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| |  |  |  | | --- | --- | --- | |  | **国 际 电 信 联 盟**  **电信标准化局** |  | |  |

2017年7月21日，日内瓦

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| 文号： | **电信标准化局第3/13号集体函**  SG13/TK |  |
| 电话： 传真：  电子 邮件： 网址： | +41 22 730 5126 +41 22 730 5853  [tsbsg13@itu.int](mailto:tsbsg13@itu.int) <http://itu.int/go/tsg13> | 致：   * 国际电联各成员国主管部门； * ITU-T部门成员； * 参加第13研究组工作的ITU-T 部门准成员； * ITU-T学术成员 |
| 事由： | **第13研究组会议（2017年11月6-17日，日内瓦）** | |

尊敬的先生/女士：

我高兴地邀请您出席第13研究组（侧重于IMT-2020、云计算和可信赖的网络基础设施的未来网络）将自2017年11月6-17日（含）在日内瓦国际电联总部召开的会议。

在第13研究组会议期间，JCA-SDN将于11月9日下午举办最后一次会议，JCA‑IMT2020将在11月14日召开会议。文件、远程参会和其他相关信息可分别查阅[JCA-SDN](https://www.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx)和[JCA-IMT2020](https://www.itu.int/en/ITU-T/jca/imt2020/Pages/default.aspx)主页。

第一天的会议将自9:30开始。与会者的注册工作将自8:00起在[Montbrillant办公楼入口处](https://www.itu.int/en/about/Documents/itu-plan.pdf)开始。有关会议厅每天安排的具体信息将在国际电联总部各处的电视屏幕上显示，并且[在此处](http://handle.itu.int/11.1002/apps/meeting-rooms)在线提供。

**重要截止日期**

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| 2017年9月6日 | – 提交需要翻译的[ITU-T成员文稿](http://itu.int/net/ITU-T/ddp/) |
| 2017年9月25日 | – 申请与会补贴（申请表和导则见[此处](http://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Documents/SG20_Fellowships_september17.docx)）  – 提出口译服务要求（通过在线预注册表格） |
| 2017年10月6日 | – 预注册（通过[研究组主页](https://www.itu.int/online/edrs/REGISTRATION/edrs.registration.form?_eventid=3001000)在线进行）  – 提交签证协办函请求（请求模板见[此处](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)） |
| 2017年10月24日 | – [提交ITU-T成员文稿](http://itu.int/net/ITU-T/ddp/) |

实用会议信息见**附件A**。Leo Lehmann先生（瑞士）拟定的**议程和时间计划草案见附件B**。

祝您与会顺利且富有成效。

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| 顺致敬意！  电信标准化局主任, 李在摄 | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg13 ITU-T SG13 |
| 最新会议信息 |

**附件：**2件

**附件A**

工作方法与设施

**文件的提交和获取：**会议将为无纸会议。成员的文稿应使用[文件直传](http://itu.int/net/ITU-T/ddp/)提交；临时文件草案应使用[相应模板](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx)通过电子邮件提交研究组秘书处。会议文件可通过研究组主页获取，且仅限ITU-T成员/[TIES账户持有人](http://www.itu.int/TIES/)使用。

**口译：**因预算限制，只有当成员国提出申请时才为闭幕全体会议提供。应通过在注册表内相关方框中打勾或者通过向电信标准化局（TSB）发出书面申请的方式，**在会议开始至少六周**前提出请求。

**无线局域网设施：**在国际电联所有会议厅为代表提供**（**SSID：“ITUwifi”，密码：itu@GVA1211）。现场和ITU-T网站均会提供详细信息（<http://itu.int/ITU-T/edh/faqs-support.html>）。

**电子储物箱：**可在会议期间供代表使用，媒介为ITU-T的射频识别（RFID）胸卡。电子储物箱设在[Montbrillant大楼](https://www.itu.int/en/about/Documents/itu-plan.pdf)一层注册区域附近。

**打印机：**在代表休息处以及靠近[主要会议厅](https://www.itu.int/en/about/Documents/itu-plan.pdf)处均有打印机可用。为避免需在计算机上安装驱动程序，文件可通过电子邮件将其“电子打印”传给所用的打印机。详情见：  
<http://itu.int/ITU-T/go/e-print>。

