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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 5 October 2022 |
| **Ref:** | **TSB Circular 41** | - To Administrations of Member States of the Union**Copy:**- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia;- To the Chairmen and Vice-Chairmen of Study Groups;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |
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| **Subject:** | **ITU Workshop and final meeting of ITU-T FG-AI4EEÅlesund, Norway & online, 30 November – 2 December 2022** |

Dear Sir/Madam,

1 It is my pleasure to invite you to **ITU Workshop on *Environmental Efficiency for AI and other emerging technologies*** which will take place on **30 November 2022 from 0930 to 1700 hours (CET)**, at the *Norwegian Maritime Competence Center, Borgundvegen 340, 6009 Ålesund, Norway.* The Workshop will be followed by the **sixth and final meeting of the ITU-T Focus Group on Environmental Efficiency of Artificial Intelligence and other Emerging Technologies (**[**FG-AI4EE**](https://itu.int/go/fgai4ee)**)**.The **FG-AI4EE meeting** will take place on **1‑2 December 2022,** at the same venue. These meetings are being hosted by AugmentCity AS, Ålesund, and will be held as physical events with **remote participation**. The workshop programme, along with the Focus Group meeting agenda and a practical information guide will be made available on the FG-AI4EE homepage: <https://itu.int/go/fgai4ee> in due course.

2 The Workshop will aim to disseminate the findings of FG-AI4EE and highlight a series of recommendations and practical approaches, for enhancing the environmental efficiency of emerging technologies, in the context of growing concerns about the energy crisis, and the urgent need to protect the environment and combat climate change.

3 The objectives of the sixth and final meeting of the [Focus Group on Environmental Efficiency for Artificial Intelligence and other Emerging Technologies](https://itu.int/go/fgai4ee) will be to review nine ongoing draft deliverables in view to approve them as FG-AI4EE Technical Reports (TR) and Technical Specifications (TS) and contribute to the overarching objective of the Group to lay the foundation for new ITU-T standardization activities in the domain of the environment, climate change and circular economy. FG-AI4EE is set to officially conclude its work in December 2022. The Focus Group has already published twelve deliverables, all [available online](https://www.itu.int/pub/T-FG-AI4EE) for free download. The documents that will be presented at the final meeting are listed in the table below.

| **Deliverable #** | **Document Type** | **Title** |
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| D.WG1-01 | TR | Standardized glossary of terms |
| D.WG1-02 | TR | Solution scorecard for eco-friendly business processes and environmental behavioral influencers |
| D.WG1-05 | TS | Reporting templates on Artificial Intelligence (AI), Augmented Reality (AR) and Machine Learning (ML) |
| D.WG1-06 | TS | Neutral navigational matrix for AI-driven technologies for Smart Sustainable Cities |
| D.WG1-08 | TR | Driving AI and Internet of Things (IoT) towards the United Nations Sustainable Development Goals (UNSDGs)  |
| D.WG2-01 | TS | Environmental impact self-check assessment |
| D.WG2-04 | TR | Effective use cases of emerging technologies for Smart Sustainable Cities |
| D.WG3-05 | TR | Best practice catalogue on environmentally efficient AI and Blockchain applications |
| D.WG3-06 | TR | Guidelines on the environmental efficiency of 5G Usage in Smart Water Management |

Written contributions are invited to help the finalize these nine deliverables under study. Written contributions should be submitted to ITU Secretariat (tsbfgai4ee@itu.int) in electronic format using the [template](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-Contribution_template-December2022.docx) available on the [FG-AI4EE homepage](https://itu.int/go/fgai4ee) by **18 November 2022**, at the latest.

4 The meetings will **start at 0930 hours** each day, and participant registration will begin at **0830 hours**. Practical meeting information is set out in **Annex 1**. The discussions will be held in English only, and will be supported by **remote participation**; details will be made available on the [FG-AI4EE homepage](https://itu.int/go/fgai4ee)*.*

5 Participation in the Workshop and meeting is free of charge, and open to all ITU Member States, Sector Members, Associates, Academic Institutions and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations.

6 Please be reminded that citizens of some countries are required to obtain a visa in order to enter and spend any time in Norway. If required, visas must be requested before the date of arrival in Norway from the embassy or consulate representing Norway 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**. To request an invitation letter of support for visa, please ensure that you have first completed your [online ITU registration](https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00011903) before contacting the Host focal point Ms Camilla Perander at camilla@osc.no, latest by 18 November 2022.

Additional details and documentation needed for visa processing, if any, will be provided in the practical information guide that will be made available on the [FG-AI4EE homepage](https://itu.int/go/fgai4ee).

7 To enable the host to make the necessary logistics arrangements, participants are required to **register online** via the [FG-AI4EE homepage](https://itu.int/go/fgai4ee) (free ITU user account required). For those joining the meeting remotely, please tick the ‘**’Participating remotely’’ box**. For those joining the meeting in person**, please notify ITU Secretariat at** **tsbfgai4ee@itu.int** **accordingly** after having completed your registration. Places are limited and registration will be handled on a first-come, first-served basis. **Registration is mandatory**, for both remote participation and on-site participation, and is carried out exclusively online.

**Key deadline:**

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| 18 November 2022 | - Register online via the [FG-AI4EE homepage](https://itu.int/go/fgai4ee) and notify the ITU Secretariat tsbfgai4ee@itu.int on your *in-person* participation.- Submit requests for visa support letters.- Submit written Contributions by e-mail to the ITU Secretariat at tsbfgai4ee@itu.int using the [template](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-Contribution_template-December2022.docx) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau |  |

**ANNEX 1

Practical meeting information for participants**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Written contributions to the focus group meeting are encouraged and should be submitted by e-mail to tsbfgai4ee@itu.int by **18 November 2022** at the latest, using the document [template](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Documents/FG-AI4EE-I-Contribution_template-December2022.docx) available on the [FG-AI4EE homepage.](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx) Access to all input and output documents will be provided on the [FG-AI4EE SharePoint](https://extranet.itu.int/sites/itu-t/focusgroups/ai4ee/SitePages/Home.aspx) (a free [ITU user account](https://www.itu.int/en/ties-services/Pages/default.aspx) is required).

**WIRELESS LAN** facilities are available at the meeting venue.

**REGISTRATION**

**REGISTRATION:** Registration for on-site or remote participation is to be done via the [FG‑AI4EE homepage](https://www.itu.int/en/ITU-T/focusgroups/ai4ee/Pages/default.aspx) **no later than 18 November 2022 (soft deadline).**

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