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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 08 October 2020 |
| Ref: | **TSB Circular 274**TSAG/BJ | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU Academia;- To ITU regional organizations (APT, ATU, CEPT, CITEL, League of Arab States/ASTeam, 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 |
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| Web: | [https://itu.int/go/t/irc](https://www.itu.int/go/t/irc) |
| **Subject**: | **Second Interregional meeting for preparation of WTSA-20, virtual, 8 January 2021** |

Dear Sir/Madam,

In response to the Covid-19 situation, which includes the existing restrictions applicable in Switzerland related to the limitation of the number of participants, as well as the restrictions to international travel, I would like to invite you to the second ITU-T interregional meeting for preparation of WTSA-20 which will be held **virtually for one day only on 8 January 2021**, and no Fellowships will be awarded.

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 three separate parts:

(1) work programme and study group structure,
(2) working methods and other related issues (such as electronic working methods),
(3) consensus developed through bilateral inter-regional discussions if any.

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 meeting will open at 12:30 hours Geneva time on 8 January 2021 and registration is mandatory (via the online registration form on the [WTSA-20 Inter-regional coordination](https://www.itu.int/en/ITU-T/wtsa20/irc/Pages/default.aspx) homepage). Without registration the remote participation tool will not be accessible.

The 7th TSAG meeting will be held virtually from 11 to 18 January 2021, inclusive, and the details of that TSAG meeting are provided in a separate [TSB Collective letter 7](https://www.itu.int/md/T17-TSAG-COL-0007).

**Key deadlines**:

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| 2020-11-08 | - Submit requests for real-time captioning and/or interpretation- [Submit ITU-T member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-TSAG) for which translation is requested |
| 2020-12-08 | - Pre-registration (via the online registration form on the [WTSA-20 Inter-regional coordination](https://www.itu.int/en/ITU-T/wtsa20/irc/Pages/default.aspx) homepage) |
| 2020-12-24 | - 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** are set out in **Annexes B** and **C** taking into account the time difference among remote participants to the extent possible.

The TDs and contributions of the interregional meeting will be prefixed by “IRM:” in their titles and will be made available at <https://www.itu.int/md/T17-TSAG-210111/sum> as well as on the dedicated page <https://www.itu.int/en/ITU-T/wtsa20/irc/Pages/default.aspx>.

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.**

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration is mandatory and is to be done online via the [WTSA-20 Inter-regional coordination](https://www.itu.int/en/ITU-T/wtsa20/irc/Pages/default.aspx) 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.

**ANNEX B**

**DRAFT AGENDA FOR THE ITU-T INTERREGIONAL MEETING**

1. Opening of the meeting
2. Update on WTSA-20 preparations
3. Objectives of the meeting and expected outcomes by the TSB Director
4. Presentations by the regions on the current status of their preparation regarding work programme and study group structure:
	1. APT
	2. ATU
	3. CEPT
	4. CITEL
	5. League of Arab States/ASTeam
	6. RCC
5. Overview mapping table reflecting the situation in the regional organizations
6. Discussion of areas of commonality, and areas where further discussion is required
7. Dates of upcoming regional preparatory meetings
8. Objectives of the upcoming virtual ITU-T inter-regional conference call meetings for preparation of WTSA-20
9. Conclusions
10. Any other business
11. 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****8 January 2021** |
| **Afternoon 1 (90”)12:30 – 13:55 hours Geneva time** | Interregional Meeting |
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| **Break 1 (5”)13:55 – 14:00****Geneva time** |  |
| **Afternoon 2 (90”)14:00 – 15:30 hours Geneva time** | Interregional Meeting |

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