**借用手提电脑：**国际电联服务台（[servicedesk@itu.int](mailto:servicedesk@itu.int)）将按先来者优先的原则，为代表提供。

**预注册、新代表和与会补贴**

**预注册：**以在线方式通过研究组主页，**至少在会议召开一个月前**进行预注册。此外，在相同截止日期内，请联系人通过电子邮件（[tsbreg@itu.int](mailto:tsbreg@itu.int)）、信函或传真发送授权代表贵组织的人员名单，并注明代表团团长和副团长的姓名。

**新代表：**将邀请出席会议的新代表参加入门介绍（MENTORING PROGRAMME） ，包括抵达时的迎新简介、引导参观国际电联总部以及参加一个有关ITU-T的情况介绍会。如欲参加，请联系：[ITU‑Tmembership@itu.int](mailto:ITUTmembership@itu.int)。针对新代表的快速指南[见此处](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf)。

**与会补贴：**将视可用资金情况，向每个[最不发达国家或低收入国家](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf)主管部门提供两份非全额与会补贴，以促进相关国家代表的与会。申请必须**在会议开始召开前至少六周收妥**。此次会议强制要求预注册。

**到访日内瓦：酒店、公共交通和签证**

**到访日内瓦：**为参加国际电联会议的代表准备的实用信息可在以下网址找到：<http://itu.int/en/delegates-corner>。

**酒店折扣：**一些日内瓦酒店为出席国际电联会议的代表提供优惠价格，并提供一张使用日内瓦公共交通系统的免费卡。欲了解参与优惠活动的酒店名单以及如何取得折扣的指南，请访问以下网址：<http://itu.int/travel/>。

**签证支持：**如有需要，**必须至少在会议召开日的一个月前**向驻贵国的瑞士代表机构（使馆或领事馆）申请**签证**。如果贵国没有此类机构，则请向驻出发国最近的国家的此类机构申请。如果遇到问题，国际电联可根据您所代表的主管部门或实体提出的正式请求与有权能的瑞士当局接触，以便为发放签证提供方便。此类请求必须说明申请签证人员的姓名和职务、出生日期以及护照信息，并必须附有一份所有申请人的注册确认通知。

申请应通过电子邮件（[tsbreg@itu.int](mailto:tsbreg@itu.int)）或传真（+41 22 730 5853）（请注明“签证申请”（visa request））发至电信标准化局。申请模板可[在此](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)找到。

**Annex B****Draft agenda and time plan**

**Draft agenda for the plenary meetings of Study Group 13****(Geneva, 6-17 November 2017)**

NOTE - Updates to the agenda can be found in [TD050/PLEN](https://www.itu.int/md/T17-SG13-171106-TD-PLEN-0050).

1 Opening of the meeting

2 Welcome remarks by the Director of TSB and the SG13 Chairman

3 Chairman’s comments and key objectives for this meeting

4 Approval of the agenda

5 Brief reports on activities since the February 2017 Study Group 13 meeting

5.1 TSAG (1-4 May 2017)

5.2 JCA-IMT2020 (10 July, 14 November 2017)

5.3 JCA-SDN (5 July, 9 November 2017)

5.4 SG13RG-AFR (Cairo, 4-5 April 2017, 9 May and 29 June e-meetings)

5.5 Rapporteur activities

5.6 Workshops

5.7 Recommendation approvals

5.8 Others as identified

6 Organization of the work

6.1 Objectives and guidelines for the meetings of working parties and ad-hoc groups

6.2 Bridging the Standardization Gap

6.3 Review of JCA-IMT2020 and JCA-SDN operation

6.4 Approval of the work plan for the meeting

6.5 Document allocation

6.6 Conduct and facilities available for the meeting

7 Documents addressed to the plenary

8 Approval of outgoing Liaison Statements

9 Approval of working party reports

10 Rapporteur appointments

11 Consideration of approval of Recommendations in accordance with Recommendation ITU-T A.8,  
if any

12 Initiation of approval procedures for draft Recommendations

13 Approval of other texts (Appendices, Supplements,...), if any

14 Updating of the Study Group 13 work programme and agreement on the new work

15 Liaison and interaction with other groups

16 Planning for the participation of Study Group 13 at workshops and seminars

17 Future activities

18 Miscellaneous

19 Closing of the meeting

**Study Group 13 meeting time plan**

Geneva, 6-17 November 2017 (first week)

NOTE - Updates to the agenda can be found in [TD057/PLEN](https://www.itu.int/md/T17-SG13-171106-TD-PLEN-0057).

