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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 18 May 2023 |
| Ref: | **TSB Collective letter 3/20**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://itu.int/go/tsg20>  |
| **Subject**: | **Meeting of Study Group 20 and events; Arusha, 12-22 September 2023** |

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 is planned to be held at Pan African Postal Union (PAPU) headquarters building, Arusha, Tanzania, from 13 to 22 September 2023, inclusive.

I would like to call your attention to [TSB Circular 96](https://www.itu.int/md/T22-TSB-CIR-0096/en) (03 May 2023), which concerns the TAP Member State consultation on draft new Recommendations ITU-T Y.4221 (ex Y.ElecMon-Reqts), Y.4222 (ex Y.smart-evacuation), Y.4223 (ex Y.SCC-Reqts), Y.4487 (ex Y.RMDFS-arch), Y.4488 (ex Y.IoT-SPWE) and Y.4604 (ex Y.IoT-MCSI). Member States are kindly reminded that the deadline for replies to this consultation is 2359 hours UTC on **1 September 2023**.

The meeting will open at 1400 hours on the first day, and participant registration will begin at 0900 hours at the Pan African Postal Union (PAPU) headquarters building.

Please also be informed that the ITU-T SG20 meeting will be collocated with the following:

* The *ITU-T SG20 Newcomers’ session* will take place on 12 September 2023 from 0900 to 1030 hours, Arusha Time, in Arusha, Tanzania. Kindly register [via the online registration form on the [study group homepage](https://itu.int/go/tsg20)](https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00011810).
* The *Joint Coordination Activity on Internet of Things and Smart Cities and Communities* ([JCA-IoT and SC&C](https://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx)) meeting will take place on 12 September 2023 from 1100 to 1300 hours, Arusha Time, in Arusha, Tanzania. Please note that registration for the JCA-IoT and SC&C meeting is mandatory (via the online registration form available on the [study group homepage](https://itu.int/go/tsg20)).
* The *Special Session of ITU Focus Group on metaverse* will take place on 12 September 2023 from 1430 to 1630 hours, Arusha time.
* The *3rd ITU Forum on “Cities and the metaverse: shaping a citiverse for all”* will take place on 13 September 2023 from 0930 to 1230 hours, Arusha time.

Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by the Chairman of ITU-T Study Group 20, Mr Hyoung Jun Kim (Republic of Korea), is set out in **Annex B**.

**Key deadlines**:

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| 17 July 2023 | - [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 02 August 2023 | - Submit fellowship or e-fellowship requests (via the forms on the [study group homepage](https://itu.int/go/tsg20); see details in Annex A) |
| 14 August 2023 | - Pre-registration (via the online registration form on the [study group homepage](https://itu.int/go/tsg20))- Submit requests for visa support letters (see practical information document on the [study group homepage](https://itu.int/go/tsg20)) |
| 31 August 2023 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |
| 01 September 2023 | - Submit the form in Annex 2 of TSB Circular [96](https://www.itu.int/md/T22-TSB-CIR-0052/) concerning TAP Decision at TAP Member State consultation on draft new Recommendations ITU-T Y.4221 (ex Y.ElecMon-Reqts), Y.4222 (ex Y.smart-evacuation), Y.4223 (ex Y.SCC-Reqts), Y.4487 (ex Y.RMDFS-arch), Y.4488 (ex Y.IoT-SPWE) and Y.4604 (ex Y.IoT-MCSI). |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Seizo OnoeDirector 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**: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.

**WORKING LANGUAGE:** As per agreement of the ITU-T SG20 management team, this meeting will be held in English only.

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for all sessions for which a request is received at least 72 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.

**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 Newcomers’ session on the work of ITU-T on 12 September 2023.

**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](https://itu.int/go/tsg20). **Fellowship requests must be received by 02 August 2023 at the latest.** They are to be sent by e-mail to 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 at least one month before the date of arrival in Tanzania from the embassy or consulate representing Tanzania 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. Delegates who require a personal invitation letter for their visa application should fill in the form available on the [study group homepage](https://itu.int/go/tsg20).

