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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 19 April 2023 |
| Ref: | **TSB Collective letter 1 /SG5RG-AP**SG5/RU | - To Administrations of Member States of the Union participating in SG5RG-AP; - To ITU‑T Sector Members participating in SG5RG-AP;- To ITU‑T Associates of Study Group 5 participating in SG5RG-AP; - To ITU Academia participating in SG5RG-AP;* To the ITU Regional Office, Bangkok, Thailand
 |
| Tel: | +41 22 730 5356 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int |
| Web: | <http://itu.int/go/tsg5rgap> |
| **Subject**: | **Virtual meeting of ITU-T Study Group 5 Regional Group for Asia and the Pacific (SG5RG-AP),25 May 2023** |

Dear Sir/Madam,

We are pleased to invite you to attend the upcoming meeting of **ITU-T Study Group 5 Regional Group for Asia and the Pacific** **(SG5RG-AP),** which will take place virtually on 25 May 2023, from 0800 to 1200 hours (Geneva time).

The **SG5RG-AP** meeting will open at 0800 hours Geneva time on 25 May 2023, using the [MyMeetings remote participation tool](https://remote.itu.int/). Delegates must register for the meeting in order to access the platform. Practical information relating to the meeting will be available on the [SG5RG-AP website](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Pages/default.aspx).

Please note that the entire meeting will run in English only with no interpretation.

Participation in the SG5RG-AP meeting is defined per clause reference 2.3.3 of WTSA Resolution 1 (Rev. Geneva, 2022), and is hence restricted to delegates and representatives of Member States, Sector Members and Associates of the study group in the region. Please note that continuity of representation would be helpful to the group's work.

**Key deadlines**:

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| 25 April 2023 | - Pre-registration (online via the [SG5RG-AP homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Pages/default.aspx)) |
| 30 April 2023 | - Submit e-fellowship requests (via the forms on the [SG5RG-AP homepage](https://www.itu.int/en/itu-t/regionalgroups/sg05-ap/Pages/default.aspx);  see details in Annex A) |
| 12 May 2023 | - Submit ITU-T Member contributions (by e-mail to tsbsg5@itu.int) |

Additional information is set forth in **Annex A**. The draft meeting **agenda** prepared byMs Shuguang QI, Chairman of SG5RG-AP, CAICT, China, is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg5rg-apITU-T SG5RG-AP |
| Latest meeting information |

**Annexes:** 2

ANNEX A
Practical Meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** Member contributions and draft TDs should be submitted by e-mail (tsbsg5@itu.int ) 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 regional 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**: In agreement with the Chairman of the Regional Group, the entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decision-making sessions. Delegates must register for the meeting and 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 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 an indication that the problem is resolved. The meeting chat facility is an integral part of the meeting, and its use is encouraged to facilitate efficient time management during the sessions.

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

**REGISTRATION:** Registration is mandatory and is to be done online via the [SG5RG-AP homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgap/Pages/default.aspx) **at least one month before the start of the meeting**. Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

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**: To ensure the participation of developing countries and subject to the availability of funds, representatives of [eligible Member States](https://www.itu.int/en/fellowships/Documents/2022/ListEligibleCountries2022.pdf) from the Asia and Pacific region can apply for participation grants, known as **e-fellowships**. E-fellowship applications must be authorized by the national designated focal point of an administration of a Member State.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. The e‑fellowship request form is available from the regional group homepage. **E-fellowship requests must be received by 30 April 2023, at the latest**, and sent by e-mail to 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 as soon as possible. Please note that the decision criteria to grant an e-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.

**VISA SUPPORT:** For virtual meetings, since there is no travel involved, visa support is not applicable.

**ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 5 Regional Group for Asia and the Pacific SG5RG-AP
Virtual, 25 May 2023**

| **No** | **Description** | **Document** |
| --- | --- | --- |
| **1** | Opening of the meeting |  |
| **2** | Remote participation  |  |
| **3** | Adoption of the agenda |  |
| **4** | Allocation of documents (Contributions and TDs) |  |
| **5** | Report of last ITU-T SG5RG-AP meeting (Virtual, 19 and 20 October 2021) |  |
| **6** | Overview of ITU-T Study Group 5 (structure and working methods) and ITU-T SG5RG-AP and ITU-T Activities on Environment, Climate Change and Circular Economy |  |
| **6.1** | ITU-T Study Group 5  |  |
| **6.2** | ITU-T SG5RG-AP |  |
| **6.3** | ITU-T working methods  |  |
| **6.4** | ITU-T Activities on Environment, EMF and Circular Economy  |  |
| **a)** | EMC, lightning protection, EMF |  |
| **b)** | Environmental efficiency, e-waste, circularity and sustainable ICT networks |  |
| **c)** | Climate change, adaptation, mitigation and Net Zero emissions |  |
| **7** | Overview of Outcomes of previous ITU-T SG5 meetings Geneva, 21 June – 1 July 2022; Rome, 17–27 October 2022; 5 December 2022; WP2/5 meeting, 9 February 2023) |  |
| **8** | Overview of WTSA-20 outcomes related to ITU-T SG5 activities and Plenipotentiary Resolutions concerning ITU-T SG5 (for information) |  |
| **9** | Updates on Focus Group on metaverse – WG8: Sustainability, Accessibility & Inclusion with special focus on the Technical Group on Sustainability |  |
| **10** | Presentation and discussion on advanced technology for data centres |  |
| **11** | Discussion on received Contributions and possible new work items |  |
| **12** | Discussion on ITU-T SG5RG-AP priorities |  |
| **13** | Discussion on preparation of WTSA-24 |  |
| **14** | SG5RG-AP members’ Contributions to ITU-T Study Group 5 |  |
| **15** | Preparation of the SG5RG-AP meeting draft Report  |  |
| **16** | Venue and date of next SG5RG-AP meeting |  |
| **17** | Any other Business |  |
| **18** | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in [SG5RG-AP-TD1](https://www.itu.int/md/T22-SG05RG.AP-230525-TD-PLEN-0001/en).