WTSA preparatory meetings
12. Conclusions
13. Any other business
14. Closure of the meeting.

**ANNEX C**

**DRAFT TIMEPLAN FOR ITU-T interregional meeting**(additional ad hoc groups may be scheduled; the allocation of time slots to meeting is preliminary and subject to modification)

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| **Session #** | **Friday****18 September 2020** | **Saturday****19 September 2020** |
| #1; am | **9:00 – 10:15**Interregional Meeting | **09:30 – 10:45**Interregional Meeting |
| *Coffee break* |  |  |
| #2; am | **10:45 – 12:00**Interregional Meeting | **11:15 – 12:30**Interregional Meeting |
| *Lunch* |  |  |
| #3; pm | **14:30 – 15:45**Interregional Meeting |  |
| *Coffee break* |  |  |
| #4; pm | **16:15 – 17:30**Interregional Meeting |  |
| #5; pm |  |  |

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