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| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 13 April 2017 | |
| Ref: | **TSB Collective letter 2/11**  SG11/DA | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 11;  - To ITU Academia | |
| Tel: | +41 22 730 5780 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg11@itu.int](mailto:tsbsg11@itu.int) | |
| Web: | <http://itu.int/go/tsg11> | |
| Subject: | **Meeting of Working Parties 1&2/11, Geneva, 12-13 July 2017** | | | |

Dear Sir/Madam,

With my agreement to the request of Study Group 11 Chairman (Mr Andrey KUCHERYAVY) and as endorsed at the meeting of Study Group 11 (Geneva, 6–15 February 2017), it is my pleasure to invite you to attend the next meeting of Working Party 1/11 (*Signalling requirements and protocols for emerging telecommunications networks*) and Working Party 2/11 (*Control and management protocols for IMT-2020*) which will be held at ITU headquarters, Geneva on 12 and 13 July 2017 respectively.

The main objectives of these meetings is to consider initiating the approval process for the following draft ITU-T Recommendations, as appropriate, depending on the results of the [Rapporteur Group meetings](https://www.itu.int/net/ITU-T/lists/rgm.aspx?Group=11&type=interim) held 3-12 July 2017 in Geneva:

**WP1/11:**

* draft Recommendation ITU-T Q.SCO “Scenarios and signalling requirements for SDN based Central Office”.

**WP2/11:**

* draft Recommendation ITU-T X.mp2p-mssr “Managed P2P communications: Multimedia streaming signalling requirements”.

The following meetings will also be organized in parallel at the same venue:

- Meetings of WPs1, 2, 3/13, 14 July 2017, more information is available in Collective letter [2/13](https://www.itu.int/md/T17-SG13-COL-0002/en).

- ITU-T Conformity Assessment Steering Committee ([ITU-T CASC](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/CASC.aspx)) e-meeting, 12 July 2017, more information is available on the CASC [webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/CASC.aspx).

- Joint Coordination Activity on Software-Defined Networking ([JCA-SDN](http://www.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx)) meeting, 5 July 2017 (14:30-17:30), more information is available on the JCA-SDN [webpage](http://www.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx).

- Inaugural meeting of the [JCA on IMT-2020](http://staging.itu.int/en/ITU-T/focusgroups/imt-2020/Pages/default.aspx)\* (JCA-IMT-2020) will take place on 10 July 2017 (11:00-13:00).

- The 5G Roadshow Workshop will be held on 11 July 2017.

The meeting of WP1/11 will open at 0930 hours on 12 July 2017 and the meeting of WP2/11 will open at 1430 hours on 13 July 2017. 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](http://handle.itu.int/11.1002/apps/meeting-rooms).

**Key deadlines**:

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| 12 May 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) to WP1/11 and WP2/11 for which translation is requested |
| 12 June 2017 | - Pre-registration (online via the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/default.aspx))  - Submit requests for visa support letters (a request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)) |
| 29 June 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) to WP1/11 and WP2/11 |

Practical meeting information is set out in **Annex A**. A draft **Agenda** of the meetings, as prepared by the Chairmen of Working Parties 1/11 and 2/11 and its **time plan**, are set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | Title: Latest meeting information - Description: This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg11 Latest meeting information |

**Annexes**: 2

**ANNEX A**

(to TSB Collective letter 2/11)

**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 email 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/[TIES account holders](http://www.itu.int/TIES/).

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**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’ computer, documents may be “e‑printed” by emailing them to the desired printer.  
Details at: <http://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.

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration is to be done online via the study group home page **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**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: <http://itu.int/travel/>.

**VISA SUPPORT**: If required, visas must be requested **at least one month 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. 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. Any such request must specify the name, function, date of birth, passport information, and registration confirmation for all applicants.

Requests should be sent to TSB by email ([tsbreg@itu.int](mailto:tsbreg@itu.int)) or fax (+41 22 730 5853), bearing the words **“visa request”**. A request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

**Annex B**(to TSB Collective letter 2/11)  
 **Draft agenda WP1/11 and WP2/11 and draft time plan  
Geneva, 12-13 July 2017**

**Draft agenda of Working Parties 1/11 and 2/11**

1. Opening remarks
2. Adoption of the agenda for the plenary meetings of Working Parties 1/11 and 2/11
3. Documents allocation
4. Discussion of received contributions
5. Review and approve the reports and outputs of Rapporteur Group meetings
6. Consent of draft Recommendations
7. Agreement on new work items
8. Agreement on future activities
9. Approval of outgoing liaison statements
10. Work Programme
11. Future meetings
12. AOB
13. Closure of the meeting

**Draft time plan of Working Parties 1/11 and 2/11**

|  | **12 July (Wed)** | | | | **13 July (Thu)** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **WP1** | **X** |  |  |  |  |  |  |  |
| **WP2** |  |  |  |  |  |  | **X** |  |

***Session 1: 0930 – 1045; Session 2: 1115-1230; Session 3: 1430-1545; Session 4: 1615-1730***

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