|  |  |
| --- | --- |
| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 31 October 2013

|  |  |  |
| --- | --- | --- |
| Ref: | **TSB Collective letter 3/17** |  |
| Tel:Fax:E-mail: | +41 22 730 5866+41 22 730 5853tsbsg17@itu.int | To:* Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 17 and
* ITU-T Academia
 |

|  |  |
| --- | --- |
| Subject: | **Meeting of Study Group 17; Geneva, 15 – 24 January 2014** |

Dear Sir/Madam,

In accordance with the agreements in Study Group 17, it is my pleasure to invite you to attend Study Group 17 (Security) which is to meet at ITU headquarters, Geneva, from 15 to 24 January 2014 inclusive.

The meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters and on the study group web page. Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the meeting, prepared in agreement with the Chairman of the study group (Mr Arkadiy Kremer, Russian Federation) and its management team, is set out in **Annex B**. The provisional work plan and **Timetable**, as prepared by the Chairman and the Rapporteurs of Study Group 17, is set out in [**TD 0805**](http://www.itu.int/md/T13-SG17-140115-TD-PLEN-0805/en)**.** The draft **work programme for working parties and Questions**, as prepared by the working party Chairmen and Rapporteurs, is set out in [**TD 0720**](http://www.itu.int/md/T13-SG17-140115-TD-PLEN-0720/en).

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 2

**ANNEX A**

**(to TSB Collective letter 3/17)**

**Additional information about the meeting**

**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 17 website and must therefore be received by TSB **not later than 2 January 2014 (23:59 CEST)**. Contributions received at least 8 weeks before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions (DDP) is available on-line. DDP allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server. Since ITU will be closed 25 December 2013 until 2 January 2014 (inclusive), usage of the direct document posting system is encouraged.

Please use the **(SG17) DDP template** to prepare your contribution. The name, fax, telephone number and e-mail address of the person to be contacted about the contribution needs to be indicated on its cover page. Further information and guidelines for the direct posting system and template are available at the following address: <http://itu.int/net/ITU-T/ddp/>. Should any difficulties arise in the submission process, please contact the study group secretariat at tsbsg17@itu.int.

**WORK METHODS AND FACILITIES**

**INTERPRETATION** will be available upon request for the opening and closing plenary of the meeting. For sessions that are scheduled to be held with interpretation, please note that interpretation will only be provided if a Member State so requests by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least one month before the first day of the meeting**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

**PAPERLESS MEETINGS:** This Study Group 17 meeting will be paperless.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to send an email to the desired printer email address (in the form printername@eprint.itu.int) with the document attached. No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**E-LOCKERS** are available on the ground floor of the Montbrillant building. The ITU RFID badge issued to registered participants opens and closes the e-locker. The e-locker is available only for the period of the meeting you are attending, so delegates must ensure that the locker is emptied before 23:59 on the last day of the meeting.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION** Participants, either in-person or remote, are requested to pre-register *online* at the ITU-T website.

To enable TSB to make the necessary arrangements, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax (+41 22 730 5853) or **not later than 15 December 2013** *(one month before start of the meeting)*, 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 requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**NEW DELEGATES** are invited to attend a Mentoring Programme, including a welcome briefing upon registration, guided visit of ITU headquarters and orientation session on ITU-T. Please check the corresponding box on the registration form if you would like to participate or contact ITU-Tmembership@itu.int.

**FELLOWSHIPS:** We are pleased to inform you that one full or 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>). 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 **15 December 2013** *(one month before the meeting).* 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.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Eight weeks | 20 November 2013 | - submit contributions for which translation is requested |
| Six weeks | 4 December 2013 | - requests for interpretation at opening and/or closing plenary- requests for visas |
| One month | 15 December 2013 | - pre-registration- fellowship requests |
| 12 calendar days | 2 January 2014 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

Please note that a new visitor information website is now available at: <http://itu.int/en/delegates-corner/>

**HOTELS:** For your convenience, a hotel reservation form is enclosed (Form 2). A list of hotels can be found at <http://itu.int/travel/>

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least six (6) weeks before the date of beginning of the meeting** and obtained from the office (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. 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 but only within the period mentioned of **six** weeks. Any such request must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested[[1]](#footnote-2) and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) bearing the words **“visa request”**.

