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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau** | CCITT/ITU-T 60th Anniversary logo |
|  | Geneva, 15 December 2016 |
| Ref: | **TSB Collective letter 1/20** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T SG20 Associates; and - To ITU Academia |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg20@itu.int  |  |
| Subject: | **Meeting of Study Group 20; Dubai, 13-23 March 2017** |

Dear Sir/Madam,

It is my pleasure to invite you to attend Study Group 20 (*Internet of things (IoT) and smart cities and communities (SC&C)*) which is to meet in Dubai from 13 to 23 March 2017 inclusive at the kind invitation of the Telecommunications Regulatory Authority of the United Arab Emirates. The SG20 meeting will be preceded by a Forum on “Accelerating IoT for Smart Cities”, which will take place on 12 March 2017.

I should like to inform you that the meeting will open at 0930 hours on 13 March 2017. Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be available onsite and provided at the registration desk.

Detailed logistics information including the venue will be posted on the Study Group 20 website (<http://www.itu.int/ITU-T/go/sg20>). Additional information about the meeting is set forth in **Annex A.**

The draft **agenda** of the meeting, as prepared by the Chairman of the study group (Mr Nasser Al Marzouqi, United Arab Emirates), is set out in **Annex B**. The draft **timeplan** will be made available at:<http://www.itu.int/ITU-T/go/sg20>**.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 2

**ANNEX A**

(to TSB Collective letter 1/20)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 20 website and must therefore be received by TSB **not later than 28 February 2017**. Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line. The direct posting system allows ITU‑T members to reserve contribution numbers and to upload/revise contributions directly to the ITU‑T web server.  Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents.  The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>).  The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** As agreed by the ITU-T SG20 management team, this meeting will be held in English only.

**PAPERLESS MEETINGS:** The meeting will be run paperless.

**PRINTERS and WIRELESS LAN** facilities will be available for use by delegates at the venue.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION:** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853), or e-mail (tsbreg@itu.int) **not later than 13 February 2017**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization, or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable). Members are invited to include women on their delegations whenever possible.

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* on the ITU‑T website (**<http://www.itu.int/ITU-T/go/sg20>**).**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)**, must be returned to ITU not later than 30 January 2017.Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 13 January 2017 | - submit contributions for which translation is requested |
| Six weeks | 30 January 2017 | - fellowship requests |
| Four weeks | 13 February 2017 | - requests for visa support letters |
| One month | 13 February 2017 | - pre-registration |
| 12 calendar days | 28 February 2017 | - final deadline for contributions |

**VISAS**: To enter Dubai, you may need a letter of introduction from the host, which you will need to present to the UAE Embassy/Consulate in your area in order to obtain your visa. The visa must be requested and obtained from the office (embassy or consulate) representing UAE in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/20)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 20 meeting****Dubai, 13-23 March 2017** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail: fellowships@itu.intfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 30 January 2017** |
|  | Participation of women is encouraged |  |
| Registration Confirmation ID No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://www.itu.int/ITU-T/go/sg20>Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of the Administration or Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mr / Ms **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (family name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (given name)Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Tel**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**PASSPORT INFORMATION**:**Date of birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Nationality**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Passport number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of issue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** In (place)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Valid until (date): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Please select your preference(which ITU will do its best to accommodate) |
|  **□ Economy class air ticket (duty station / Geneva / duty station)** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** |
|  |
| **Signature of fellowship candidate:** | **Date:** |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. |
| **Signature:** | **Date:** |

**ANNEX B**

(to TSB Collective letter 1/20)

Draft Agenda

1. Opening of the meeting
2. Adoption of the agenda
3. Approval of the report of the second meeting
4. IPR roll call
5. Main decisions taken by WTSA-16

5.1 Resolution 2: Mandate of Study Group 20: Area of responsibility, Lead Study Group, Recommendations under its responsibility

5.2 Study Questions allocated to Study Group 20 by WTSA-16

5.3 New Resolution 96 on “Enhancing the standardization of Internet of things and

Smart Cities and Communities for global development”

1. Organization of the work of Study Group 20

6.1 Establishment of Working Parties, allocation of Questions

6.2 Designation of Working Party Chairmen and Vice Chairmen

6.3 Designation of Rapporteurs and Associate Rapporteurs

6.4 Designation of Liaison rapporteurs to the collaborating organizations

1. ITU-T Y.4454 “Platforms interoperability for smart cities” – Report 4
2. Working Party meetings
3. ITU-T Study Group 20 Incoming Liaison Statements Report
4. Joint Coordination Activity on IoT and SC&C
5. Collaboration matters
6. Promotion activities and Bridging the Standardization Gap

12.1 Workshops, Trainings and Forums of interest to SG20

1. Outgoing liaison statements/communications
2. Reports of the meetings of Working Parties
3. Agreement/approval of informative texts
4. Consent/determination/approval/deletion of Recommendations
5. Review of the work programme
6. Approval of Outgoing liaison statements/communications
7. Future activities

19.1 Planned meetings in 2017

19.2 Planned e-meetings in 2017

1. Other business
2. Closure of the meeting

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