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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 27 February 2025 |
| **Ref**: | **TSB Collective letter 1/5**SG5/RU | - To Administrations of Member States of the Union;- The State of Palestine (Res. 99 (Rev. Dubai, 2018))- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 5;- To ITU Academia |
| Tel: | +41 22 730 5356 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int  |
| Web: | <https://itu.int/go/tsg5> |
| **Subject:** | **Meeting of Study Group 5; Geneva, 03-12 June 2025** |
| Dear Sir/Madam,It is my pleasure to invite you to attend the next meeting of Study Group 5 (Environment, EMF, climate action & circular economy), which is planned to be held at ITU headquarters, Geneva, from 03 to 12 June 2025, inclusive.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).ITU-T Study Group 5 (SG5) is responsible for the development of international standards, guidelines, reports, methodologies, and best practices on the environmental aspects of telecommunications/ICTs (including new and emerging) and protection of the environment, including electromagnetic phenomena and climate change.Documentation, remote participation details, and other related information can be found on the homepage of [Study Group 5](https://www.itu.int/en/ITU-T/studygroups/2025-2028/05/Pages/default.aspx). The meeting will be convened in English only with no interpretation.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. The opening and closing plenary sessions will be supported by interactive remote participation (see Annex A for more details).A draft meeting **agenda**, prepared by SG5 Chair, Mr Dominique Würges (France), is set out in **Annex B**.**Key deadlines**:

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| --- | --- |
| 3 April 2025  | - [Submit ITU-T Member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T25-SG05) for which translation is requested |
| 22 April 2025 | - Submit fellowship requests (via the forms on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2025-2028/05/Pages/default.aspx); see details in Annex A) |
| 3 May 2025 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2025-2028/05/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 21 May 2025 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |

I wish you a productive and enjoyable meeting. |
| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau | ITU-T SG5 |
| 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.

**WORKING LANGUAGE:** The meeting will run in English only with no interpretation.

**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. The opening and closing study group plenary sessions will be supported by interactive remote participation. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

Interactive remote participation will be provided for all other sessions for which a request is received at least 24 hours in advance. 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.

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

**PRE-REGISTRATION**:Pre-registration is mandatory for both in-person and remote participants and is to be done online via the study group home page **at least one month before the start of the meeting**. The ITU-T registration system requires focal-point approval for registration requests; however, this can be changed to allow automatic approval as outlined in [TSB 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).

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://itu.int/go/fellowships/list), 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://www.itu.int/en/ITU-T/studygroups/2025-2028/05/Pages/default.aspx). **Fellowship requests must be received by 22 April 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 Study Group 5 Meeting
Opening and Closing Plenary
Geneva, 03-12 June 2025

| **No** | **Draft Agenda** |
| --- | --- |
| 1 | Opening of the meeting |
| 2 | Remote participation tool |
| 3 | Adoption of the agenda |
| 4 | Draft timetable |
| 5 | Feedback and status reports on interim activities (since June 2024) |
| 5.1 | Status of draft Recommendations consented (since June 2024) |
| 5.2 | SG5 interim activities and workshops (since June 2024) |
| 6 | IPR roll call  |
| 7 | Main decisions taken by WTSA-24 |
| 7.1 | Resolution 2: Mandate of Study Group 5: Area of responsibility, Lead Study Group, Recommendations under its responsibility |
| 7.2 | Study Questions allocated to Study Group 5 by WTSA-24 |
| 7.3 | Updates on Resolutions 72, 73 and 79 (Rev. New Delhi 2024) (human exposure to EMF, environment, climate change and circular economy; and e-waste) |
| 7.4 | Review of new/revised Resolutions and A-series Recommendations and actions to be taken by Study Group 5 |
| 8 | List of Contributions |
| a) | Contributions addressed to QAll/5 |
| 9 | List of stale work items |
| 10 | Organization of the work of ITU-T Study Group 5 |
| 10.1 | Establishment of Working Parties, allocation of Questions  |
| 10.2 | Designation of Working Party Chair and Vice-chairs |
| 10.3 | Designation of Rapporteurs and Associate Rapporteurs |
| 10.4 | Designation of Liaison rapporteurs to the collaborating organizations |
| 11 | Highlights of the first meeting of TSAG (26-30 May 2025) |
| 12 | ITU-T Study Group 5 Incoming Liaison Statements Report |
| 13 | ITU-T SG5 Regional Groups |
| 13.1 | ITU-T Regional Group for Africa (SG5RG-AFR)  |
| 13.2 | ITU-T Regional Group for Asia and the Pacific (SG5RG-AP)  |
| 13.3 | ITU-T Regional Group for the Arab Region (SG5RG-ARB)  |
| 13.4 | ITU-T Regional Group for Latin America (SG5RG-LATAM) (Peru, 5 September 2024) |
| 14 | Action plans for implementation of WTSA-24 Resolutions 72, 73 and 79 (Rev. New Delhi 2024) (human exposure to EMF, environment, climate change and circular economy; and e-waste) |
| 15 | Collaboration matters and information sharing |
| a) | Highlights of COP29 (11-24 November 2024) |
| b) | Reports related to Environment, EMF, Climate Action and Circular Economy |
| c) | Global approach of standardization for AI environmental sustainability |
| d) | Collaboration with BDT |
| 16 | Promotion activities and bridging the standardization gap |
| 16.1 | Workshops, Training and Forums of interest to ITU-T SG5 |
| a) | ITU-ETSI Symposium on ICT Sustainability: Standards Driving Environmental Innovation (Geneva, 11-21 December 2024) |
| b) | IEEE-ITU Symposium on Achieving Climate Resilience (Geneva, 12-13 December 2024) |
| c) | AI4Good Summit (Geneva, 8-11 July 2025) |
| d) | WSIS+20 (Geneva, 7-11 July 2025) |
| 16.2 | Newcomers’ welcome pack for ITU-T SG5 meeting |
| 16.3 | Information documents |
| 17 | Opening of the Working Parties |
| **Closing Plenary items** |
| 18 | Report of Q8/5 |
| 19 | Reports of the meetings of Working Parties  |
| 19.1 | Working Party 1/5 |
| a) | Approval of Question reports |
| b) | Approval of new work items |
| c) | Approval of work programme |
| d) | Consent/determination/approval/deletion of Recommendations |
| e) | Agreement of informative texts |
| 19.2 | Working Party 2/5 |
| a) | Approval of Question reports  |
| b) | Approval of new work items  |
| c) | Approval of work programme |
| d) | Consent/determination/approval/deletion of Recommendations |
| e) | Agreement of informative texts |
| 19.3 | Working Party 3/5 |
| a) | Approval of Question reports  |
| b) | Approval of new work items  |
| c) | Approval of work programme |
| d) | Consent/determination/approval/deletion of Recommendations |
| e) | Agreement of informative texts |
| 20 | Approval of Outgoing liaison statements/communications |
| 21 | Future activities |
| a) | Planned meetings in 2025 |
| b) | Planned e-meetings in 2025 |
| 22 | Other business |
| 23 | Closure of the meeting |

NOTE ‒ Updates to the agenda can be found in [TD1](https://www.itu.int/md/T25-SG05-250603-TD-GEN-0001/en).

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