|  |  |  |
| --- | --- | --- |
| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 4 May 2018 |
| Ref: | **TSB Collective letter 5/13** | - 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 |
| E-mail: | tsbsg13@itu.int  |
| Web: | <http://itu.int/go/tsg13>  |
| Subject: | **Meeting of Study Group 13; Geneva, 16-27 July 2018** |

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 16 to 27 July inclusive.

Your attention is drawn to two important updates: meeting registration now requires **focal point approval**, and the process for requesting fellowships and visas has changed. Please see **Annex A** and [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068) for details.

The opening plenary will be convened on Monday morning, 16 July 2018. Documentation, remote participation details and other related information can be found on the home page of [the study group](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx).

A presentation for SG13 newcomers will be delivered by the SG13 mentor Mr Marco Carugi on Friday, 20 July from 1330 hours to 1430 hours.

In addition, on Wednesday, 18 July, there will be the Third annual ITU IMT-2020/5G workshop and demo day - 2018. All the details about this event may be found on the workshop’s dedicated [webpage](https://www.itu.int/en/ITU-T/Workshops-and-Seminars/201807/Pages/default.aspx).

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**:

|  |  |
| --- | --- |
| 16 May 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 4 June 2018 | - Submit fellowship requests (via the online registration form; see details in Annex A)- Submit interpretation requests (via the online registration form) |
| 16 June 2018 | - Pre-registration (via the online registration form on the study group [homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 3 July 2018 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda,** prepared by the SG13 chairman,
Mr Leo Lehmann (Switzerland), anda **draft time plan**, prepared by the SG13 management team, are set out in **Annex B**. Further enhancements to the time plan will be published as a revision to [TD105/PLEN](https://www.itu.int/md/T17-SG13-180716-TD-PLEN-0105/en) on the Study Group 13 [website](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx).

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,*(signed)*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
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/).

**INTERPRETATION:** 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 **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’ 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, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION:** Pre-registration is mandatory and is to be done online via the study group [homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx) **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.

**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](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received at least six weeks before the beginning of the meeting, so it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**.

**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 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

 6.4 Review 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**

|  |  |
| --- | --- |
| **1** | Session timing is 13:30 – 14:30 |

**Key**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_