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|  | **国 际 电 信 联 盟****电信标准化局** |  |

 |  |

 2018年5月4日，日内瓦

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| 文号： | **电信标准化局第5/13号集体函** | 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
 |
| 电话：传真：电子邮件：网址： | +41 22 730 5126+41 22 730 5853tsbsg13@itu.int<http://itu.int/go/tsg13> |
| 事由： | **第13研究组会议（2018年7月16-27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7月16-27日（含）在日内瓦国际电联总部召开的会议。

我谨在此提请您注意两条重要最新信息：目前会议注册现需**联系人批准**，而且申请与会补贴和签证的程序已有变更。详情见**附件A**和[电信标准化局第68号通函](https://www.itu.int/md/T17-TSB-CIR-0068)。

开幕全体会议将于2018年7月16日（星期一）上午举行。文件制作、远程与会详细信息及其他相关信息见[研究组主页](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx)。

第13研究组的新代表情况介绍会将于7月20日（星期五）13时30分至14时30分由第13研究组导师Marco Carugi先生负责。

此外，将于7月18日（星期三）举办ITU IMT-2020/5G第三次年度讲习班和2018年演示日。有关此活动的所有详细信息可见讲习班专门[网页](https://www.itu.int/en/ITU-T/Workshops-and-Seminars/201807/Pages/default.aspx)。

第一天的会议将自9时30分开始。与会者的注册工作将自8时起在[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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| 2018年5月16日 | – 提交需要翻译的[ITU-T成员文稿](http://itu.int/net/ITU-T/ddp/) |
| 2018年6月4日 | – 提交与会补贴申请（通过在线注册表进行；详情见附件A）– 提交口译服务申请（通过在线注册表进行） |
| 2018年6月16日 | – 预注册（通过[研究组主页](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx)提供的注册表进行）– 提交签证协办函请求（通过在线注册表进行；详情见附件A） |
| 2018年7月3日 | – [提交ITU-T成员文稿](http://www.itu.int/net/ITU-T/ddp/)（通过[文件直传](http://www.itu.int/net/ITU-T/ddp/)系统提交） |

会议实用信息见**附件A**。由第13研究组主席Leo Lehmann先生（瑞士）拟定的会议**议程**草案和由第13研究组管理团队拟定的**时间计划草案**见**附件B**。对时间计划的进一步补充将会以TD105/PLEN号文件修订版的形式在第13研究组[网站](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx)上公布。

祝您与会顺利且富有成效。

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| 顺致敬意！(原件已签)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****会议实用信息**

工作方法与设施

**提交和获取文件：**会议将为无纸化会议。成员文稿应通过[文件直传](http://itu.int/net/ITU-T/ddp/)系统提交；临时文件草案应采用[适当模板](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx)通过电子邮件提交给研究组秘书处。通过研究组主页可获取会议文件，但仅限于ITU-T成员/[TIES账户持有者](http://www.itu.int/TIES/)。

**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**在会议召开日至少六周前**通过勾选注册表中的相应方框提出申请。

**无线局域网：**国际电联的所有会议厅均提供无线局域网设施供代表使用（网络名称：“ITUwifi”，密码：itu@GVA1211）。可在现场和ITU-T网站（<http://itu.int/ITU-T/edh/faqs-support.html>）查阅详细信息。

**电子储物箱：**会议期间代表可使用ITU-T RFID胸卡开关电子储物箱。电子储物箱设在[Montbrillant大楼](https://www.itu.int/en/about/Documents/itu-plan.pdf)注册区域后边。

**打印机：**在代表休息处以及靠近所有[主要会议厅](https://www.itu.int/en/about/Documents/itu-plan.pdf)处均有打印机可用。为避免需在代表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/go/e-print>。

**借用手提电脑：**国际电联服务台（servicedesk@itu.int）将为代表提供几部手提电脑，按先来者优先的原则，供代表使用。

**预注册、新代表、与会补贴和协助办理签证**

**预注册：**与会者均需进行预注册。请**在会议开始至少一个月前**通过[研究组主页](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx)完成在线预注册。根据[电信标准化局第68号通函](https://www.itu.int/md/T17-TSB-CIR-0068)，新的注册系统要求所有的注册申请需经过联系人批准。请成员尽可能吸收女性代表加入代表团。

**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。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：**视可用资金情况，可能会向每个[最不发达国家或低收入国家](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.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。新的注册系统将向勾选了注册表中相应方框的代表发送与会补贴申请表。**与会补贴申请必须在会议开始至少六周前收妥，因此强烈建议在会议开始至少七周前进行活动注册并启动申请程序**。

**签证协办：**如有需要，必须在到达瑞士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此类机构申请。由于截止日期各不相同，因此建议直接向相关代表机构咨询并尽早申请。

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。申请应**不晚于会议召开日的一个月前**通过勾选注册表中相应的方框提出。如有问题，请发送电子邮件至国际电联差旅科（travel@itu.int），并请注明“**签证协办**”**（visa support）**。

