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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 2 August 2018 |
| Ref: | **TSB Collective letter 5/11**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 |
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| E-mail: | tsbsg11@itu.int  |
| Web: | <http://itu.int/go/tsg11>  |
| Subject: | **Meeting of Working Parties 2/11 and 3/11; Geneva, 31 October 2018** |

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, 18 to 27 July 2018), it is my pleasure to invite you to attend the next meeting of Working Party 2/11 (*Control and management protocols for IMT-2020*) and Working Party 3/11 (*Conformance and interoperability testing, combating counterfeit ICT and mobile device theft*), which will be held at ITU headquarters, Geneva, on 31 October 2018.

I draw your attention to an important update: meeting registration now requires focal point approval. Please see Annex A and [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068) for details.

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 from
22 to 31 October 2018 in Geneva:

**WP2/11:**

- Draft new Recommendation X.mp2p-cdsr "Managed P2P communications: Content distribution signalling requirements"

- Draft new Recommendation X.mp2p-cdpp "Managed P2P communications: Content distribution peer protocol"

**WP3/11:**

- Draft Recommendation ITU-T Q.FW\_IoT/Test "Framework for IoT Testing"

- Draft Recommendation Q.wa-iop "Cloud Interoperability testing about Web Application"

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

- Meetings of WP1, 2, 3/13, 2 November 2018; more information will be available in Collective letter 6/13.

The meeting will open at 1430 hours on 31 October 2018, and 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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| 31 August 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 30 September 2018 | - Pre-registration (via the online registration form on the [study group homepage](http://itu.int/go/tsg11))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 18 October 2018 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/) to WP2/11 and WP3/11 |

Practical meeting information is set out in **Annex A**. A draft **Agenda** of the meetings, as prepared by the Chairmen of Working Parties 2/11 and 3/11 and its **time plan**, are set out in **Annex B**.

I wish you productive and enjoyable meetings.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization 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
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/[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 e-mailing 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) on a first-come, first‑served basis.

**PRE-REGISTRATION 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 new registration system requires focal-point approval for all registration requests. The membership is invited to include women in their delegations whenever possible.

**VISA SUPPORT**: If required, visas must be requested 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

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. Requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words “**visa support**”.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**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/>.

ANNEX B
Draft agenda and time plan

**Draft agenda WP2/11 and WP3/11 and draft time plan
Geneva, 31 October 2018**

**Draft agenda of Working Parties 2/11 and 3/11**

1. Opening remarks
2. Adoption of the agenda for the plenary meetings of Working Parties 2/11 and 3/11
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 2/11 and 3/11**

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|  | **Wednesday, 31 October** |
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| **WP2/11** |  |  |  | **X** |  |
| **WP3/11** |  |  |  |  | **X** |

Session times: 1 - 0930-1045; 2 - 1115-1230; Lunch (Lu) - 1230-1430; 3 - 1430-1545; 4 - 1615-1730

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