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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 21 July 2017 |
| Ref: | **TSB Collective letter 3/13**SG13/TK | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 13; - To ITU Academia |
| Tel: | +41 22 730 5126 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg13@itu.int  |
| Web: | <http://itu.int/go/tsg13>  |
| Subject: | **Meeting of Study Group 13; Geneva, 6-17 November 2017** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 13 (Future networks, with focus on IMT-2020, cloud computing and trusted network infrastructures), which will be held at ITU headquarters, Geneva, from 6 to 17 November 2017 inclusive.

During the SG13 meeting, JCA-SDN will meet for the final time during the afternoon of 9 November, and JCA‑IMT2020 will meet the morning of 14 November. Documentation, remote participation details and other related information can be found on the home pages of [JCA-SDN](https://www.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx) and [JCA-IMT2020](https://www.itu.int/en/ITU-T/jca/imt2020/Pages/default.aspx), respectively.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0800 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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| 6 September 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 25 September 2017 | - Submit fellowship requests (application form and guidelines can be found [here](http://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Documents/SG13_Fellowships.docx))- Submit interpretation requests (via online [pre-registration form](http://itu.int/reg/tmisc/3001000)) |
| 6 October 2017 | - [Pre-registration](http://itu.int/reg/tmisc/3001000) (online via the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/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)) |
| 24 October 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/)  |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by Mr Leo Lehmann (Switzerland), are set out in **Annex B**.

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/sg13 ITU-T SG13 |
| Latest meeting information |

**Annexes**: 2

**Annex A**

**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/).

**INTEPRETATION**: Due to budget restrictions,interpretationwill be available for the closing plenary of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least six weeks before the first day of the meeting**.

**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’ computers, 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) on a first-come, first‑served basis.

**PRE-REGISTRATION, NEW DELEGATES AND FELLOWSHIPS**

**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), 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. The membership is invited to include women on their delegations whenever possible.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU‑T. If you would like to participate, please contact ITU-Tmembership@itu.int. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf). Requests must be received **at least six weeks before the beginning of the meeting**. Pre-registration for the meeting is mandatory.

**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) 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
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).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **RapporteurCoordination** | 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)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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**

|  |  |
| --- | --- |
| **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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