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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 14 November 2024 |
| Ref: | **TSB Collective letter 1/3**SG3/MA | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 3;- To ITU Academia |
| Tel: | +41 22 730 6828 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg3@itu.int |
| Web: | <https://itu.int/go/tsg3>  |
| **Subject:** | **Meeting of Study Group 3; Geneva, 8-17 April 2025** |
| Dear Sir/Madam,It is my pleasure to invite you to attend the next meeting of Study Group 3 (Tariff and accounting principles and international telecommunication/ICT economic and policy issues), which is planned to be held at ITU headquarters, Geneva, from 8 to 17 April 2025, inclusive.I would like to call your attention to [TSB Circular 5](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T25-TSB-CIR-0005) (14 November 2024), which concerns the TAP Member State consultation on draft new Recommendations ITU-T D.265 (ex D.datatariff) and ITU-T D.1141 (ex D.princip\_bigdata). Member States are kindly reminded that the deadline for replies to this consultation is 2359 hours UTC on **27 March 2025**.The meeting will open at 0930 hours on the first day, 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](https://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.A draft meeting **agenda and time plan**, prepared by SG3 Chair, Mr Ahmed Said (Egypt), are set out in **Annex B**.**Key deadlines**:

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| 8 February 2025 | - Submit requests for real-time captioning and/or sign-language interpretation- [Submit ITU-T Member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T25-SG03) for which translation is requested |
| 25 February 2025 | - Submit fellowship requests (via the forms on the [study group homepage](https://itu.int/go/tsg3); see details in Annex A)- Submit interpretation requests (via the online registration form) |
| 8 March 2025 | - Pre-registration (via the online registration form on the [study group homepage](https://itu.int/go/tsg3))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 26 March 2025 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T25-SG03) |
| 27 March 2025 | - Submit the form in Annex 2 of TSB Circular 5 concerning TAP Member State consultation on draft new ITU-T D.265 and ITU-T D.1141. |

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| I wish you a productive and enjoyable meeting.Yours faithfully,(signed)Seizo OnoeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg3ITU-T SG3 |
| 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 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, 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 meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form **at least six weeks before the first day of the meeting**.

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

**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 at: <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.

**REMOTE PARTICIPATION**: Remote participation is provided on a best-effort basis 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 for the sessions where accessibility matters will be discussed, subject to availability of interpreters and funding. These accessibility services must be requested **at least two months before the beginning date of the meeting** 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 [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, 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).

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2024/ListEligibleCountries2024rev1.pdf), up to two partial in-person fellowships per country may be awarded, subject to available funding. A partial fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate **daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). In case two partial fellowships are requested, *at least one* should be an *air ticket*. The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a 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.

The request form is available from the [study group homepage](https://itu.int/go/tsg3). **Fellowship requests must be received by 25 February 2025 at the latest.** They are to be 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 at least seven weeks before the meeting.

**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 at: <https://itu.int/en/delegates-corner>.

**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 at: <https://itu.int/travel/>.

ANNEX B
Draft agenda for the plenary meeting of Study Group 3
(Geneva, 8-17 April 2025)

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|  | Opening of the meeting |
|  | Review of documents and electronic working methods available |
|  | Adoption of the agenda |
|  | Time plan |
|  | Documents review and allocation |
|  | Results of WTSA-24 pertaining to SG3 |
| 6.1 | SG3 leadership |
| 6.2 | SG3 responsibility and mandate |
| 6.3 | SG3 Lead Study Group responsibilities |
| 6.4 | Study Questions allocated to Study Group 3 by WTSA-24 (SG3-C001) |
| 6.5 | New/revised Resolutions and A-series Recommendations and actions to be taken by Study Group 3 |
| 6.6 | Other WTSA-24 decisions |
|  | Organization of the work of Study Group 3 |
| 7.1 | Establishment of SG3 Working Parties, allocation of Questions |
| 7.2 | Appointment of Working Party Chairs and Working Party Vice Chairs |
| 7.3 | Appointment of Rapporteurs and Associate Rapporteurs |
| 7.4 | Other appointments (JCAs, CGs, liaison officers, etc.) |
|  | Results from the last SG3 meeting (Geneva, 9-18 July 2024) |
|  | Progress reports on the work of the regional groups of ITU-T Study Group 3 |
|  | Approval of Recommendations under TAP |
|  | Reports of the meetings of Working Parties, Questions, and ad-hoc groups |
|  | Determination of Recommendations under TAP |
|  | Deletion or renumbering of Recommendations |
|  | Approval or deletion of other texts |
|  | Approval of outgoing Liaison Statements |
|  | Dates of future ITU-T Study Group 3 meetings |
|  | Other business |
|  | Closure of the meeting |

Draft time plan of Study Group 3
(Geneva, 8-17 April 2025)

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|  | Tue8 Apr | Wed9 Apr | Thu10 Apr | Fri\*\*11 Apr | Mon14 Apr | Tue15 Apr | Wed\*\*\*16 Apr | Thu17 Apr |
| Morning 1 09h30-10h45 | PLEN | WP/3 session | WP/3 session | WP/3 session | WP/3 session | WP/3 session | WP/3 session | PLEN |
| Morning 2 11h15-12h30 | PLEN | WP/3 session | WP/3 session | WP/3 session | WP/3 session | WP/3 session | WP/3 session | PLEN |
| *Lunchtimesessions* | *Newcomers’ session*\* |  |  |  |  |  |  |  |
| Afternoon 1 14h30-15h45 | WP/3 session | WP/3 session | WP/3 session | WP/3 session | WP/3 session | WP/3 session | WP/3 session | PLEN |
| Afternoon 216h15-17h30 | WP/3 session | WP/3 session | PLEN | WP/3 session | WP/3 session | PLEN | WP/3 session | PLEN |

\* The newcomers’ session starts at 13:30 and ends at 14:15.

\*\*The morning sessions start at 09:00 and end at 12:00.

\*\*\* Session times are provisional - Working Parties will meet one after the other.

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