|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 23 May 2022 | |
| Ref: | **TSB Collective letter 2/17**  SG17/XY | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 17;  - To ITU Academia | |
| Tel: | +41 22 730 6206 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg17@itu.int](mailto:Tsbsg17@itu.int) | |
| Web: | <http://itu.int/go/tsg17> | |
| **Subject**: | **Meeting of Study Group 17, Geneva, 23 August to 2 September 2022** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 17 (Security), which will be held at ITU headquarters, Geneva, from 23 August to 2 September, inclusive.

Remote participation or webcast will be provided for all sessions.

ITU-T Study Group 17 is the lead study group for security, the lead study group for identity management, and the lead study group on languages and description techniques.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 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).

An open extended SG17 management team meeting will be held at 19:00-21:00 hours, Geneva time, on Monday 22 August 2022 as part of this SG17 meeting.

**Key deadlines**:

|  |  |
| --- | --- |
| 23 June 2022 | - Submit requests for real-time captioning and/or sign-language interpretation  - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested  - Submit fellowship requests (available via the [study group homepage](http://www.itu.int/go/tsg17))  - Submit interpretation requests (via the online registration form) |
| 23 July 2022 | - Pre-registration (via the online registration form on the [study group homepage](http://www.itu.int/go/tsg17))  - Submit requests for visa support letters (details to come) |
| 10 August 2022 | - [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 in agreement with the Chairman of the study group, Mr Heung Youl Youm (Republic of Korea), is set out in **Annex B**.Updates to the agenda can be found in [SG17-TD332](https://www.itu.int/md/T22-SG17-230822-TD-PLEN-0332/en). A draft time plan will be available from [SG17 homepage](http://www.itu.int/go/tsg17) and frequently updated before and during the meeting.

Please also be informed that:

* An ‘ITU workshop on security for 5G and beyond’ will be held on Monday 22 August 2022. Kindly register separately to this workshop from [SG17 homepage](http://www.itu.int/go/tsg17).
* 30th JCA-IdM meeting will take place at 14:30-16:00 hours, Geneva time, on Friday 26 August 2022. Kindly register separately to this JCA-IdM meeting at: [JCA-IdM homepage](https://www.itu.int/en/ITU-T/jca/idm/Pages/default.aspx).

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | cid:image001.png@01D2C590.81C3C8E0 |
| 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](http://www.itu.int/go/tsg17), and is restricted to ITU-T Members/[ITU user accounts holders TIES access](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. Detailed information is available on‑site and on the ITU‑T website (<https://www.itu.int/en/ITU-T/ewm/Pages/ITU-Internet-Printer-Services.aspx>).

**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’ computers, documents may be “e‑printed” by e-mailing them to the desired printer.  
Details at: <https://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) on a first-come, first‑served basis.

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for some sessions. In order to access sessions remotely, delegates must register for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, at 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. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the chairman's discretion.

**ACCESSIBILITY**: Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them for the sessions where accessibility matters will be discussed, subject to availability of interpreters and funding. These accessibility services must be requested **at least one month before the beginning date of the meeting** by checking the corresponding box on the registration form.

**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 **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, including: function, interpretation requests and fellowships 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](mailto: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**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2022/ListEligibleCountries2022.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the new **e-fellowship**.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. For in-person fellowships, up to two partial fellowships per country may be awarded, subject to available funding. A partial in-person fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate **daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). In case two partial in-person fellowships are requested, *at least one* should be an *air ticket*. The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

Request forms for both types of fellowship are available from the [study group homepage](http://www.itu.int/go/tsg17). **Fellowship requests must be received by 23 June at the latest**, sent by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and 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. Once your registration has been approved by your organization’s registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, 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](mailto: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>. COVID-19 specific information related to participation in ITU events can be found at: <https://www.itu.int/en/ITU-T/wtsa20/Pages/FAQ.aspx>.

**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**  
**Agenda for Plenary Meeting of ITU-T SG17  
(Geneva, 23 August – 2 September 2022)**

NOTE - Updates to the agenda can be found in [TD332](https://www.itu.int/md/T22-SG17-230822-TD-PLEN-0332/en)

1. Opening of the meeting and welcome
2. Results from the last SG17 meeting
   1. Report of the 10-20 May 2022 SG17 e-plenary
   2. Situation regarding Recommendations determined under TAP
   3. Situation regarding Recommendations consented under AAP
   4. Reports of the interim Rapporteur group meetings
   5. Reports of SG17 correspondence groups
      * CG-SG17-meeting
      * CG-secapa
   6. Workshops and seminars of interest to SG17
      * Report of “ITU workshop on Security for 5G and beyond”
3. Coordination, collaboration and cooperation
   1. Joint coordination activities (JCAs) and Focus groups (FGs)
   2. Relations with other lead study groups
   3. Collaboration with ITU-D
   4. Collaboration with ITU-R
   5. Global Standards Collaboration (GSC)
   6. CTO meeting
   7. Memorandum of Understanding on e-business (IEC, ISO, ITU-T, UN/ECE)
   8. Collaboration with IEC, ISO and ISO/IEC JTC 1
   9. Collaboration with IETF
   10. Collaboration with ETSI
   11. Collaboration with the SDL Forum Society
   12. A.5 qualification of SIA
   13. Interaction with other industry consortia and forums
   14. Reports on other liaison and collaboration activities
4. Working arrangements for this meeting
   1. SG17 organization for this meeting
   2. Special plenary sessions on
      * incubation
      * CG-SG17-meeting output
   3. Handling of input documents
   4. Texts proposed for action and proposed new work items
   5. SG17 Lead Study Group activities
   6. SG17 JCAs

* JCA-IdM
* JCA-CoP

1. SG17 Regional Groups

* SG17RG-AFR
* SG17RG-ARB

1. SG17 Projects
   1. Tutorials for this meeting
2. General matters
   1. TDs to facilitate our work
   2. IPR information
   3. SG17 Leadership positions
   4. SG17 activities in support of WTSA-20 Resolutions, WTDC-21 Resolutions and PP-18 Resolutions
   5. SG17 webpages
   6. Kaleidoscope
   7. Future SG17 organized outreach events (workshops, summits, seminars)
3. Programme for this meeting (working party meetings and meetings on Questions)
   1. Meeting reports
   2. Recommendations and other texts for approval or agreement at this SG17 meeting
   3. Recommendations for consent or determination at this SG17 meeting
   4. A.5 justification for normative references other than ITU, ISO, IEC in Recommendations
   5. A.25 justification for incorporation of text in Recommendations
   6. New work items to be added and work items to be deleted from the work programme
   7. Recommendations and other texts planned for action at the next SG17 meeting
   8. Recommendations and other texts planned for action later in the study period
   9. Updated Question Work Programme including Editors, Summaries and other updates for Recommendations and other texts under development
   10. Manuals, roadmaps and wikis
   11. Liaison statements
   12. Requests to TSB to initiate A.4 (consortia/forums), A.5 (referenced organizations) or A.6 (SDOs) qualifications
   13. Appointments/dismissals of SG17 positions
   14. Planned Rapporteur group (e-)meetings (alone, joint or collocated), and other activities
   15. Establishment, continuation, or termination of correspondence groups
   16. Other items for SG17 agreement
   17. Updated Action plan for the next SG17 meeting and further future
   18. Highlights of achievements
4. Future meetings of SG17
5. Information from Vice Chairmen and Working Party Chairmen
6. Any other business
7. Closing

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