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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 10 February 2016 |
| Ref: | **TSB Collective letter 7/5** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T SG5 Associates; and - To ITU Academia |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int  |  |
| Subject: | **Meeting of ITU-T Study Group 5; Kuala Lumpur, Malaysia, 20-27 April 2016** |

Dear Sir/Madam,

It is my pleasure to invite you to attend ITU-T Study Group 5 (*Environment and climate change*) which, at the kind invitation of the government of Malaysia, is to meet at the Renaissance Kuala Lumpur Hotel in Kuala Lumpur, Malaysia from 20 to 27 April 2016 inclusive.

I should like to inform you that the meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be available onsite and provided at the registration desk.

Detailed logistics information will be posted on the Study Group 5 website (<http://itu.int/ITU-T/studygroups/com05>). Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the meeting, as prepared by the Chairman of the study group (Mr Ahmed Zeddam, France) and its management team, is set out in **Annex B**. The draft **timetable** will be made available at: <http://itu.int/ITU-T/studygroups/com05>**.**

I would like to take the opportunity to inform you that the 11th ITU Symposium on ICTs, Environment and Climate Change will take place on 21 April 2016 in conjunction with the next
ITU-T Study Group 5 meeting.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 2

**ANNEX A**(to TSB Collective letter 7/5)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 5 website and must therefore be received by TSB **not later than 7 April 2016**. Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line.   The direct posting system allows ITU‑T members to reserve contribution numbers and to upload/revise contributions directly to the ITU‑T web server.  Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents.  The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>).  The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION** As per agreement of ITU-T SG5 management team, this meeting will be held in English only.

**PAPERLESS MEETINGS:** The meeting will be run paperless.

**WIRELESS** facilities will be available for use by delegates at the venue.

**PRINTERS:** Printers will be made available to the delegates at the venue of the event.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 7 April 2016**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are also requested to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* at the ITU‑T website** [**http://itu.int/ITU-T/studygroups/com05**](http://itu.int/ITU-T/studygroups/com05)**.**

**Please note that registration for the Symposium should be done separately (see Circular 196).**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)**, must be returned to ITU **not later than
9 March 2016.** Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries and regions, and gender balance.

**VISAS**: To enter Malaysia, you may need a letter of introduction from the host, which you will need to present to the Malaysian Embassy/Consulate in your area in order to obtain your visa. The visa must be requested and obtained from the office (embassy or consulate) representing Malaysia in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 20 February 2016 | - submit contributions for which translation is requested |
| Six weeks | 9 March 2016 | - fellowship requests |
| Four weeks | 23 March 2016 | - requests for visa support letters |
| 12 calendar days  | 7 April 2016 | - pre-registration |
| 12 calendar days | 7 April 2016 | - final deadline for contributions |

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 7/5)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 5 meeting****Kuala Lumpur, Malaysia, 20-27 April 2016** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail: bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 9 March 2016** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form at: [**http://itu.int/ITU-T/studygroups/com05**](http://itu.int/ITU-T/studygroups/com05))Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of the Administration or Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mr / Ms  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(family name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(given name)Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Tel**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-Mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**PASSPORT INFORMATION**:**Date of birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Nationality**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Passport number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of issue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** In (place)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Valid until (date): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Please select your preference(which ITU will do its best to accommodate) |
|  **□ Economy class air ticket (duty station / Geneva / duty station)** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** |
|  |
| **Signature of fellowship candidate:** | **Date:** |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. |
| **Signature:** | **Date:** |

**ANNEX B**(to TSB Collective letter 7/5)

**DRAFT AGENDA**

## Opening of the meeting

## Adoption of the agenda and document allocation

## Highlights of TSAG and Review Committee 2016

## IPR roll call

## Promotion activities and bridging the standardization gap

## Workshops, Trainings and Forums of interest to SG5

## Draft new Recommendation ITU-T L.1002 “External universal power adapter solutions for portable information and communication technology devices”

## Report of the different SG5 Regional Groups

## SG5 RG-AFR

## SG5 RG-ARB

## SG5 RG-AMR

## SG5 RG-AP

## Preparation for WTSA-16

## Deletion and/or Merger of Questions

## Future SG5 structure (including the text of Questions)

## ITU-T Study Group 5 Incoming Liaison Statements Report

## Working Parties meetings

## Nomination of Rapporteurs, Associate Rapporteurs and Liaison Rapporteurs

## Consent/determination/approval/deletion of Recommendations

## Reports of the meetings of Working Parties

## Agreement/approval of informative texts

## Approval of Outgoing liaison statements/communications

## Update of SG5 work programme

## Identify new topics for future Technology Watch reports

## Future activities

## Other business

## Closing of the meeting

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