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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 7 December 2022 |
| Ref: | **TSB Collective letter 4/5**SG5/RU | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 5;- To ITU Academia. |
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| E-mail: | tsbsg5@itu.int  |
| Web: | <https://www.itu.int/go/tsg5>  |
| **Subject:** | **Virtual meeting of Q6/5, Q7/5 and Q13/5 Rapporteur meetings, 6 to 8 February 2023 and Working Party 2/5 on “Environmental efficiency, e-waste, circularity and sustainable ICT networks”, 9 February 2023** |

Dear Sir/Madam,

In agreement with the decisions taken at the previous ITU-T Study Group 5 in Rome, Italy, 17–27 October 2022, it is my pleasure to invite you to attend the meeting of Working Party 2/5 (*Environmental efficiency, e-waste, circularity and sustainable ICT networks)*, which is planned to be run fully virtual on Thursday, 9 February 2023. Its main objective is to agree and consent work items of WP2/5 Questions that will be sufficiently mature.

The WP2/5 meeting will be preceded by Rapporteur group virtual meetings for Questions 6/5, 7/5, and 13/5, from 6 to 9 February 2023.

The WP2/5virtual meeting will be convened on Friday, 9 February 2023, starting at 1200 hours CET, using the [MyMeetings remote participation tool](https://remote.itu.int/).

Please note that no fellowships/e-fellowship will be awarded, and that the entire meeting will be conducted in English only, with no interpretation.

Details of these meetings will be made available on the [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx).

**Key deadlines**:

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| 9 December 2022 | - Submit ITU-T Member contributions for which translation is requested |
| 9 January 2023 | - Pre-registration (via the online registration form on the  [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx) |
| 27 January 2023 | - Submit ITU-T Member Contributions (via [Direct Document Posting](http://itu.int/net/ITU-T/ddp/)) |

Additional information about the meeting is set forth in **Annex A**. The draft meeting agenda, as prepared by the Chairman of Working Party 2/5, Mr Paolo Gemma, is set out in **Annex B**. The draft time plan will be made available at: <https://www.itu.int/go/tsg5>

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg5 ITU-T SG5 |
| 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.

**WORKING LANGUAGE**: The entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for **all** 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.

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

**REGISTRATION:** 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. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](https://www.itu.int/go/tsg5). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For fully virtual meetings, since there is no travel involved, no fellowships are provided, and visa support is not applicable.

ANNEX B
Draft agenda for WP2/5 Meeting
Virtual, 9 February 2022

| **No** | **Draft Agenda** | **Documents** |
| --- | --- | --- |
| 1 | Opening of the meeting |  |
| 2 | Remote participation tool |  |
| 3 | Adoption of the agenda |  |
| 4 | Draft timetable |  |
| 5 | IPR roll call  | Does anyone have knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered? |
| 6 | Interim activities since November 2022 |  |
| 6.1 | Question 6/5 |  |
| 6.2 | Question 7/5 |  |
| 6.3 | Question 13/5 |  |
| 7 | Analysis of the incoming liaison statements |  |
| 8 | Review of the Questions report |  |
| 8.1 | Question 6/5 |  |
| 8.2 | Question 7/5 |  |
| 8.3 | Question 13/5 |  |
| 9 | Collaboration with ETSI TC EE |  |
| 10 | Consent of Recommendations |  |
| 11 | Approval of informative texts |  |
| 12 | Approval of outgoing liaison statements |  |
| 13 | Nomination of Rapporteurs, Associate Rapporteurs and Liaison Rapporteurs |  |
| 14 | Review of the work programme |  |
| 15 | Review of the WP2/5 Report |  |
| 16 | Future activities |  |
| 17 | Any other Business |  |
| 18 | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found on the SG5 homepage as [SG5-TD590](https://www.itu.int/md/T22-SG05-230209-TD-GEN-0590/en).

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