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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 29 June 2018 |
| Ref: | **TSB Collective letter 5/20**SG20/CB | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 20; - To ITU Academia |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg20@itu.int  |
| Web: | <http://itu.int/go/tsg20>  |
| Subject: | **Meeting of Study Group 20; Wuxi, China, 3-13 December 2018** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 20 (Internet of things (IoT) and smart cities and communities (SC&C)), which will be held in Wuxi, China from 3-13 December, inclusive.

Exceptionally, registration for this meeting will not use focal point approval announced in TSB Circular 68. The previous procedures apply, as detailed in Annex A.

The meeting will open at 1630 hours on the first day and participant registration will begin at 0830 hours on 3 December 2018. The meeting will be preceded by a Forum on “ArtificiaI Intelligence, Internet of Things and Smart Cities” which will take place on 3 December from 0930 to 1600 hours. More details will be available on the [SG20 webpage](http://itu.int/go/tsg20).

The Joint Coordination Activity on Internet of Things and Smart Cities and Communities (JCA-IoT and SC&C) will also take place from 1400 to 1600 hours on 6 December 2018.

Detailed information concerning the meeting rooms will be available onsite and provided at the registration desk.

**Key deadlines**:

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| 3 October 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 22 October 2018 | - Submit fellowship requests (application form and guidelines can be found [here](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Documents/SG20_Fellowships_dec18.docx))- Submit interpretation requests (via the online registration form) |
| 3 November 2018 | - Pre-registration (online via the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx))- Submit requests for visa support letters  |
| 20 November 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 Mr Nasser Al Marzouqi, SG20 Chairman (United Arab Emirates), is set out in **Annex B**. The draft **time plan** will be made available at:<http://www.itu.int/ITU-T/go/sg20>**.**

I wish you a productive and enjoyable meeting.

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| 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/sg20 |
| 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**: As agreed by the ITU-T SG20 management team, this meeting will be held in English only.

**WIRELESS LAN AND PRINTER** facilities will be available to delegates at the venue.

**PRE-REGISTRATION AND FELLOWSHIPS**

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the study group home page **at least one month before the start of the meeting**. The membership is invited to include women in their delegations whenever possible. 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.

**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). 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 [online **Form**](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Documents/SG20_Fellowships_dec18.docx)) must be returned to ITU not later than **22 October 2018.**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. Pre-registration for the meeting is mandatory.

**VISA SUPPORT**: To enter China, you may need a letter of introduction from the host, which you will need to present to the Chinese 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 China 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.

Focal points for visa support in China:

Miss Xiaoning SHI
E-mail: shixiaoning@caict.ac.cn
Tel: +86 10 62304035

Miss Huan LIN
E-mail: linhuan@caict.ac.cn
Tel: +86 10 62305887

ANNEX B
Draft agenda

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| **No** | **Item** | **Docs** |
| 1 | Opening of the meeting |  |
| 2 | Adoption of the agenda |  |
| 3 | Approval of the report of the second meeting  |  |
| 4 | List of contributions |  |
| 5 | IPR roll call  |  |
| 6 | Highlights of PP-18 |  |
| 7 | Working Parties meetings |  |
| 8 | Newcomers’ welcome pack for ITU-T SG20 meeting |  |
| a. | Global portal on IoT and Smart Cities & Communities |  |
| 9 | ITU-T Study Group 20 Incoming Liaison Statements Report |  |
| 10 | Nomination of Rapporteurs, Associate Rapporteurs and Liaison Officers |  |
| 11 | Joint Coordination Activity on IoT and SC&C |  |
| 12 | Focus Group on Data Processing and Management to support IoT and Smart Cities & Communities (FG‑DPM) |  |
| 13 | ITU-T SG20 Regional groups |  |
| 13.1 | ITU-T SG20 Regional Group for Africa (SG20RG-AFR) |  |
| 13.2 | ITU-T SG20 Regional Group for the Arab Region (SG20RG-ARB) |  |
| 13.3 | ITU-T SG20 Regional Group for Latin America (SG20RG-LATAM) |  |
| 13.4 | ITU-T SG20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT) |  |
| 14 | Collaboration matters and information sharing |  |
| 15 | Action plans for implementation of WTSA-16 Resolution 78 (Rev. Hammamet, 2016) and Resolution 98 (Hammamet, 2016) (ICTs for e-health services; IoT and smart cities and communities for global development) |  |
| 16 | Promotion activities and bridging the standardization gap |  |
| a. | Workshops, Trainings and Forums of interest to SG20 |  |
| 17 | Reports of the meetings of Working Parties |  |
| 18 | Consent/determination/approval/deletion of Recommendations |  |
| 19 | Agreement of informative texts |  |
| 20 | Review of the work programme |  |
| 21 | Approval of Outgoing liaison statements/communications |  |
| 22 | Future activities |  |
| a. | Planned meetings in 2019 |  |
| b. | Planned e-meetings in 2019 |  |
| 23 | Other business |  |
| 24 | Closure of the meeting |  |

NOTE - Updates to the agenda can be found in [[SG20-TD871](https://www.itu.int/md/T17-SG20-181203-TD-GEN-0871/en)].

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