|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 24 April 2025 |
| **Ref**: | **TSB Collective letter 2/2**SG2/MCB | - To Administrations of Member States of the Union;- State of Palestine (Res.99 (Rev. Dubai, 2018))- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 2;- To ITU Academia |
| Tel: | +41 22 730 5901 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg2@itu.int  |
| Web: | [www.itu.int/go/tsg2](http://www.itu.int/go/tsg2) |
| **Subject:** | **Cluster of SG2-related meetings (25 August-5 September 2025) and Study Group 2 decisional plenary, Geneva, 5 September 2025** |
| Dear Sir/Madam,It is my pleasure to invite you to attend the cluster of SG2-related meetings followed by the decisional plenary meeting of Study Group 2 ([Operational aspects of telecommunications and ICTs](http://www.itu.int/go/tsg2)), which is planned to be held at ITU headquarters, Geneva, at 1430-1730 hours Geneva time on Friday, 5 September 2025.The cluster of meetings will be organized as follows:* 25-28 August 2025 – virtual: WP2/2 meeting;
* 1-5 September 2025 – in ITU headquarters, Geneva: WP1/2 Rapporteur Group meetings (RGMs) (Q1/2, Q2/2, and Q3/2) (there will be no WP1/2 plenaries);
* 5 September 2025 pm – in ITU headquarters, Geneva: decisional SG2 plenary.

I would like to call your attention to [TSB Circular 29](https://www.itu.int/md/T25-TSB-CIR-0029/en) (24 February 2025), which concerns the TAP Member State consultation on draft revised Recommendations ITU-T E.118, ITU-T E.156, ITU-T E.164 and draft new Recommendation ITU-T E.371 (ex E.dit). Member States are kindly reminded that the deadline for replies to this consultation is 2359 hours UTC on **24 August 2025**. The Q1/2 RGM will consider the TAP ballot responses and undertake comment resolution if needed, prior to consideration of approval at the decisional SG2 plenary.The decisional SG2 plenary will consider the results from the above meetings and other topics, in the following order of priority:* Approval of Recommendations
* Determination of Recommendations
* Consent of Recommendations
* Agreement of Technical Reports
* Liaison statements
* New work items
* Any other business

WP2/2 virtual meetings will take place using the [MyMeetings remote participation tool](https://remote.itu.int/) (ITU user account with TIES access required).The physical RGMs will start at 0900 hours on 1 September 2025, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting-room allocations will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).Practical meeting information is set out in **Annex A**. Delegates are reminded that, as per the provisions currently in force, decisions will be taken by those physically present in the meeting room. All sessions will be supported by interactive remote participation, plus webcast will be provided for the WP2/2 closing plenary and for the SG2 decisional plenary (see Annex A for more details). **Please note that the working language of the meetings is English**; only the SG2 plenary will have interpretation, as per Member States requests.A draft meeting **agenda and time plan**, prepared by the Chair of the study group, Ms Ena Dekanic (United States), are set out in **Annexes B and C**, respectively. Further updates to the agenda and the time plan will be published as a revision to [SG2-TD157/PLEN](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0157/en) and [SG2-TD158/PLEN](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0158/en) on the Study Group 2 website.**Key deadlines**:

|  |  |
| --- | --- |
| 5 July 2025 | - Submit requests for real-time captioning and/or sign-language interpretation- [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 25 July 2025 | - Submit interpretation requests (via the online registration form) |
| 29 July 2025 | - Pre-registration (via the online registration form on the [study group homepage](http://www.itu.int/go/tsg2))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 12 August 2025 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) for WP2/2 |
| 20 August 2025 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) for WP1/2 RGMs and the SG2 plenary |
| 24 August 2025 | - Submit the form in Annex 2 of [TSB Circular 29](https://www.itu.int/md/T25-TSB-CIR-0029/en) concerning TAP Member State consultation on draft revised Recommendations ITU-T E.118, ITU-T E.156, ITU-T E.164 and draft new Recommendation ITU-T E.371 (ex E.dit) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| 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/sg2 ITU-T SG2 |
| 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://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](https://www.itu.int/en/ITU-T/studygroups/2025-2028/02/Pages/default.aspx), and is restricted to ITU-T Members who have an [ITU user account](https://www.itu.int/TIES/) with TIES access.

