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| C:\Users\Amoahgif\Desktop\Workshop\Workshop Docs\ITU logo.png | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 14 May 2020 |
| Ref: | **TSB Circular 250** | **To:**- Administrations of Member States ofthe Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia**Copy to:**- The Chairmen and Vice-Chairmen of ITU-T Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau |
| Contact: | **Xiaoya Yang** |
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| **Subject**: | **Fourth meeting of ITU-T Focus Group on Quantum Information Technology for Networks (FG-QIT4N) – E-meeting, 15-26 June 2020**  |

Dear Sir/Madam,

1 I would like to inform you that the fourth meeting of the [ITU-T Focus Group on Quantum Information Technology for Networks](https://www.itu.int/en/ITU-T/focusgroups/qit4n/Pages/default.aspx) (FG-QIT4N) will take place as an e-meeting from 15 to 26 June 2020.

2 The FG-QIT4N meeting will be preceded by a joint session with ETSI ISG QKD on 10 June 2020 to:

* share the progress on Quantum Key Distribution (QKD) and Quantum Key Distribution Network (QKDN) work underway in ETSI ISG QKD and FG-QIT4N;
* discuss topics of common interest to both groups such as QKD networks and the potential evolution beyond QKD; and
* explore possible areas of future co-operation and future joint activities between both groups.

3 The FG meeting will be held in English only.

4 Participation in the FG meeting is free of charge and open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations, especially from ETSI ISG QKD.

More practical information on how to participate can be found on the FG-QIT4N homepage at the following address: <https://www.itu.int/en/ITU-T/focusgroups/qit4n/Pages/default.aspx>.

5 Information relating to the FG meeting, including the draft programme and remote connection details, will be available on the [FG-QIT4N homepage](https://www.itu.int/en/ITU-T/focusgroups/qit4n/Pages/default.aspx). This website will be updated regularly as new or modified information becomes available. Participants are encouraged to check periodically for new updates.

6 Participants shall submit input documents to ITU (tsbfgqit4n@itu.int) electronically using the basic document template available on the [FG-QIT4N homepage](https://www.itu.int/en/ITU-T/focusgroups/qit4n/Pages/default.aspx). In order to permit participants to prepare for the meeting, the proposed deadline for document submission for this meeting is **08 June 2020.**

When preparing input documents to the meeting, participants are invited to take into consideration the agreed FG-QIT4N structure and proposed deliverables.

7 To enable TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, I should be grateful if you would register via the online form: <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00007818> as soon as possible, but no later than **12 June 2020**.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau