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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 31 March 2022 | |
| Ref: | **TSB Collective letter 1/3**  SG3/ME | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates of Study Group 3;  - To ITU Academia | |
| Tel: | +41 22 730 5866 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg3@itu.int](mailto:tsbsg3@itu.int) | |
| Web: | <http://itu.int/go/tsg3> | |
| **Subject**: | **Meeting of Study Group 3; Geneva, 23-27 May 2022** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 3 (Tariff and accounting principles and international telecommunication/ICT economic and policy issues), which will be held at ITU headquarters, Geneva, from **23 to 27 May 2022**, inclusive.

The final logistical arrangements for this meeting are dependent of the COVID-19 pandemic evolution and its impact on international travel. The study group management team, in close collaboration with the TSB Secretariat, will monitor the situation closely. If changes to the meeting arrangements are required, ITU-T experts will be informed via the study group homepage, mailing lists and updates to this Collective letter.

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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| 23 March 2022 | - Submit requests for real-time captioning and/or sign-language interpretation  - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 11 April 2022 | - Submit fellowship requests or e-fellowship requests (via the forms on [study group homepage](http://www.itu.int/go/tsg3))  - Submit interpretation requests (via the online registration form on the [study group homepage](http://www.itu.int/go/tsg3)) |
| 23 April 2022 | - Pre-registration (via the online registration form on the [study group homepage](http://www.itu.int/go/tsg3))  - Submit requests for visa support letters (via the online registration form on the [study group homepage](http://www.itu.int/go/tsg3); see details in Annex A) |
| 10 May 2022 | - Submit ITU-T Member contributions (via [Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG03)) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by the SG3 Chairman, are set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,    Chaesub Lee Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg3 ITU-T SG3 |
| 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](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.

**INTERPRETATION**: Interpretation will be available for 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/ITU-T/ewm/Pages/ITU-Internet-Printer-Services.aspx>).

**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’ computers, 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](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 some sessions. 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 for the sessions where accessibility matters will be discussed, 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**: Two types of fellowships are offered for this meeting: the traditional in-person fellowships and the new e-fellowship. For in-person fellowships, up to two partial fellowships per country may be awarded, subject to available funding, to facilitate participation from eligible countries.

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. Please note that the decision 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.

*In-person fellowships*: To encourage participation of [developing countries](https://www.itu.int/en/fellowships/Documents/2021/List2021.pdf) and subject to availability of funds, up to two partial fellowships per country may be awarded per eligible Member State. A fellowship can cover either the air ticket (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), **or** an appropriate daily subsistence allowance (intended to cover accommodation, meals and incidental expenses). In case of two partial fellowships, at least one should be the air ticket. Member States shall cover the remainder of the cost of the participation.

The duly validated application fellowship form (via the form on the [study group homepage](http://www.itu.int/go/tsg3)) and its annexes must be returned to Fellowship Service by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax: + 41 22 730 57 78, by **11 April 2022 at the latest**.

*E-fellowships*: Taking into consideration possible travel restrictions, Member States can apply for participation grants, known as e-fellowship. For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event.

The duly validated application fellowship form (via the form on the [study group homepage](http://www.itu.int/go/tsg3)) and its annexes must be returned to the ITU Fellowship Service by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax: + 41 22 730 57 78, by **11 April 2022 at the latest**.

**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: <http://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: <http://itu.int/travel/>.

ANNEX B  
Draft agenda for the plenary meeting of Study Group 3  
(Geneva, 23-27 May 2022)

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|  | Opening of the meeting |
|  | Review of documents and electronic working methods available |
|  | Adoption of the agenda |
|  | Timetable |
|  | Results of the work of ITU-T Study Group 3 and follow-up |
|  | Progress reports on the work of the regional groups of ITU-T Study Group 3 |
|  | Results of WTSA-20 pertaining to SG3 |
| 7.1 | SG3 leadership |
| 7.2 | SG3 responsibility and mandate |
| 7.3 | SG3 Lead Study Group responsibilities |
| 7.4 | Other WTSA-20 decisions |
| 7.5 | Study Questions allocated to Study Group 3 by WTSA-20 (SG3-C001) |
| 7.6 | New/revised Resolutions and A-series Recommendations and actions to be taken by Study Group 3 |
|  | Organization of the work of Study Group 3 |
| 8.1 | Perspective and priorities for SG3 for the 2022-2024 Study Period |
| 8.2 | Establishment of SG3 Working Parties, allocation of Questions |
| 8.3 | Appointment of Working Party Chairmen and Working Party Vice Chairmen |
| 8.4 | Appointment of Rapporteurs and Associate Rapporteurs |
| 8.5 | Other appointments (JCAs, CGs, liaison officers, etc.) |
|  | Results from the last SG3 meeting (Virtual, 13-17 December 2021) |
|  | Documents review and allocation |
|  | Approval of Recommendations under TAP |
|  | Reports of the meetings of Working Parties, Questions, and ad-hoc groups |
|  | Determination of Recommendations under TAP |
|  | Deletion or renumbering of Recommendations |
|  | Approval or deletion of other texts |
|  | Approval of outgoing Liaison Statements |
|  | Dates of future ITU-T Study Group 3 meetings |
|  | Other business |
|  | Closure of the meeting |

Draft time plan of Study Group 3  
(Geneva, 23-27 May 2022)

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|  | **Monday 23 May 2022** | **Tuesday 24 May 2022** | **Wednesday 25 May 2022** | **Thursday 26 May 2022** | **Friday 27 May 2022** |
| **Morning 1 09:30-11:15** | **SG3 PLEN**  Opening | **WP/3 session** | **WP/3 session** | **WP/3 session** | **SG3 PLEN**  Closing |
| **Morning 2 11:30-12:30** | **SG3 PLEN**  Continued PLEN | **WP/3 session** | **WP/3 session** | **WP/3 session** | **SG3 PLEN**  Continued PLEN |
| ***Lunchtime*** | **Newcomers training session** |  |  |  |  |
| **Afternoon 1 14:30-16:00** | **WP/3 session** | **WP/3 session** | **WP/3 session** | **WP/3 session** | **SG3 PLEN**  Continued PLEN |
| **Afternoon 2 16:15-17:30** | **WP/3 session** | **WP/3 session** | **WP/3 session** | **WP/3 session** | **SG3 PLEN**  Continued PLEN |

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