**INTERPRETATION**: Due to budget restrictions,interpretationwill be available for the SG2 decisional plenary if requested by Member States. Requests should be made by checking the corresponding box on the registration form **at least six weeks before the plenary**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms. Detailed information is available on‑site and on the [dedicated page](https://www.itu.int/en/general-secretariat/ICT-Services/Pages/default.aspx) on the ITU‑T website.

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located in the ITU Tower entrance floor and first basement, as well as on the ground floor of the Montbrillant building.

**PRINTERS** are available in the delegates’ lounges and near all [major meeting rooms](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on delegates’ computers, documents may be printed by e-mailing them to the desired printer.
Details are available [here](https://itu.int/go/e-print).

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk (servicedesk@itu.int) on a first-come, first‑served basis.

**VIRTUAL MEETINGS:** The [MyMeetings](https://remote.itu.int/) tool will be used to provide the remote platform for all virtual sessions. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor.

**INTERACTIVE REMOTE PARTICIPATION FOR PHYSICAL SESSIONS**: Remote participation will be provided for all sessions. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

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 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 indication that the problem is resolved. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the Chair’s discretion.

**ACCESSIBILITY**: Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them, subject to availability of interpreters and funding. These accessibility services must be requested **at least two months before the date of the plenary** by checking the corresponding box on the registration form.

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

**PRE-REGISTRATION**:Pre-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 [Circular 1](https://www.itu.int/md/T25-TSB-CIR-0001). 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.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU-T. If you would like to participate, please contact ITU-Tmembership@itu.int. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**VISA SUPPORT**: If required, visas must be requested before the date of arrival in Switzerland from the embassy or consulate representing Switzerland 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.

If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Once your registration has been approved by your organization's registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words "**visa support**".

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found on a [dedicated page](https://itu.int/en/delegates-corner) on the ITU website.

**HOTEL DISCOUNTS**: A number of Geneva hotels offer preferential rates for delegates attending ITU meetings and provide a card giving free access to Geneva's public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found [here](https://itu.int/travel/).

ANNEX B
Draft agenda of Study Group 2 decisional plenary
Geneva, 5 September 2025

NOTE ‒ Updates to the agenda can be found in [SG2-TD157/PLEN](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0157/en).

| **No.** | **Topic** | **Document(s)** |
| --- | --- | --- |
| 1 | Opening of the meeting |  |
| 2 | Adoption of the agenda (this document) and other administrative issues:* Code of conduct
* Guidelines for remote participation
* Captioning
* Procedural notifications
 | [SG2-TD157/P](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0157/en)[video][SG2-TD161/P](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0161/en)[SG2 homepage](https://www.itu.int/en/ITU-T/studygroups/2025-2028/02/Pages/default.aspx) |
| 3 | Meeting reports: |  |
|  | 1. Approval of the previous SG2 report (Geneva, 5-14 February 2025)
 | [SG2-R1](https://www.itu.int/md/T25-SG02-R-0001/en)  |
|  | b) Interim Rapporteur Group Meetings (RGMs) – *to be approved as a block:** Q7/2 joint meeting with 3GPP SA5 on methodology harmonization (virtual, 7 March 2025)
* Q7/2 RGM (virtual, 28-29 April 2025)
* Q1/2 editing session for E.164.1 (virtual, 8 May 2025)
* Q1/2 editing session for E.101 (virtual, 16 May 2025)
* Q1/2 editing session for E.IoT-NNAI (virtual, 22 May 2025)
* Q6/2 RGM (29 May 2025)
* Q5/2 RGM (30 May 2025)
* Q7/2 RGM (8-9 July 2025)
* Q3/2 editing session for E.ACP and TR.PCM (TBD)
 | TBD |
|  | 1. Other meetings and activities:
* Joint meeting with Q6/20 on IoT identification and NNAI aspects (TBD)
* Joint meeting with Q9/3 on OTT definitions (TBD)
 | TBD |
|  | d) For decision at this meeting: * WP2/2 meeting (virtual, 25-29 August 2025)
* Q1/2 RGM (Geneva, 1-3 September 2025)
* Q2/2 RGM (Geneva, 4 September 2025)
* Q3/2 RGM (Geneva, 4 September 2025)
 | TBD |
| 4 | Approval of Recommendations under TAP (Traditional Approval Process) | [SG2-TD166/P](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0166/en) |
| 5 | Determination of Recommendations under TAP |
| 6 | Consent of Recommendations under AAP (Alternative Approval Process) |
| 7 | Deletion or renumbering of Recommendations |
| 8 | Agreement of Supplements/non-normative amendments |
| 9 | Agreement of Technical Reports |
| 10 | Liaison statements: |  |
|  | 1. Review of incoming liaison statements for Plenary attention
 | [SG2-TD168/P](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0168/en) |
|  | 1. Review and approval of outgoing liaison statements
 | [SG2-TD169/P](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0169/en) |
| 11 | SG2 Work Programme | [SG2-TD170/P](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0170/en) |
| 12 | Date and place of future meetings/SG2 working schedule and associated decisions | [SG2-TD186/P](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0186/en) |
| 13 | Any other business |  |
| 14 | Closure of the meeting |  |