ANNEX B
Draft agenda

ITU-T Study Group 20 meeting

**Arusha, 13-22 September 2023**

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| **No** | **Item** | **Documents** |
| 1 | Opening of the meeting |  |
| 1.1 | Remote participation tool |  |
| 2 | Adoption of the agenda |  |
| 3 | Draft timetable |  |
| 4 | Approval of the report of the last SG20 meeting (Geneva, 30 January - 10 February 2023) | [SG20-R4](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-SG20-R-0004) |
| 5 | Draft Recommendations for TAP approval | [TSB Circular 96](https://www.itu.int/md/T22-TSB-CIR-0096/en) |
| 5.1 | ITU-T Y.4221 (ex Y.ElecMon-Reqts) “Requirements of IoT-based electric power infrastructure monitoring system” – for approval | [SG20-Report5](https://www.itu.int/md/T22-SG20-R-0005/en) |
| 5.2 | ITU-T Y.4222 (ex Y.smart-evacuation) “Framework of smart evacuation in a disaster or emergency in smart cities and communities” | [SG20-Report6](https://www.itu.int/md/T22-SG20-R-0006/en) |
| 5.3 | ITU-T Y.4223 (ex Y.SCC-Reqts) “Common requirements and capabilities of smart cities and communities from IoT and ICT perspectives” | [SG20-Report7](https://www.itu.int/md/T22-SG20-R-0007/en) |
| 5.4 | ITU-T Y.4487 (ex Y.RMDFS-arch) “A functional architecture of roadside multi-sensor data fusion systems for autonomous vehicles” | [SG20-Report8](https://www.itu.int/md/T22-SG20-R-0008/en) |
| 5.5 | ITU-T Y.4488 (ex Y.IoT-SPWE) “Framework of IoT service for safety protection of working environments” | [SG20-Report9](https://www.itu.int/md/T22-SG20-R-0009/en) |
| 5.6 | ITU-T Y.4604 (ex Y.IoT-MCSI) “Metadata for camera sensing information of autonomous mobile IoT devices” | [SG20-Report10](https://www.itu.int/md/T22-SG20-R-0010/en) |
| 6 | IPR roll call  | Does anyone have knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered? |
| 7 | List of Contributions |  |
| 7.1 | Contributions addressed to QALL/20 |  |
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|  |
| 8 | Current and future stale work items |  |
| 9 | Highlights of TSAG (Geneva, 30 May - 2 June 2023) relevant to ITU-T SG20 |  |
| 10 | Preparations for the next WTSA-24  |  |
| 11 | Nomination of Rapporteur, Associate Rapporteurs and Liaison rapporteurs |  |
| 12 | A.4, A.5 and A.6 qualifications |  |
| 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) |  |
| 13.5 | ITU-T SG20 Regional Group for Asia and the Pacific (SG20RG-AP) |  |
| 14 | ITU-T Study Group 20 Incoming Liaison Statements Report  |  |
| 15 | Focus group on Artificial Intelligence (AI) and Internet of Things (IoT) for Digital Agriculture (FG-AI4A) |  |
| 16 | Action plans for implementation of WTSA-20 Resolution 78 (Rev. Geneva, 2022) and Resolution 98 (Rev. Geneva, 2022) (ICTs for e-health services; IoT and smart cities and communities for global development) |  |
| 17 | Promotion activities and bridging the standardization gap |  |
| 17.1 | Workshops, Trainings and Forums of interest to SG20 | * Special Session of ITU Focus Group on metaverse (Arusha, 12 September 2023)
* 3rd ITU Forum on “Cities and the metaverse: shaping a citiverse for all” (Arusha, 13 September 2023)
 |
| 17.2 | Newcomers’ welcome pack for ITU-T SG20 meeting | ITU-T SG20 Newcomers’ session (Arusha, 12 September 2023) |
| 17.3 | Information documents |  |
| 18 | Joint Coordination Activity on IoT and SC&C | JCA-IoT and SC&C meeting (Arusha, 12 September 2023) |
| 19 | Collaboration matters and information sharing |  |
| 19.1 | Correspondence Group on Artificial intelligence of Things (CG-AIoT) |  |
| 19.2 | United for Smart Sustainable Cities (U4SSC) Initiative |  |
| 20 | Opening of Working Party 1/20 and Working Party 2/20 meetings  |  |
| 21 | Report of the meeting of Working Party 1/20 |  |
| 21.1 | - Approval of Question reports  |  |
| - Approval of new work items |  |
| - Approval of work programme |  |
| - Approval of oLS  |  |
| - Consent of Recommendations  |  |
| - Determination of Recommendations |  |
| - Agreement of informative texts  |  |
| - Approval of Recommendations |  |
| - Deletion of Recommendations |  |
| 22 | Report of the meeting of Working Party 2/20 |  |
| 22.1 | - Approval of Question reports  |  |
| - Approval of new work items |  |
| - Approval of work programme |  |
| - Approval of oLS  |  |
| - Consent of Recommendations  |  |
| - Determination of Recommendations |  |
| - Agreement of informative texts  |  |
| - Approval of Recommendations |  |
| - Deletion of Recommendations |  |
| 23 | Future activities |  |
| 23.1 | Planned meetings in 2024 |  |
| 23.2 | Planned e-meetings in 2023 and 2024 |  |
| 24 | Other business |  |
| 25 | Closure of the meeting |  |