|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 7 March 2024 | |
| Ref: | **TSB Collective letter 7/5**  SG5/RU | | - To Administrations of Member States of the Union;  - 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](mailto:tsbsg5@itu.int) | |
| Web: | <https://www.itu.int/go/tsg5> | |
| **Subject**: | **Meeting of Study Group 5; Wroclaw, Poland, 17-21 June 2024** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 5 (*Electromagnetic fields (EMF), environment, climate action, sustainable digitalization, and circular economy*), which will take place at Wrocław University of Science and Technology, Wrocław, Poland, from 17 to 21 June 2024, inclusive.

The meeting will open at 0930 hours CEST on the first day. Participant registration will begin at 0830 hours CEST at the Bibliotech building of the Wrocław University of Science and Technology.

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/2022-2024/05/Pages/default.aspx). The meeting will be convened in English only with no interpretation.

Due to the tight schedule, an exclusive session for newcomers will not be scheduled. Please feel free to contact Ms Nevine Tewfik and Mr Paolo Gemma, SG5 mentors ([tsbsg5@itu.int](mailto:tsbsg5@itu.int)) should you be interested in receiving a presentation for newcomers and support on SG5 activities and ITU-T working methods.

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 in collaboration with the Chair of the Study Group 5, Mr Dominique Würges (France), is set out in **Annex B**.

**Key deadlines**:

|  |  |
| --- | --- |
| 17 April 2024 | – Submit ITU-T Member contributions for which translation is requested |
| 6 May 2024 | – Submit fellowship requests or e-fellowship requests (via the forms on   [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx)) |
| 17 May 2024 | – Submit requests for visa support letters (see practical information document on  the [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx))  – Pre-registration (via the online registration form on the [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx)).Registration is mandatory on the ITU website. |
| 4 June 2024 | – Submit ITU-T Member Contributions (via [Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG05)) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| 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/sg5ITU-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](http://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](http://www.itu.int/TIES/) with TIES access.

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

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for some sessions. 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.

Interactive Remote participation will not allow participation in the decision process. Delegates are reminded that, as per the provisions currently in force, decisions will be taken by those physically present in the meeting room.

**PRE-REGISTRATION, 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 and fellowships requests. The membership is invited to include women in their delegations whenever possible.

**REGISTRATION ON-SITE:** Participants registration will begin at 8:30 at the Bibliotech building of the Wroclaw University of Science and Technology, Wroclaw, Poland.

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the **e-fellowship**.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. For in-person fellowships, up to two partial fellowships per country may be awarded, subject to available funding. A partial in-person 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 in-person 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.

Request forms for both types of fellowship are available from the [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx). **Fellowship requests must be received by 6 May 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 at least one month before the date of arrival in Poland from the embassy or consulate representing Poland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Delegates who require a personal invitation letter for their visa application please see Annex 1 of the Practical Information available on the SG5 website.

ANNEX B  
Draft agenda for Study Group 5 Meeting   
Opening and Closing Plenary  
Wrocław, Poland, 17-21 June 2024

| **No** | **Draft Agenda** | | |
| --- | --- | --- | --- |
| 1 | Opening of the meeting | | |
| 2 | Remote participation tool | | |
| 3 | Adoption of the agenda | | |
| 4 | Draft timetable | | |
| 5 | Approval of the report of the last ITU-T SG5 meeting (Geneva, 13-22 November 2023) | | |
| 6 | IPR roll call | | |
| 7 | List of Contributions | | |
| a) | | Contributions addressed to QAll/5 | |
| 8 | List of stale work items | | |
| 9 | Highlights of Council 2024 (4-14 June 2024) | | |
| 10 | Highlights of third meeting of TSAG (22-26 January 2024) and preparation for the fourth TSAG (29 July-2 August 2024) | | |
| 11 | WTSA-24 Preparations and report of the WTSA-24 Preparation ad-hoc group | | |
| 12 | ITU-T Study Group 5 Incoming Liaison Statements Report | | |
| 13 | Nomination of Rapporteur, Associate Rapporteurs and Liaison Officers | | |
| 14 | ITU-T SG5 Regional Groups | | |
| a) | | ITU-T Regional Group for Africa (SG5RG-AFR) (Burkina Faso, 7-9 May 2024 (tbc)) | |
| b) | | ITU-T Regional Group for Asia and the Pacific (SG5RG-AP) | |
| c) | | ITU-T Regional Group for the Arab Region (SG5RG-ARB) (Oman, 13-16 May 2024 (tbc)) | |
| d) | | ITU-T Regional Group for Latin America (SG5RG-LATAM) | |
| 15 | Action plans for implementation of WTSA-20 Resolutions 72, 73 and 79 (Rev. Geneva, 2022) (human exposure to EMF, environment, climate change and circular economy; and e-waste) | | |
| 16 | Updates on Focus Group on metaverse – WG8: Sustainability, Accessibility & Inclusion with special focus on Technical group on sustainability | | |
| 17 | Collaboration matters and information sharing | | |
| a) | | | ITU Activities carried out for COP28 (30 November-12 December 2023) and Outcomes |
| b) | | | ITU Activities to COP29 (11-24 November 2024) |
| c) | | | Collaboration with BDT |
| d) | | | European Commission JRC Study on Energy Consumption in Data Centres and Broadband Communication Networks in the EU |
| 18 | Promotion activities and bridging the standardization gap | | |
| a) | | Workshops, Training and Forums of interest to ITU-T SG5 | |
| b) | | Newcomers’ welcome pack for ITU-T SG5 meeting | |
| c) | | Information documents | |
| 19 | Opening of the Working Parties | | |
| 20 | Report of Q8/5 | | |
| 21 | Reports of the meetings of Working Parties | | |
| 21.1 | 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 | |
| 21.2 | 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 | |
| 21.3 | 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 | |
| 22 | Approval of Outgoing liaison statements/communications | | |
| 23 | Future activities | | |
| a) | | Planned meetings in 2025 | |
| b) | | Planned e-meetings in 2024/2025 | |
| 24 | Other business | | |
| 25 | Closure of the meeting | | |

NOTE ‒ Updates to the agenda can be found on the [Study Group 5 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/05/Pages/default.aspx).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_