|  |  |  |  |
| --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | Geneva, 23 April 2024 | |
| Ref: | **TSB Collective letter 8/17**  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 ITU-T Study Group 17 (****Geneva, 2-6 September 2024)** | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next physical meeting of ITU-T Study Group 17 (Security), which is planned be held at ITU headquarters, Geneva, from 2 to 6 September 2024, inclusive.

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.

I would like to call your attention to [TSB Circular 195](https://www.itu.int/md/T22-TSB-CIR-0195) which concerns the TAP Member State consultation on draft new Recommendations ITU-T X.1237 (X.tsfpp), X.1283 (X.gpwd), X.1353 (X.ztd-iot), X.1354 (X.sc-iot), X.1384 (X.itssec-5), X.1471 (X.websec-7), X.1819 (X.5Gsec-netec), and X.1820 (X.5Gsec-srocvs). Member States are reminded that the deadline for replies to this consultation is 2359 hours, Geneva time, on **21 August 2024**.

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](https://handle.itu.int/11.1002/apps/meeting-rooms).

An open extended Study Group 17 management team e-meeting will be held virtually from 19:00-21:00 hours on Sunday 1 September 2024 as part of this SG17 meeting.

Practical meeting information is set out in **Annex A**. Delegates are reminded that, as per the provisions currently in force, decisions will be taken by those physically present in the meeting room. The opening and closing plenary sessions will be supported by interactive remote participation (see Annex A for more details).

A draft meeting **agenda**, prepared by Professor Heung Youl Youm (Korea (Rep. of)), SG17 Chair, is set out in **Annex B**.

**Key deadlines**:

|  |  |
| --- | --- |
| 2 June 2024 | - Submit requests for real-time captioning and/or sign-language interpretation  - [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 22 July 2024 | - Submit fellowship requests (via the forms on the [study group homepage](http://www.itu.int/go/tsg17); see details in Annex A)  - Submit interpretation requests (via the online registration form) |
| 2 August 2024 | - Pre-registration (via the online registration form on the [study group homepage](http://www.itu.int/go/tsg17))  - Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 20 August 2024 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |
| 21 August 2024 | - Submit the form in Annex 2 of [TSB Circular 195](https://www.itu.int/md/T22-TSB-CIR-0195) (concerning TAP Member State consultation on draft new Recommendations ITU-T X.1237 (X.tsfpp), X.1283 (X.gpwd), X.1353 (X.ztd-iot), X.1354 (X.sc-iot), X.1384 (X.itssec-5), X.1471 (X.websec-7), X.1819 (X.5Gsec-netec), and X.1820 (X.5Gsec-srocvs). |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Seizo Onoe 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](https://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](https://www.itu.int/TIES/) with TIES access.

**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/general-secretariat/ICT-Services/Pages/default.aspx>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located in the ITU Tower entrance floor and first basement, as well as on the ground floor of the Montbrillant building.

**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 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.

**REMOTE PARTICIPATION**: Remote participation is provided on a best-effort basis. The opening and closing study group plenary sessions will be supported by interactive remote participation. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

Interactive remote participation will be provided for all other sessions for which a request is received at least 24 hours in advance. 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, subject to availability of interpreters and funding. These accessibility services must be requested **at least two months 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 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, 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/2024/ListEligibleCountries2024.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the **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 22 July 2024 at the latest.** They are to be 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: <https://itu.int/en/delegates-corner>.

**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: <https://itu.int/travel/>.

**ANNEX B**  
**Draft agenda**

NOTE - Updates to this agenda will be posted in a TD

1. Opening remarks and welcome
2. Approval of the agenda
3. Results from the last SG17 meeting
   1. Report of the 11-12 July 2024 SG17 e-plenary meeting
   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 sub-groups
      1. correspondence groups
         1. CG-SG17-wtsa24-prep
         2. CG-secapa
         3. CG-COP
         4. CG-AISEC
      2. SG17 Regional Groups
         1. SG17RG-AFR
         2. SG17RG-ARB
   6. Workshops and seminars of interest to SG17
4. 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. Interaction with other industry consortia and forums
   13. Reports on other liaison and collaboration activities
5. Working arrangements for this meeting
   1. SG17 organization for this meeting
   2. Special plenary session on incubation
   3. Handling of input documents
6. General matters
   1. TSAG (29 July - 2 August 2024) meeting highlights relevant to ITU-T SG17
   2. TDs to facilitate our work
   3. IPR information
   4. SG17 activities in support of WTSA-20 Resolutions, WTDC-21 Resolutions and PP-22 Resolutions
   5. SG17 webpages
7. Programme for this meeting (working party meetings and meetings on Questions)
   1. Meeting reports
   2. Liaison statements
   3. Requests to TSB to initiate A.4 (consortia/forums), A.5 (referenced organizations) or A.6 (SDOs) qualifications
   4. Dismissals of SG17 positions
   5. Planned Rapporteur group (e-)meetings (alone, joint or collocated), and other activities
   6. Establishment, continuation, or termination of correspondence groups
   7. Other items for SG17 agreement
   8. Updated Action plan for the next SG17 meeting and further future
   9. Highlights of achievements
8. Review of draft SG17 reports to WTSA-24
9. Appointment of Interregnum Rapporteurs and Associate Rapporteurs
10. Future SG17 meetings
11. Information from Vice Chairmen and Working Party Chairmen
12. AOB
13. Closing

Note:

An open and extended SG17 management team meeting is scheduled virtually from 19:00-21:00 hours on Sunday 1 September 2024.

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