NOTE: The documents listed above may be updated prior to the plenary session. Unless otherwise indicated, the latest revision available is the version to be used during the meeting.

ANNEX C
Draft time plan for the SG2-related cluster of meetings

NOTE ‒ Updates to the time plan can be found in [SG2-TD158/PLEN](https://www.itu.int/md/T25-SG02-250905-TD-PLEN-0158/en)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Monday,25 August 2025** | **Tuesday,26 August 2025** | **Wednesday,27 August 2025** | **Thursday,28 August 2025** |
| 1 | 2 | **Icon  Description automatically generated** | 3 | 1 | 2 | **Icon  Description automatically generated** | 3 | 1 | 2 | **Icon  Description automatically generated** | 3 | 1 | 2 | **Icon  Description automatically generated** | 3 |
| **Management** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/2 Plen** | RA |  |  |  |  |  |  |  |  |  |  |  |  |  |  | RA |
| **Q5/2** |  | R1 |  | R | R | R |  | R1 | R | R |  | R | R2 | R2 |  |  |
| **Q6/2** |  | R1 |  | R | R | R |  | R1 | R | R |  | R | R2 | R2 |  |  |
| **Q7/2** |  | R |  | R | R | R |  | R | R | R |  | R | R2 | R2 |  |  |

**Session timings:** Session 1: 1000h-1115h - Session 2: 1130h-1245h - ****: 1245h-1345h - Session 3: 1345h-1500h

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday,1 September 2025** | **Tuesday,2 September 2025** | **Wednesday,3 September 2025** | **Thursday,4 September 2025** | **Friday,5 September 2025** |
| 0 | 1 | 2 | **Icon  Description automatically generated** | 3 | 4 | 5 | 0 | 1 | 2 | **Icon  Description automatically generated** | 3 | 4 | 5 | 0 | 1 | 2 | **Icon  Description automatically generated** | 3 | 4 | 5 | 0 | 1 | 2 | **Icon  Description automatically generated** | 3 | 4 | 5 | 0 | 1 | 2 | **Icon  Description automatically generated** | 3 | 4 | 5 |
| **SG2 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**📹**A | R**📹**A |  |
| **Management** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | RAA |  |  |  |  |  |  |  |  |  |  |
| **Q1/2** |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  |  |  |  |  |  |  |  |  | R3 |  |  |  |  |
| **Q2/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R4 |  |  |  |  |  | R3 |  |  |  |  |  |
| **Q3/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R4 |  | R | R |  |  | R3 |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Session timings:** Session 0: 0800h-0850h - Session 1: 0900h-1030h - Session 2: 1100h-1230h - ****: 1230h-1400h - Session 3: 1400h-1530h – Session 4 : 1600h-1730h – Session 5 : 1745h-1900h.

**Notes:**

|  |  |
| --- | --- |
| * Please consult the screens/website for the exact meeting times for each session.
* Ad-hoc groups should normally meet outside the hours of the Questions.
* **Captioning** will be provided for the SG2 plenary and selected Q1/2 sessions.
* **Interactive remote participation** will be provided for all sessions.
* **Webcast** will be provided for the SG2 plenary, in addition to remote participation.
 | 1 Joint sessions of Qs 5 and 6/2.2 Sessions devoted to finalizing meeting reports. The Questions will meet sequentially in this order: Qs5, 6 and 7/2.3 Sessions devoted to finalizing meeting reports. The Questions will meet sequentially in this order: Qs2, 3 and 1/2.4 Q3/2 will meet as soon as Q2/2 has finished. |
| AA The Management team will meet: Thursday, 4 September, 1245h-1345h | A The meetings of Questions 5, 6 and 7/2 will follow the WP2/2 opening plenary. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_