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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 09 February 2024 |
| Ref: | **TSB Collective letter 2/SG20RG-AP**SG20/CB | - To Administrations of Member States of the Union participating in SG20RG-AP;- To ITU‑T Sector Members participating in SG20RG-AP;- To ITU‑T Associates participating in SG20RG-AP;- To ITU Academia participating in SG20RG-AP;- To the ITU Regional Office, Bangkok, Thailand |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg20@itu.int  |
| Web: | <http://itu.int/go/tsg20rgap> |
| **Subject**: | **Meeting of Study Group 20 Regional Group for Asia and the Pacific (SG20RG-AP);Virtual, 23-24 April 2024** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the **meeting of ITU-T Study Group 20 Regional Group for Asia and the Pacific (SG20RG‑AP)**, which will take place virtually on 23-24 April 2024 from 1000 to 1600 hours, Geneva time.

The **SG20RG-AP** meeting will open at 1000 hours Geneva time, using the [MyMeetings remote participation tool](https://remote.itu.int/). Delegates must register for the meeting in order to access the platform. Additional information is set forth in **Annex A**, and a draft agenda – prepared by the SG20RG-AP Chair, Mr Sushil KUMAR, India – can be found in **Annex B**. Practical information relating to the meeting will be posted on the SG20RG-AP webpage at: <http://itu.int/go/tsg20rgap>.

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

Representatives of Member States, Sector Members and Academia from the region, as well as Associates that belong to the parent study group and the region concerned, may participate in the SG20RG-AP meeting, in addition to participants invited by the regional group, as defined in [WTSA Resolution 54 (Rev. Geneva, 2022)](https://www.itu.int/pub/T-RES-T.54-2022) (Resolves 4-6). Please note that continuity of representation would be helpful to the group's work.

**Key deadlines**:

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| 26 February 2024 | - Submit ITU-T Member contributions for which translation is requested |
| 12 March 2024 | - Submit e-fellowship requests (via the forms on the [SG20RG-AP homepage](http://itu.int/go/tsg20rgap); see details in Annex A) |
| 22 March 2024 | - Pre-registration (online via the [SG20RG-AP homepage](http://itu.int/go/tsg20rgap)) |
| 10 April 2024 | - Submit ITU-T Member contributions (by e-mail to tsbsg20@itu.int) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau |  ITU-T SG20RG-AP |
| 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 and draft TDs should be submitted by e-mail to tsbsg20@itu.int 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](https://www.itu.int/TIES/) with TIES access.

**WORKING LANGUAGES**: In agreement with the Chair of the Group, the working language of the meeting will be 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 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 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.

**PRE-REGISTRATION, NEW DELEGATES, FELLOWSHIPS**

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the [SG20RG-AP homepage](http://itu.int/go/tsg20rgap) **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 registration system requires focal-point approval for all registration requests. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs whenever possible.

**E-FELLOWSHIPS**: To ensure the participation of developing countries and subject to the availability of funds, representatives of [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.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 12 March 2024 at the latest**, 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.

ANNEX B
Draft agenda

Meeting of Study Group 20 Regional Group for Asia and the Pacific (SG20RG-AP)

Virtual, 23-24 April 2024

1000–1600 Geneva time

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| **No** | **Description** | **Document** |
| **1** | Opening of the meeting  |  |
| **2** | Opening remarks |  |
| **3** | Adoption of the agenda |  |
| **4** | Overview of ITU-T Study Group 20 (structure and working methods) |  |
| **4.1** | ITU-T SG20 Structure |  |
| **4.2** | ITU-T SG20 RG-AP |  |
| **4.3** | ITU-T Working Methods |  |
| **5** | Overview of ITU-T activities on Digital transformation for people-centred cities |  |
| **6** | Overview of the outcomes of previous meetings related to ITU-T SG20  |  |
| **6.1** | ITU-T SG20 meetings: Arusha, 13 - 22 September 2023  |  |
| **6.2** | Highlights of TSAG (Geneva, 22 – 26 January 2024) relevant to ITU-T SG20 |  |
| **7** | Discussion on SG20RG-AP structure and SG20RG-AP priorities |  |
| **8** | Work Programme of ITU-T SG20 |  |
| **9** | Discussion on received Contributions |  |
| **10** | SG20RG-AP members’ Contributions to ITU-T Study Group 20 |  |
| **11** | Discussion on WTSA-24 preparations |  |
| **12** | Collaboration matters |  |
| **12.1** | Collaboration with ASTAP |  |
| **12.2** | Collaboration with other SDOs/ Forums |  |
| **13** | Preparation of the draft Report of the SG20RG-AP |  |
| **14** | Venue and date of next SG20RG-AP meeting |  |
| **15** | Any other business | ITU-T Study Group 20 meeting (Geneva, 1-12 July 2024) |
| **16** | Closure of the meeting |  |

NOTE ‒ Remote participation guide for SG20RG-AP meeting will be posted on the webpage of SG20RG-AP.

 ‒ Updates to the agenda can be found in the [SG20RG-AP homepage](http://itu.int/go/tsg20rgap).

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