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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | Geneva, 23 January 2025 | |
| Ref: | TSB Collective letter 1/TSAG  TSAG/BJ | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU Academia;  - To the Secretary-General of ITU;  - To the Director of the Radiocommunication Bureau;  - To the Director of the Telecommunication Development Bureau;  - To the Chairs of ITU-T Study Groups;  - To the Chairs of the Regional Groups of ITU-T Study Groups;  - To the Chairs of the ITU-T Standardization Committee for Vocabulary | |
| Tel: | +41 22 730 6311 |
| Fax: | +41 22 730 5853 |
| E-mail: | [tsbtsag@itu.int](mailto:tsbtsag@itu.int) |
| Web: | <https://itu.int/go/tsag> |
| **Subject**: | **First meeting of the Telecommunication Standardization Advisory Group (TSAG),  Geneva, 26-30 May 2025** | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the first meeting of the Telecommunication Standardization Advisory Group (TSAG), which will be held at ITU headquarters, Geneva from 26 to 30 May 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).

Practical meeting information is set out in **Annex A** below. 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** and **time plan**, prepared by the Chair of TSAG, Mr Abdurahman M. AL HASSAN, are set out in **Annexes B** and **C**.

**Key deadlines**:

|  |  |
| --- | --- |
| 26 March 2025 | - Submit requests for real-time captioning and/or sign-language interpretation  - [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 14 April 2025 | - Submit fellowship requests (via the forms on the [TSAG homepage](https://itu.int/go/tsag)).  - Submit interpretation requests (via the online registration form on the [TSAG homepage](https://itu.int/go/tsag)) |
| 26 April 2025 | - Pre-registration (via the online registration form on the [TSAG homepage](https://itu.int/go/tsag))  - Submit requests for visa support letters (via the online registration form on the [TSAG homepage](https://itu.int/go/tsag); see details in Annex A) |
| 13 May 2025 | - Submit ITU-T Member contributions ([via Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T25-TSAG)) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Seizo Onoe Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/tsag ITU-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=T25-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, 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, interpretation will be available for the TSAG plenary and working party plenary sessions 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://itu.int/en/general-secretariat/ICT-Services>).

**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 1st 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 “e‑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](mailto: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 TSAG 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 also be provided for other planned working party and rapporteur group sessions per Annex B. 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 for both in-person and remote participants, and is to be done online via the [TSAG homepage](https://www.itu.int/go/tsag) 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](mailto: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/ListEligibleCountries2024.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 the case where 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 [TSAG homepage](https://www.itu.int/go/tsag). **Fellowship requests must be received by 14 April 2025** **at the latest.** They are to be sent by e-mail to [fellowships@itu.int](mailto: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](mailto: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/Pages/visitor-information.aspx>.

**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

1. Opening of the meeting
2. Opening remarks

2.1 ITU Secretary-General

2.2 BR Director

2.3 BDT Director

2.4 TSB Director

2.5 Chair’s comments and observations

1. Approval of the agenda, time management plan and document allocation
2. Report by the Director, TSB; including a status report on the activities of the AHG-IPR
3. Summary of WTSA-24
4. Organization of the work of TSAG for the 2025-2028 study period and approval of the TSAG structure
5. Appointment of TSAG Working Party chairs and vice-chairs, TSAG Rapporteurs and Associate Rapporteurs
6. Additional appointments for TSAG representatives (to SCV, ISCG, IEC-ISO-ITU-T SPCG, and liaison officer to ISO/IEC JTC 1)
7. Strategic and operational plan of ITU-T
8. Report from ITU regional offices
9. Focus groups
10. Joint coordination activities
11. Report from SCV
12. Meeting of TSAG Working Parties and TSAG Rapporteur Groups
    1. Study group matters, lead study group reports
    2. Reports from TSAG interim Rapporteur Group meetings, CTO group meeting(s), CITS
    3. WTSA Action Plan
    4. External relations; reports from ISO-IEC-ITU-T SPGC, ISO-IEC-ITU-T J-SCTF, ISO/IEC JTC 1, and WSC
    5. Reports from Inter-Sector Coordination Group and Inter-Sector Coordination Task Force.
13. Bridging the standardization gap, languages on equal footing, gender
14. Recommendations and other texts for *determination/approval/agreement* at this TSAG meeting
15. Other agreements
16. ITU-T meeting schedule including date of next TSAG meeting
17. Any other business
18. Closing remarks by the Director, TSB
19. Closure of meeting.

NOTE ‒ Updates to the agenda can be found in [TSAG-TD2](https://www.itu.int/md/T25-TSAG-250526-TD-GEN-0002/en).

**ANNEX C  
Draft time plan for TSAG and related working party, and Rapporteur group meetings**(additional ad hoc groups may be scheduled; the allocation of time slots to TSAG Rapporteur Groups is preliminary and subject to modification)

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| --- | --- | --- | --- | --- | --- | --- |
| **Session #** | **Sunday**  **25 May 2025** | **Monday**  **26 May 2025** | **Tuesday**  **27 May 2025** | **Wednesday**  **28 May 2025** | **Thursday**  **29 May 2025** | **Friday**  **30 May 2025** |
| #1; am |  | **0930 – 1045 hours**  TSAG Plenary (\*\*\*) | **0930 – 1045 hours**  WP/RG session | **0930 – 1045 hours**  WP/RG session | **0930 – 1045 hours**  WP/RG session | **0900 – 1015 hours**  TSAG/WP Plenary (\*\*\*) |
| *Coffee break* |  |  |  |  |  |  |
| #2; am |  | **1115 – 1230 hours**  TSAG Plenary (\*\*\*) | **1115 – 1230 hours**  WP/RG session | **1115 – 1230 hours**  WP/RG session | **1115 – 1230 hours**  WP/RG session | **1045 – 1200 hours**  TSAG/WP Plenary (\*\*\*) |
| *Lunch* |  | **1315 – 1430 hours**  Study Group/TSAG/SCV Chairs’s meeting (\*\*) | **1245 – 1345 hours**  Newcomer's session |  |  |  |
| #3; pm | **1600 – 1800**  TSAG Management Meeting (\*) | **1430 – 1545 hours**  TSAG/WP Plenary (\*\*\*) | **1430 – 1545 hours**  WP/RG session | **1430 – 1545 hours**  WP/RG session | **1430 – 1545 hours**  WP/RG session | **1430 – 1545 hours**  TSAG Plenary (\*\*\*) |
| *Coffee break* |  |  |  |  |  |  |
| #4; pm |  | **1615 – 1730 hours**  TSAG/WP Plenary (\*\*\*) | **1615 – 1730 hours**  WP/RG session | **1615 – 1730 hours**  WP/RG session | **1615 – 1730 hours**  WP/RG session | **1615 – 1730 hours**  TSAG Plenary (\*\*\*) |
| #5; pm |  |  |  |  |  |  |

**Notes**

(\*) only for TSAG Management Team, Working Party Chairs, and TSAG Rapporteurs

(\*\*) only for ITU-T Study Group Chairs and TSAG Chair

(\*\*\*) session with interpretation

Updates to the time plan can be found in [TSAG-TD1](https://www.itu.int/md/T25-TSAG-250526-TD-GEN-0001/en).

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