|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 23 May 2023 | |
| Ref: | **TSB Collective letter 3/2**  SG2/RC | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 2;  - To ITU Academia | |
| Tel: | +41 22 730 5415 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg2@itu.int](mailto:tsbsg2@itu.int) | |
| Web: | [www.itu.int/go/tsg2](http://www.itu.int/go/tsg2) | |
| Subject: | **Meeting of Study Group 2; Geneva, 6-15 November 2023** | | | |
| Dear Sir/Madam,  It is my pleasure to invite you to attend the next meeting of Study Group 2 (Operational aspects of service provision and telecommunications management), which is planned to be held at ITU headquarters, Geneva, from 6 to 15 November 2023, inclusive.  ITU-T Study Group 2 is the lead study group for:   * Numbering, Naming, Addressing and Identification; * Routing; * service definition; * telecommunications for disaster relief/early warning; * network resilience and recovery; * telecommunication management.   I would like to call your attention to [TSB Circular 85](https://www.itu.int/md/T22-TSB-CIR-0085/en) (24 March 2023), which concerns the TAP Member State consultation on draft new Recommendation ITU-T E.1120 (ex E.gap), “Global ITU-T Naming, Numbering, Addressing and Identification assignment processes”. Member States are kindly reminded that the deadline for replies to this consultation is 2359 hours UTC on 25 October 2023.  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](https://handle.itu.int/11.1002/apps/meeting-rooms).  Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by the Chairman of the study group, Mr Phil Rushton (United Kingdom), are set out in **Annex B**. A detailed time management plan will be published in [SG2‑TD246/PLEN](https://www.itu.int/md/T22-SG02-231106-TD-PLEN-0246/en) closer to the meeting.  **Key deadlines**: | | | | |
| |  |  | | --- | --- | | 6 September 2023 | - Submit requests for real-time captioning and/or sign-language interpretation  - [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) for which translation is requested | | 25 September 2023 | - Submit (e-)fellowship requests (via the forms on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/02/Pages/default.aspx); see details in Annex A)  - Submit interpretation requests (via the online registration form) | | 6 October 2023 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/02/Pages/default.aspx))  - Submit requests for visa support letters (via the online registration form; see details in Annex A) | | 24 October 2023 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) | | 25 October 2023 | - Submit the form in Annex 2 of TSB Circular 85 concerning TAP Member State consultation on draft new ITU-T E.1120 (ex E.gap) | | | | | |
| I wish you a productive and enjoyable meeting. | | | | |

|  |  |
| --- | --- |
| Yours faithfully,  (signed)  Seizo Onoe Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg2 ITU-T SG2 |
| 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](https://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](https://www.itu.int/en/ITU-T/studygroups/2022-2024/02/Pages/default.aspx), and is restricted to ITU-T Members who have an [ITU user account](https://www.itu.int/TIES/) with TIES access. Meeting documents are available [here](https://www.itu.int/md/T22-SG02-231106/sum/en).

**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. Detailed information is available on‑site and on the ITU‑T website (<https://www.itu.int/en/general-secretariat/ICT-Services/Pages/default.aspx>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located in the ITU Tower entrance floor and first basement, as well as on the ground floor of the Montbrillant building.

**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’ computers, documents may be printed by e-mailing them to the desired printer.  
Details at: <https://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) on a first-come, first‑served basis.

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for all sessions for which a request is received at least 72 hours in advance. In order to access sessions remotely, delegates must register for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, at 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. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the Chairman’s discretion.

**ACCESSIBILITY**: Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them, subject to availability of interpreters and funding. These accessibility services must be requested **at least two months before the beginning date of the meeting** by checking the corresponding box on the registration form.

**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**. 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, 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](mailto: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**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the new **e-fellowship**.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. For in-person fellowships, up to two partial fellowships per country may be awarded, subject to available funding. A partial in-person fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate **daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). In case two partial in-person fellowships are requested, *at least one* should be an *air ticket*. The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

Request forms for both types of fellowship are available from the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/02/Pages/default.aspx). **Fellowship requests must be received by 25 September 2023 at the latest.** They are to be sent by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting.

**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](mailto: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: <https://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: <https://itu.int/travel/>.

ANNEX B  
Draft agenda

NOTE - Updates to the agenda can be found in [SG2-TD245/PLEN](https://www.itu.int/md/T22-SG02-231106-TD-PLEN-0245/en).

**1 Opening plenary meeting**

1.1 Opening of the meeting

1.2 Adoption of the agenda and other administrative issues

a) Proposed time plan [SG2-TD246/PLEN](https://www.itu.int/md/T22-SG02-231106-TD-PLEN-0246/en)

b) Use of virtual meeting rooms [SG2-TD249/PLEN](https://www.itu.int/md/T22-SG02-231106-TD-PLEN-0249/en)

d) Study group [structure](https://www.itu.int/net4/ITU-T/lists/sgstructure.aspx?Group=2&Period=17) and [leadership](https://www.itu.int/net4/ITU-T/lists/mgmt.aspx?Group=2&Period=17)

1.3 Reports of SG2 work and follow-up actions

a) Approval of the previous SG2 meeting report (Virtual, 13-22 March 2023) [SG2-R5](https://www.itu.int/md/T22-SG02-R-0005/en)

b) Activities since the last meeting of SG2: Rapporteur meetings and interim activities

c) Report on Numbering, Naming, Addressing and Identification issues, including NCT (Numbering Coordination Team)

d) Report on activities related to misuse of numbering resources

e) Report on activities related to developing countries, including reports of regional groups

f) Status of discussions regarding Recommendations to be Determined or Consented

g) Liaison statements sent and received

1.4 Reports of other meetings

a) TSAG highlights (Geneva, 30 May - 2 June 2023)

b) ITU-T Focus Group on AI for Natural Disaster Management (FG-AI4NDM)

1.5 Working methods

1.6 Other issues for this meeting

1.7 Procedural notifications

**2 Closing plenary meeting**

2.1 Reports of the meetings:

a) working parties,

b) ad hoc group on developing country issues

c) ad hoc on vocabulary and terminology

2.2 Approval of Recommendations under TAP (Traditional Approval Process)

2.3 Determination of Recommendations under TAP

2.4 Consent of Recommendations under AAP (Alternative Approval Process)

2.5 Deletion or renumbering of Recommendations

2.6 Agreement of Supplements/non-normative amendments

2.7 Agreement of Technical Reports

2.8 Outgoing liaison statements, including those reporting to TSAG on lead study group activities:

a) Numbering, naming, addressing, identification and routing

b) Service definition

c) Telecommunications for disaster relief/early warning, network resilience and recovery

d) Telecommunication Management

e) Other

2.9 Recommendation status and work plans

2.10 Date and place of future meetings

2.11 Other business

2.12 Closure of the meeting

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_