**到访日内瓦：酒店、公共交通**

**到访日内瓦：**向到日内瓦参加国际电联会议的代表提供的实用信息见以下网址：<http://itu.int/en/delegates-corner>。

**酒店折扣：**一些日内瓦酒店向出席国际电联会议的代表提供优惠价格，并提供一张免费卡，以方便免费使用日内瓦公共交通系统。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/>。

**ANNEX B
Draft agenda and time plan**

**Draft agenda for the plenary meetings of Study Group 13
(Geneva, 16-27 July 2018)**

NOTE - Updates to the agenda can be found in [TD104/PLEN.](https://www.itu.int/md/T17-SG13-180716-TD-PLEN-0104/en)

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 November 2017 Study Group 13 meeting

 5.1 TSAG (26 February - 2 March 2018)

 5.2 FG ML5G (30 January - 2 February and 24, 26 - 27 April 2018)

 5.3 SG13RG-AFR (Abidjan, 28 - 29 March 2018)

 5.4 JCA-IMT2020 (13 April 2018)

 5.5 WP1/13, WP2/13 and WP3/13 meetings (18 April 2018)

 5.6 Rapporteur activities

 5.7 Workshops

 5.8 Recommendation approvals

 5.9 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 *the Ad-hoc group on Guidelines for development of technical Recommendations* operation

6.4Review the SG13 action plan for IMT-2020

 6.5 Approval of the work plan for the meeting

 6.6 Document allocation

 6.7 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, other nominations, if required

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

12 Initiation of approval procedure for draft Recommendation ITU-T Y.2774 under provisions of WTSA-16 Resolution 1

13 Initiation of approval procedures for draft Recommendations under provisions of Recommendation ITU-T A.8

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

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

16 Approval of correspondence and interim activities

17 Liaison and interaction with other groups

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

19 Future activities

20 Miscellaneous

21 Closing of the meeting

NOTE - Updates to the timeplan can be found in [TD105/PLEN](https://www.itu.int/md/T17-SG13-180716-TD-PLEN-0105/en).

**Study Group 13 meeting draft time plan**

Geneva, 16-27 July 2018 (first week)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 16 July** | **Tuesday 17 July** | **Wednesday 18 July** | **Thursday 19 July** | **Friday 20 July** |
| 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 | 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 | 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 | 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 | 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 |
| **PLEN/13** |  | **📹** | **📹** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/13**  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/13** |  |  |  |  |  | x |  |  | x | x |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  | x | x |  |  |  |  |
| **Q2/13** |  |  |  |  |  |  |  |  | x |  |  | x | x |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  | R |  |  |  |  |  |
| **Q16/13** |  |  |  |  |  | x |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |
| **WP2/13**  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  | x | x |  |
| **Q17/13** |  |  |  |  |  | x |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  | x | x |  |
| **Q18/13** |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |
| **Q19/13** |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  | x |  |  |
| **WP1/13**  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  |  |  |  | x |  |  | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x |  |
| **Q20/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |
| **Q21/13** |  |  |  |  |  | x |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |
| **Q22/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  | x |  |  | x | x |  |
| **Q23/13** |  |  |  |  |  | x |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  | x | x |  | x | x |  |  | x | x |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers info session** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x1 |  |  |  |
| **Ad-hoc on guidelines for tech. Recs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x1 |  |  |  |  |  |  |  |  |  |  |
| **Workshop** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  x x x x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 draft time plan**

Geneva, 16-27 July 2018 (second week)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 23 July** | **Tuesday 24 July** | **Wednesday 25 July** | **Thursday 26 July** | **Friday 27 July** |
| 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 | 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 | 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 | 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 | 0 | 1 | 2 | cid:image001.jpg@01D2C7DB.3546BFC0 | 3 | 4 | 5 |
| **PLEN/13** |  | **📹** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **📹** | **📹** |  | **📹** | **📹** |  |
| **WP3/13**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |  |
| **Q1/13** |  |  |  |  | x | x |  |  | x | x |  |  |  |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/13** |  |  |  |  |  |  |  |  |  | x |  | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/13** |  |  |  |  |  |  |  |  | R | R |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/13** |  |  |  |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/13**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  |  |  |  |  |  |  | x | x |  | x | x |  |  | x | x |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/13** |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q18/13** |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q19/13** |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q20/13** |  |  |  |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q21/13** |  |  |  |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q22/13** |  |  |  |  | x | x |  |  | x |  |  | x |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q23/13** |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ad-hoc on guidelines for tech. Recs** |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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** | Session timing is 13:30 – 14:30 |

**Key**

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| **Workshop:** | [Third annual ITU IMT-2020/5G Workshop and Demo Day – 2018](https://www.itu.int/en/ITU-T/Workshops-and-Seminars/201807/Pages/default.aspx) |

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