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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 2 February 2016 |
| Ref: | **TSB Collective letter 10/13** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T SG 13 Associates; and - To ITU Academia |
| Tel: | +41 22 730 5126 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg13@itu.int  |  |
| Subject: | **Meeting of ITU-T Study Group 13; Geneva, 29 April 2016** |

Dear Sir/Madam,

With my agreement to the request of Study Group 13 Chairman (Mr Leo Lehmann) and as endorsed at the meeting of Study Group 13 (Geneva, 30 November – 11 December 2015), it is my pleasure to invite you to attend the meeting of the Study Group 13 (*Future networks including cloud computing, mobile and Next Generation Networks*) that is to meet at ITU headquarters, Geneva, on 29 April 2016 in order to take action (consent, determination, approval) on draft Recommendations or approval of Supplements and technical reports.

The meeting of Study Group 13 will open at 0930 hours. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting room will be displayed on screens at the entrances to ITU headquarters.

No interpretation will be provided for this meeting.

Additional information about the meetings is set forth in **Annex A**.

The draft **Agenda** of the meeting, as prepared by the Chairman of the Study Group 13, is set out in **Annex B**.

The main objectives of the Study Group 13 meeting are to consider initiating the approval process for the draft Recommendations and Supplements, as appropriate, depending on results of Rapporteur Group meetings held during the preceding two weeks (18-29 April 2016). List of Recommendations subject for action can be found in **Annex A**.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 2

**ANNEX A**

(to TSB Collective letter 10/13)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 13 website and must therefore be received by TSB **not later than 16 April 2016** Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line. The direct posting system allows ITU‑T members to reserve contribution numbers and to upload/revise contributions directly to the ITU‑T web server.  Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents.  The templates are accessible from each ITU‑T study group web page, under “Meeting documents” (<http://itu.int/ITU-T/studygroups/templates>).  The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** The meetings will be run paperless.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available on the ground floor of the Montbrillant building. Your ITU RFID badge opens and closes the e-locker. Your e-locker is available only for the period of the meeting you are attending, so please ensure that you empty the locker before 23:59 on the last day of the meeting.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms, for delegates who wish to print documents.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to attach the documents to be printed to an email, that is sent to the desired printer email address (in the form printername@eprint.itu.int). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**REGISTRATION**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 29 March 2016**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the
ITU-T website (**[**http://itu.int/ITU-T/studygroups/com13**](http://itu.int/ITU-T/studygroups/com13) **).**

**KEY DEADLINES (before meeting)**

*29 February 2016*: - submit contributions for which translation is requested

*1 April 2016: -* requests for visas

*29 March 2016:* - pre-registration

*16 April 2016:* - final deadline for contributions

**VISITING GENEVA: HOTELS AND VISAS**

Please note that a new visitor information website is now available at:
<http://itu.int/en/delegates-corner>.

**HOTELS:** For your convenience, a hotel reservation form is enclosed (**Form 1**). A list of hotels can be found at <http://itu.int/travel/>.

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** and obtained from the office (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. 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 but only within the period mentioned of **four** weeks. Any such request must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested[[1]](#footnote-1) and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) bearing the words **“visa request”**.

**FORM 1 - HOTELS**

(to TSB Collective letter 10/13)

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| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

SG/WP meeting *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ in Geneva

Confirmation of the reservation made on (date) \_\_\_\_\_\_\_\_\_\_\_

with (hotel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**at the ITU preferential tariff**

\_\_\_\_\_\_\_\_\_\_\_\_ single/double room(s)

arriving on (date) \_\_\_\_\_\_\_\_\_\_\_ at (time) \_\_\_\_\_\_\_\_\_\_\_ departing on (date) \_\_\_\_\_\_\_\_\_\_\_

**GENEVA TRANSPORT CARD:** Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit card to guarantee this reservation: AX/VISA/DINERS/EC (or other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX B**

 (to TSB Collective letter 10/13)

**Meeting of Study Group 13
Geneva, 29 April 2016**

**Draft Agenda**

1. Opening remarks and welcome
2. Approval of the agenda
3. Summary of activities since the November – December 2015 Study Group 13 meeting

 3.1 TSAG (1 - 5 February 2016, Geneva) and RevCom (28 - 29 January 2016, Geneva)

 3.2 FG IMT-2020 activities (8-11 March 2016, Seoul, Republic of Korea)

 3.3 Co-located rapporteur groups activities (18 - 29 April 2016, Geneva)

 3.4 Individual Rapporteur Group activities

 3.5 Correspondence Group activities

 3.6 Others as identified

1. Result of Recommendations consented for approval at the last SG13 meeting and consider any necessary follow up on those
2. Taking decision on approval of Recommendation Y.2772 “Mechanisms for the network elements with support of Deep Packet Inspection” (under TAP, WTSA-12 Resolution 1)
3. Review the status of draft Recommendations:
* Y.NGNe-Freedata-Reqts, Scenarios and requirements of NGN evolution for supporting Freedata service
* Y.MC-VCC, Voice and Video Call Continuity over LTE, Wi-Fi and 2G/3G
* Y.PTDN-M-Interface, M interface in Public packet Telecom Data Network (PTDN)
* Y.PTDN-QoS, The QoS guaranteed mechanisms and performance model for Public packet Telecom Data Network (PTDN)
* Y.PTDN-OAM, OAM functions and mechanisms for Public packet Telecom Data Network (PTDN)
* Y.SDN-req, Functional requirements of software-defined networking
* Y.SDN-arch, Functional architecture of software-defined networking
* Y.sms-mo, Smart Media Service Framework based on media objects
* Y.energy-platform, Framework of energy sharing and trading platform
* Y.trusted-env, The basic principles of a trusted environment in ICT infrastructure
* Y.DaaS-arch, Functional architecture for Desktop as a Service
* Y.3501, Cloud computing framework and high-level requirements, revised

and any related liaison statements or contributions received. Proceed with the consent of above mentioned Recommendations (per Recommendation A.8) as well as any other draft Recommendations that would be deemed mature as a result of progress made at the preceding co-located rapporteur groups activities (18 - 29 April 2016).

1. Review the status of Supplements and and technical reports and proceed with their approval
2. Preparations to the next study period
3. Updating of the Study Group 13 work programme and agreement on new work items
4. Liaison and interaction with other groups
5. Agreement on future activities (including workshops)
6. Miscellaneous
7. Adjournment

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1. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf> [↑](#footnote-ref-1)