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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 12 April 2024 |
| Ref: | **TSB Circular 204**TSAG/BJ | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU Academia;- To ITU Regional organizations (APT, ATU, CEPT, CITEL, League of Arab States/ASTeam, RCC)- To the Secretary-General of ITU;- To the Director of the Radiocommunication Bureau;- To the Director of the Telecommunication Development Bureau;- To the Chairmen of ITU-T Study Groups;- To the Chairmen of the Regional Groups of ITU-T Study Groups;- To the Chairman of the ITU-T StandardizationCommittee for Vocabulary |
| Tel: | +41 22 730 6311 |
| Fax: | +41 22 730 5853 |
| Email: | tsbtsag@itu.int  |
| Web: | <https://itu.int/go/t/irm> |
| **Subject**: | **Second Inter-regional meeting (IRM) for WTSA-24 preparation, virtual, 25 July 2024** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the **second ITU-T Inter-regional meeting for WTSA-24** **preparation** which will be held **virtually** **on 25 July 2024**.

The objective of this inter-regional meeting is to invite the Regions to present the current status of their preparations for WTSA-24.

The Regions are invited to arrange their presentations into three separate parts:

 1 work programme and study group structure,
2 working methods and other related issues (such as electronic working methods),
3 consensus developed through bilateral inter-regional discussions if any.

There is scope in the agenda to discuss any other issues that are included in the preparations for WTSA-24.

Additional information about the meeting is set forth in **Annex A**.

The meeting will open at 13:00 hours Geneva time on 25 July 2024 and registration is mandatory (via the online registration form on the [WTSA-24 Inter-regional Meetings homepage](https://www.itu.int/wtsa/2024/irm/)). Without registration the remote participation tool will not be accessible.

I would like to inform you that no Fellowships will be awarded for this online meeting.

The fourth TSAG meeting will be held in Geneva from 29 July to 2 August 2024, inclusive, and the details of that TSAG meeting are provided in a separate [TSB Collective letter 4](https://www.itu.int/md/T22-TSAG-COL-0004/en).

**Key deadlines**:

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| 2024-06-25 | - Pre-registration (via the online registration form on the [WTSA-24 Inter-regional Meetings homepage](https://www.itu.int/wtsa/2024/irm/)) |
| 2024-07-12 | - Submit ITU-T Member Contributions (via [Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-TSAG))  |

Practical meeting information is set out in **Annex A** below. A draft meeting **agenda** and **time plan** are set out in **Annexes B** and **C** taking into account the time difference among remote participants to the extent possible.

The TDs and contributions of the inter-regional meeting will be prefixed by “IRM:” in their titles and will be made available at [www.itu.int/md/T22-TSAG-240729/sum/en](http://www.itu.int/md/T22-TSAG-240729/sum/en) as well as on the dedicated page <https://www.itu.int/wtsa/2024/en/irm/>.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Seizo Onoe Director of the TelecommunicationStandardization Bureau | Qr code  Description automatically generatedITU-T TSAG |
| Latest meeting information |

**Annexes**: 3

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](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-TSAG); draft TDs should be submitted by e-mail to the TSAG secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the TSAG homepage.

**INTERPRETATION:** Interpretationwill be available in all six ITU official languages. Real-time captioning will also be provided.

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration is mandatory and is to be done online via the [WTSA-24 Inter-regional Meetings homepage](https://www.itu.int/wtsa/2024/irm/) **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 new registration system requires focal-point approval for all 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.

**ANNEX B**

**DRAFT AGENDA FOR THE SECOND ITU-T INTER-REGIONAL MEETING**

1. Opening of the meeting
2. Update on WTSA-24 preparations
3. Objectives of the meeting and expected outcomes by the TSB Director
4. Presentations by the Regions on the current status of their preparation regarding work programme and study group structure:
	1. APT
	2. ATU
	3. CEPT
	4. CITEL
	5. League of Arab States/ASTeam
	6. RCC
5. Information from TSAG Rapporteur Group on WTSA-24 Preparation

5.1 Draft A.Sup WTSAGL "WTSA preparation guideline on Resolutions" (See also [TSAG-[[LS32](http://LS32)](http://LS32) “LS on latest WTSA Action Plan and draft "WTSA preparation guideline on Resolutions"](https://www.itu.int/ifa/t/2022/ls/tsag/sp17-tsag-oLS-00032.zip) )

5.2 Draft “List of regional focal points and ‘coordinators’ for proposals of WTSA Resolutions” reflecting the situation in the regional telecommunications organizations

1. Discussion of areas of commonality, and areas where further discussion is required
2. Dates of upcoming regional preparatory meetings
3. Dates of the next IRM meeting
4. Conclusions
5. Any other business
6. Closure of the meeting.

**ANNEX C**

**DRAFT TIMEPLAN for the Second ITU-T Inter-regional Meeting**(additional ad hoc groups may be scheduled; the allocation of time slots to
meeting is preliminary and subject to modification)

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| **Session #** | **Thursday****25 July 2024** |
| **Afternoon 1 (85”)13:00 – 14:25 hours Geneva time** | Inter-regional Meeting |
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| **Break (5”)14:25 – 14:30 hours Geneva time** |  |
| **Afternoon 2 (90”)14:30 – 16:00 hours Geneva time** | Inter-regional Meeting |

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