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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 31 July 2020 |
| Ref: | **TSB Collective letter 9/20**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 |
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| E-mail: | tsbsg20@itu.int |
| Web: | <https://www.itu.int/go/tsg20>  |
| **Subject**: | **Virtual meeting of Q1/20, Q2/20, Q3/20 and Q4/20 Rapporteur meetings; 2 to 5 November 2020 and Working Party 1/20; 6 November 2020** |

Dear Sir/Madam,

With my agreement to the request of the Study Group 20 Chairman (Mr Nasser Al Marzouqi) and as endorsed at the meeting of Study Group 20 (Virtual, 6-16 July 2020), it is my pleasure to invite you to attend the next meeting of Working Party 1/20, which is planned to be run fully virtual on 6 November 2020. It will be preceded by Rapporteur meetings of Q1/20, Q2/20, Q3/20 and Q4/20 from 2 to 5 November 2020, inclusive.

Note that no fellowships will be awarded, and the entire meeting will run in English only with no interpretation.

The meetings will open at 0900 hours, Geneva time, on the first day using the [MyMeetings remote participation tool](https://remote.itu.int/).

**Key deadlines**:

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| 1 September 2020 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 16 October 2020 | - Registration (via the online registration form on the study group homepage at: [www.itu.int/go/tsg20](http://www.itu.int/go/tsg20)) |
| 20 October 2020 | - [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 Ramy Ahmed Fathy (Egypt) and Mr Hyoung Jun Kim (Korea (Rep.of)), is 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/sg20 ITU-T SG20 |
| Latest meeting information |

**Annexes**: 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: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 who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**WORKING LANGUAGE**: The entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions such as working party plenaries. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**: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**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable.

ANNEX B
Draft agenda

1. Opening of the meeting
2. Approval of the agenda
3. Structure of WP1/20
4. Organization of the work
5. IPR roll call
6. Interim activities since August 2020
7. Discussion of Questions assigned to WP1/20
8. Matters of general concern
9. Review of the Question reports of the meeting
10. Review of WP1/20 meeting report and others
11. AOB
12. Closure of the meeting

NOTE ‒ Updates to the agenda can be found in [SG20 webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx).

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