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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 28 November 2023 | |
| Ref:  Tel:  Fax:  E-mail:  Web: | **TSB Collective letter 4/2**  SG2/RC  +41 22 730 5415  +41 22 730 5853  [tsbsg2@itu.int](mailto:tsbsg2@itu.int)  [www.itu.int/go/tsg2](http://www.itu.int/go/tsg2) | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 2;  - To ITU Academia | |
| **Subject:** | **Virtual meeting of Study Group 2, 11 March 2024** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 2 (Operational aspects of service provision and telecommunications management), which is planned to be run fully virtually on 11 March 2024, 1100-1500 hours, Geneva time.

The objective of this meeting is to make formal study group decisions, particularly those related to the approval of Recommendations being considered under the Traditional and Alternative Approval processes, and non‑normative texts being considered for agreement. Contributions that are submitted that are not of a decisional nature will be forwarded to the next meeting of ITU-T SG2 (June 2024). I would like to call your attention to [TSB Circular 154](https://www.itu.int/md/T22-TSB-CIR-0154) (27 November 2023), which concerns the TAP Member State consultation on draft revised Recommendations ITU-T E.164.2, ITU-T E.212, ITU-T E.218 and draft new Recommendation ITU-T M.3387 (ex M.rfmls). Member States are reminded that the deadline for replies to this consultation is 2359 hours, Geneva time, on 28 February 2024.

Proposals for decisions will be based on the outcomes of the previous meeting of ITU-T SG2 (Geneva, 8‑17 November 2023) and interim activities carried out between November 2023 and March 2024; Member State responses to TSB Circular 154; and AAP comments received during Last Call and/or Additional Review of Consented text. Decisions themselves will be based on consensus.

Remote participation will be provided via [MyMeetings remote participation tool](https://remote.itu.int/). Documentation and other related information can be found on the home page of [the study group](http://www.itu.int/en/ITU-T/studygroups/2022-2024/02/Pages/default.aspx). The meeting will be run in English only, and no fellowships will be awarded.

**Key deadlines**:

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| 11 February 2024 | - Registration (via the online registration form on the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2022-2024/02/Pages/default.aspx)) |
| 27 February 2024 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG02) |
| 28 February 2024 | - Submit the form in Annex 2 of TSB Circular 154 concerning TAP Member State consultation on draft Recommendations ITU-T E.164.2, ITU-T E.212, ITU-T E.218 and ITU-T M.3387 |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda** prepared by the Chair of the Study Group, Mr Phil Rushton (United Kingdom), is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  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/sg2ITU-T SG2 |
| 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 be held in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for this meeting. Delegates must register for the meeting and be approved by the focal point in their organization, otherwise they will not be able to access the MyMeetings tool. Delegates are requested to 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 chair's discretion. If the voice quality of a remote participant is considered insufficient, the Chair 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 chair's discretion.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**: Registration is mandatory and is to be done online via the [study group home page](https://itu.int/en/ITU-T/studygroups/2017-2020/02/Pages/default.aspx) **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.

**E-FELLOWSHIPS**: No fellowships or e-fellowships will be awarded for this one-day meeting.

**ANNEX B - Draft agenda**

1 Opening of the meeting

2 Adoption of the agenda and other administrative issues

3 Approval of Recommendations under TAP (Traditional Approval Process)

4 Determination of Recommendations under TAP (Traditional Approval Process)

5 Approval of Recommendations under AAP (Alternative Approval Process)

6 Consent of Recommendations under AAP (Alternative Approval Process)

7 Deletion or renumbering of Recommendations

8 Agreement of Supplements/non-normative amendments

9 Agreement of Technical Reports

10 Other study group decisions

11 Date and place of future meetings

12 Other business

13 Closure of the meeting

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