

ANNEX B

Draft agenda

- 1 Opening of the meeting
- 2 Adoption of the agenda
- 3 Call for any IPR declarations as per ITU-T policy
- 4 Feedback and status reports on interim activities (since November 2018)
 - 4.1 Approval of the reports of the fourth SG12 meeting
 - 4.2 Status of draft Recommendations consented
 - 4.3 SG12 interim activities and workshops
 - 4.4 Highlights of the last Chairmen/TSAG meetings
- 5 Review of SG12 structure, rapporteurs, liaison rapporteurs
- 6 Document review and allocation
- 7 Timetable for ad hoc meetings
- 8 Work programme
- 9 Meeting facilities and logistics
- 10 SG12 preparations for WTSA-20
- 11 Meetings of Questions 1/12 and 2/12
- 12 Working Party meetings, including ad hoc meetings
- 13 Reports of the meetings of Working Parties, Questions 1/12 and 2/12, including
 - 13.1 New work items
 - 13.2 Approval/consent/determination/deletion of Recommendations
 - 13.3 Agreement of Technical Reports/informative texts
 - 13.4 Interim activities
 - 13.5 Outgoing liaison statements/communications
 - 13.6 Review of work programme
- 14 Prioritization of consented Recommendations for translation
- 15 Future SG12 meetings and activities
- 16 Any other business
- 17 Acknowledgments and closure of the meeting
- 18 Webinar on outcomes of the meeting

ANNEX C Draft time plan

	Morning		Afternoon	
Tuesday 7 May		Study Group 12 Opening Plenary	Opening of Working Parties 1, 2 and 3/12 in sequence	
Wednesday 8 May	Ad hoc meetings (parallel) of Questions in any Working Party		Ad hoc meetings (parallel) of Questions in any Working Party	
Thursday 9 May	Ad hoc meetings (parallel) of Questions in any Working Party		Ad hoc meetings (parallel) of Questions in any Working Party	
Friday 10 May	Ad hoc meetings (parallel) of Questions in any Working Party		Ad hoc meetings of Q1 and 2/12	
WEEKEND				
Monday 13 May	Ad hoc meetings (parallel) of Questions in any Working Party		Ad hoc meetings (parallel) of Questions in any Working Party	
Tuesday 14 May	Ad hoc meetings (parallel) of Questions in any Working Party		Ad hoc meetings (parallel) of Questions in any Working Party	
Wednesday 15 May	Closing of Working Parties 3, 2 and 1/12 in sequence			
Thursday 16 May	Management team meeting	Study Group 12 Closing Plenary	Study Group 12 Closing Plenary	Webinar on outcomes of the meeting

Notes from TSB:

- 1 SG12 management team meetings: 6 May, 14:00-17:30; 16 May, 09:00-10:30
 - 2 Welcome of new SG12 participants and tour of ITU premises; 7 May, 10:30-11:00; meeting place: reception desk/Montbrillant building. Please note that the guided tour will conclude by escorting all newcomers to the Opening Plenary. The Opening Plenary starts at 11:00.
 - 3 SG12 orientation session for newcomers & Newcomers' discussion with SG12 management, Wednesday, 8 May, 13:00-14:00
 - 4 Closing Plenary sessions are 10:30-12:00 and 13:30-15:30
 - 5 All other sessions are 9:00-12:30 and 14:00-17:30 with 30-minute breaks in the middle
 - 6 Webinar on outcomes of the meeting (consented Recommendations, approved Supplements and Technical Reports, etc.), 16 May, 15:45-16:30
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