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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 21 December 2020 |
| Ref: | **TSB Collective letter 14/11**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 |
| E-mail: | tsbsg11@itu.int |
| Web: | <http://itu.int/go/tsg11> |
| **Subject**: | **Virtual meeting of Study Group 11, 17-26 March 2021** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 11 (*Signalling requirements, protocols, test specifications and combating counterfeit products*), which due to the current COVID-19 pandemic, and in coordination with the ITU-T Study Group 11 Chairman, its management team and TSB, will be run fully virtual from 17 to 26 March 2021, inclusive.

Note that no fellowships will be awarded.

The opening plenary will be convened on 17 March 2021, starting from 1330 hours, Geneva time, using [MyMeetings remote participation tool](https://remote.itu.int/). Documentation, remote participation details and other related information can be found on the SG11 homepage ([www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)).

A Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries is planned to take place fully virtual on 16 March 2021, 14:00-15:30, Geneva time. Please indicate your interest to tsbbsg@itu.int.

The following event will be held in parallel with the SG11 meeting:

- ITU-T Conformity Assessment Steering Committee (ITU-T CASC) virtual meeting, 19 March 2021; more information is available on the [CASC webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/CASC.aspx).

**Key deadlines**:

|  |  |
| --- | --- |
| 17 January 2021 | - [Submit ITU-T Member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG11) for which translation is requested |
| 3 February 2021 | * Submit interpretation requests (via the online registration form; see details in Annex A)
 |
| 17 February 2021 | - Registration (via the online registration form on the study group homepage at: [www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)) |
| 4 March 2021 | - [Submit ITU-T Member contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG11) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by the ITU-T SG11 Chairman, Mr Andrey Kucheryavy (Russian Federation), is set out in **Annex B**. The draft time plan is set out in **Annex C**.

I wish you a productive and enjoyable meeting.

|  |  |
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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg11ITU-T SG11 |
| Latest meeting information |

**Annexes: 3**

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:Member contributions should be submitted using [Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG11); 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.

**INTERPRETATION**: Interpretation will be available for the opening and closing plenaries of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form **at least six weeks before the first day of the meeting**.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions such as working parties and study group plenaries. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the Chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**: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. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the Study Group 11 homepage ([www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the study group chairman.

ANNEX B
Draft agenda of SG11 virtual meeting, 17-26 March 2021

|  |  |  |
| --- | --- | --- |
| **#** | **Agenda items** |  |
|  | Opening of the SG11 Plenary meeting * 1. Approval of the agenda
	2. Approval of the previous SG11 reports
	3. Approval of the meeting time plan
	4. Document allocation
	5. Incoming liaison statements
	6. Meeting facilities and electronic working methods
	7. Newcomers’ welcome pack
 |  |
|  | Approval of set of Questions texts endorsed by TSAG |  |
|  | SG11 organization, including Regional Groups and CASC* 1. SG11 Management team
	2. Working Party structure and its Management
	3. Questions Rapporteurs and Associates
	4. Liaison Officers
 |  |
|  | Feedback on interim activities since last meeting* 1. Recommendation matters
	2. Interim Rapporteur meetings
 |  |
|  | Approval of interim outgoing Liaison Statements |  |
|  | Approval of the updated work programme of SG11 |  |
|  | Consider approval of Recommendations in accordance with [Resolution 1 / Recommendation ITU-T A.8], if any |  |
|  | Achievements of SG11 during 2017-2020 Study Period |  |
|  | iLSs addressed to all Questions of SG11 |  |
|  | Promotion of SG11 work, e.g. workshops organization |  |
|  | Templates (e.g. agendas, reports) |  |
|  | AOB for opening Plenary |  |
|  |

|  |  |  |
| --- | --- | --- |
|  | Intellectual Property Rights (IPR) inquiry |  |
|  | Approval and “Consent” of draft Recommendations proposed for approval (Recommendation ITU-T A.8) and approval of other deliverables* 1. Recommendations
	2. Supplements
	3. Technical Papers and Reports
 |  |
|  | Recommendations for (TAP) Determination/Decision/Approval (Resolution 1) (if any) |  |
|  | New appointment of Rapporteurs, Associate Rapporteurs, Liaison Officers (if any) |  |
|  | Approval of Working Party reports |  |
|  | Outgoing Liaison Statements |  |
|  | New/Revised Questions (if any) |  |
|  | New work items |  |
|  | Update of SG11 Work Programme |  |
|  | Date and place of the next SG11 meetings |  |
|  | Future Interim Activities (Working Parties and interim Rapporteur group meetings) |  |
|  | Future Workshops of SG11 |  |
|  | Future Regional Group meetings and CASC meetings |  |
|  | AOB for closing Plenary |  |
|  | Closing |  |

*Note: Items 1 to 12 are expected to be addressed in the opening Plenary (17 March 2021) and items 13 to 27 are expected to be addressed in the closing Plenary (26 March 2021).*

NOTE ‒ Updates to the agenda will be available on the Study Group 11 homepage ([www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)).

ANNEX C
Draft time plan

**SG11 virtual meeting, 17-26 March 2021
(First week)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Wednesday, 17 March 2021** | **Thursday, 18 March 2021** | **Friday, 19 March 2021** |
| 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 |
| **SG11 PLEN** |  |  |  | 📹 | 📹 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers** |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |
| **WP1/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |
| **Q2/11** |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |
| **Q3/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |
| **Q4/11** |  |  |  |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  |
| **Q5/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |
| **WP2/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/11** |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |
| **Q7/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** |  |  |  |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  |
| **WP3/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q9/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |
| **Q10/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/11** |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |
| **Q12/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |
| **Q13/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |
| **Q14/11** | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |
| **Q15/11** |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |
| **CASC** |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |
| **Sessions times (Geneva time)****Session 0: 0900-1015; Session 1: 1030-1145; Session 2: 1200-1315; Session 3: 1330-1445;Session 4: 1500-1615; Session 5: 1630-1745** |
| **Key: V - virtual meeting via ITU MyMeetings** 📹 **- webcast** |

**SG11 virtual meeting, 17-26 March 2021
(Second week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday, 22 March 2021** | **Tuesday, 23 March 2021** | **Wednesday, 24 March 2021** | **Thursday, 25 March 2021** | **Friday, 26 March 2021** |
| 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 |
| **SG11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 📹 | 📹 | 📹 |  |
| **WP1/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q3/11** |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q4/11** | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/11** |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |
| **Q6/11** |  |  |  |  |  |  | **V** |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/11** |  |  |  | **V** | **V** |  |  | **V** | **V** |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |
| **Q9/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q10/11** |  |  |  | **V** | **V** |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/11** |  | **V** | **V** |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/11** |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q14/11** |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q15/11** |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sessions times (Geneva time)****Session 0: 0900-1015; Session 1: 1030-1145; Session 2: 1200-1315; Session 3: 1330-1445; Session 4: 1500-1615; Session 5: 1630-1745** |
| **Key: V - virtual meeting via ITU MyMeetings;** 📹 **- webcast** |

Note 2: Updates to the timetable will be available on the Study Group 11 homepage ([www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)).

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