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|  | **Monday 6 November** | | | | | | | **Tuesday 7 November** | | | | | | | **Wednesday 8 November** | | | | | | | **Thursday 9 November** | | | | | | | **Friday 10 November** | | | | | | |
| 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 |
| **PLEN/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/13** |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/13** |  |  |  |  | x | x |  |  | x | x |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  | x | x |  |  |  |  |
| **Q2/13** |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/13** |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  | R |  |  |  |  |  |
| **Q16/13** |  |  | x |  | x | x |  |  | x | x |  | x |  |  |  | x | x |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  | x | x |  |
| **WP2/13** |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  | x | x |  |  |  |  |  |  |  |  | x | x |  |
| **Q17/13** |  |  | x |  | x | x |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  | x | x |  | x | x |  |  |  |  |  | x | x |  |
| **Q18/13** |  |  | x |  | x | x |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |
| **Q19/13** |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |
| **WP1/13** |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  | x |  |  |  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |
| **Q20/13** |  |  | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  | x |  |  |  | x | x |  | x |  |  |  | x | x |  | x | x |  |
| **Q21/13** |  |  | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  |  | x |  |  | x | x |  | x |  |  |  | x | x |  | x | x |  |
| **Q22/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |
| **Q23/13** |  |  | x |  |  |  |  |  | x | x |  | x | x |  |  | x | x |  |  |  |  |  | x | x |  | x | x |  |  | x | x |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Rapporteur** **Coordination** | X1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers info session** |  |  |  |  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ad-hoc on guidelines for tech.** **Recs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-SDN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R3 |  |  |  |  |  |  |  |  |
| **JCA-IMT2020** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Session times:** 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch (Lu) - 1230-1430; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800-1930 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Key**: 📹 - Webcast; R - Remote participation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Study Group 13 meeting time plan**

Geneva, 6-17 November 2017 (second week)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Monday 13 November** | | | | | | | **Tuesday 14 November** | | | | | | | **Wednesday 15 November** | | | | | | | **Thursday 16 November** | | | | | | | **Friday 17 November** | | | | | | |
| 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 |
| **PLEN/13** |  | **📹** | **📹** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **📹** | **📹** |  | **📹** | **📹** |  |
| **WP3/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |
| **Q1/13** |  |  |  |  | x | x |  |  | x | x |  |  |  |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/13** |  |  |  |  |  |  |  |  |  | x |  | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/13** |  |  |  |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x |  | x |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  |  |  |  |  |  |  | x | x |  | x | x |  |  | x | x |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/13** |  |  |  |  | x |  |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q18/13** |  |  |  |  |  |  |  |  | x | x |  |  | x |  |  |  | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q19/13** |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q20/13** |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q21/13** |  |  |  |  | x | x |  |  |  | x |  | x | x |  |  | x | x |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q22/13** |  |  |  |  | x | x |  |  |  |  |  | x |  |  |  | x | x |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q23/13** |  |  |  |  | x |  |  |  |  | x |  | x | x |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-SDN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-IMT2020** |  |  |  |  |  |  |  |  | R4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Session times:** 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch - 1230-1430; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800-1930 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Key**: 📹 - Webcast; R - Remote participation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Notes**

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| --- | --- |
| **1** | Rapporteurs coordination meeting, 8:30-9:15 |
| **2** | Ad-hoc on guidelines for drafting technical Recommendations, 13:30-14:30 |
| **3** | JCA-SDN meeting, 16:15-17:45 |
| **4** | JCA-IMT2020 meeting, 9:30-11:00 |

**Key**

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| --- | --- |
| **JCA-SDN:** | Joint Coordination Activity on Software-Defined Networking meeting |
| **JCA-IMT2020:** | Joint Coordination Activity on IMT-2020 |
| **🡪:** | Represents a lunch/evening session |

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