**FORM 1 – FELLOWSHIP REQUEST**

(to TSB Collective letter 3/17)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 17 meeting****Geneva, Switzerland, 15 – 24 January 2014** |  |
| **Please return to:** | **ITUGeneva, Switzerland** | **E-mail:** **bdtfellowships@itu.int** **Tel: +41 22 730 5227** **Fax: +41 22 730 5778** |
| **Request for one full or two partial fellowships to be submitted before 15 December 2013** |
| Submission of Contributions is encouraged | 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/go/sg17>)**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)** |
| 1. One full or **partial** fellowship per eligible country.
2. For partial fellowship, ITU is requested to cover either one of the following:

 **□ Economy class air ticket (duty station / Geneva / duty station).** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.**1. It is imperative that fellows be present from the first day to the end of the meeting.
 |
| **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** |

**FORM 2 – HOTELS**

(to TSB Collective letter 3/17)

|  |
| --- |
| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

|  |  |  |
| --- | --- | --- |
|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*SG17 meeting from 15 to 24 January 2014 in Geneva*

*Confirmation of the reservation made on (date) ------------------------- with (hotel) --------------------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date) --------------------------- at (time) ------------- departing on (date) -------------------------------*

***GENEVA TRANSPORT CARD :*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -----------------------------------*

*No.* -------------------------------------------------------- *valid until* -------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

**ANNEX B**

**(to TSB Collective letter 3/17)
Draft agenda for the plenary**

**Meeting of Study Group 17
Geneva, 15 – 24 January 2014**

1. Opening of the meeting and welcome
2. Results from the last meeting of Study Group 17
	1. Report of the 26 August – 4 September 2013 Study Group 17 meeting
	2. Result of Recommendations consented under AAP
	3. Result of the Member States consultation for Recommendations under TAP
	4. Reports of the interim Rapporteur group meetings
	5. Reports from the Correspondence Groups on:
		1. *Verification process for cryptographic protocols*
		2. *Cybersecurity Information Exchange Capabilities*
		3. *Web mashup security activities*
		4. *High-level security framework for cloud computing and cloud computing security collaboration*
		5. *Generic IdM interoperability mechanisms activities*
		6. *IdM requirement in cloud computing activities*
		7. *Open identity trust framework activities.*
	6. SG17 participation in workshops and seminars
3. Coordination, collaboration and cooperation
	1. Focus groups (FGs), joint coordination activities (JCAs) and Global standards initiatives (GSIs)
	2. Relations with other lead study groups
	3. Strategic Advisory Group on Security (SAG-S) (IEC, ISO, ITU-T)
	4. Memorandum of Understanding on e-business (IEC, ISO, ITU-T, UN/ECE)
	5. Collaboration with IEC, ISO and ISO/IEC JTC 1
	6. Collaboration with IETF
	7. Collaboration with ETSI
	8. Collaboration with the SDL Forum Society
	9. Collaboration with the Kantara Initiative
	10. Collaboration with OASIS
	11. Collaboration with FIRST
	12. Collaboration with Cloud Security Alliance
	13. Interaction with other industry consortia and fora
	14. Reports on other liaison and collaboration activities
4. General matters
	1. SG17 organization for this meeting
	2. Newcomers’ orientation sessions
	3. Appointments (to fill open positions)
	4. SG17 lead study group activities
	5. JCA-COP
	6. JCA-IdM
	7. Preparation for next TSAG meeting
	8. Preparation for the next GSC-18 meeting (July 2014, France)
	9. SG17 activities in support of WTSA-12 Resolutions, PP-10 Resolutions and WTDC-10 Resolutions
	10. Status of SG17 Projects
	11. Tutorials for this meeting
	12. Future SG17 organized outreach events (workshops, summits, seminars)
	13. Bridging the Standardisation Gap (BSG)
5. Program for this meeting (working party meetings and meeting on Questions)
	1. Meeting reports including action plans
	2. Recommendations and other texts for *approval* or *agreement* at this Study Group 17 meeting
	3. Recommendations for *consent* or *determination* at this Study Group 17 meeting
	4. A.5 justification for normative references other than ITU, ISO, IEC in Recommendations
	5. Recommendations planned for *consent* or *determination* or *agreement* at the next Study Group 17 meeting
	6. Recommendations planned for consent or determination later in the study period
	7. New work items to be added and work items to be deleted from the work programme
	8. Editors and Summaries for Recommendations and other texts under development
	9. Manuals, roadmaps and wikis
	10. Liaison statements
	11. Requests to TSB to initiate A.4 (consortia/forums) or A.6 (SDOs) qualifications
	12. Planned Rapporteur group meetings (alone, collaborative, part of GSI, etc.), correspondence groups and other activities
	13. Establishment, continuation, or termination of correspondence groups
	14. Other items for SG17 agreement
	15. Highlights of achievements
6. Working arrangements for this meeting
	1. Update on tools available for the conduct of the work
	2. Mail ing lists, including e-mail addresses
	3. List of meeting documents and allocation of documents to Questions
	4. Meeting schedule and room allocation
7. Future meetings of Study Group 17
8. Information from vice-chairmen and working party chairmen
9. Any other business
10. Closing

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

1. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>. [↑](#footnote-ref-2)