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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 18 December 2013

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| Ref: | **TSB Collective letter 5/11** |  |
| Tel:Fax:E-mail: | +41 22 730 5858+41 22 730 5853tsbsg11@itu.int | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 11 and
* ITU-T Academia
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| Subject: | **Meetings of Working Parties 1, 2 and 3/11; Geneva, 21 February 2014**  |

Dear Sir/Madam,

With my agreement to the request of Study Group 11 Chairman (Mr Wei Feng) and as endorsed at the meetings of WPs 1, 2 and 3/11 (Kampala, Uganda, 7-13 November 2013), it is my pleasure to invite you to attend the meetings of WP1/11 *(Signalling requirements and protocol for emerging networks*), WP2/11 (*Software-Defined Networking (SDN) and resource control*) and WP3/11 *(Attachment and service networking, including IoT and M2M*) which are to meet at ITU headquarters, Geneva, in the afternoon of **Friday 21 February 2014** starting at 14h30. The meetings will be preceded by SG11 Rapporteurs’ groups meetings of Questions 1, 2, 3, 4, 5, 6, 8, 11 and 14/11.

Also, the following meetings will be organized in parallel at the same venue:

* [ITU-T Study Group 13](http://www.itu.int/ITU-T/studygroups/com13/index.asp) Rapporteur group meetings,
17-28 February 2014, more information is available in TSB Collective [4/13](http://www.itu.int/md/T13-SG13-COL-0004/en).
* Joint Coordination Activity on Software-Defined Networking (JCA-SDN) meeting, 19 February 2014, more information is available in the [meeting announcement](http://www.itu.int/en/ITU-T/jca/sdn/Documents/JCA-SDN_Feb_2014_Meeting_announcement.pdf).
* Internet of Things Global Standards Initiative ([IoT-GSI](http://www.itu.int/en/ITU-T/gsi/iot/Pages/default.aspx)) event, 19-25 February 2014,
more information is available in [TSB Circular 68](http://www.itu.int/md/T13-TSB-CIR-0068/en).
* Workshop on [*Internet of Things – Trends and Challenges in Standardization*](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/iot/201402/Pages/default.aspx), 18 February 2014, more information is available in [TSB Circular 62](http://www.itu.int/md/T13-TSB-CIR-0062/en).

Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters. Additional information about the meeting is set forth in **Annex A**.

The draft **Agenda** of the meeting, as prepared by the Chairmen of WP1/11, WP2/11 and WP 3/11 is set out in **Annex B**. In the same way the draft **Timetable** is set out in **Annex C.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 3

**ANNEX A**

**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 11 website and must therefore be received by TSB **not later than 8 February 2014.** 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 contribution.  The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<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:** In agreement with its Chairman, Mr Wei Feng, Study Group 11 will take further steps towards working in a fully electronic environment. The meeting will therefore 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, NEW DELEGATES and FELLOWSHIPS**

**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 21 January 2014**, 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/com11**](http://itu.int/ITU-T/studygroups/com11)**).**

**KEY DEADLINES (before meeting)**

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| Two months | 21 December 2013 | - submit contributions for which translation is requested |
| Six weeks | 10 January 2014 | - requests for visas |
| One month | 21 January 2014 | - pre-registration |
| 12 calendar days | 8 February 2014 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

**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 six (6) 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 **six (6)** 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 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 5/11)

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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* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

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

*No.* -------------------------------------------------------- *valid until* -------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

**ANNEX B**

**Draft Agenda**

**WP1/11, 21 February 2014, Geneva**

| **Terms of reference** | **Contact** |
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| To consider approval of new and modified supplements:− TRQ.ETS-Overview Revision 2− Supplement 49, ETS/IEPS update to signalling requirements to support IP telephonyDiscuss the progress of work on the draft Recommendations under study in Qs 1 ,2 and 3/11. | Jane Humphreyjane.humphrey@ericsson.com Xiaojie Zhuzhuxj@gsta.com |

**WP2/11, 21 February 2014, Geneva**

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| To consider Consent (AAP) of the following candidates:− Q.3303.2 v2To discuss the progress of work on the draft Recommendations under study in Qs 4, 5, 6/11. | Kaoru Kenyoshikaoru.kenyoshi@emea.nec.comTing (Tina) Zou (Tsou)tena@huawei.com |

**WP3/11, 21 February 2014, Geneva**

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| To consider approval of new Technical Report on: − NGN Realisation To discuss the progress of work on the draft Recommendations under study in Qs 7, 8, 9/11.  | Shin-Gak Kangsgkang@etri.re.kr Isaac Boatengisaac.boateng@nca.org.gh |

**ANNEX C
Draft timetable of interim meetings of SG11 (February 2014)**

|  | **Monday 17** | **Tuesday 18** | **Wednesday 19** | **Thursday 20** | **Friday 21** |
| --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **WPs/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | 1 |
| **Workshop IoT** |  |  |  |  | 2 | 2 | 2 | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  | X |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/11** |  |  | X |  |  |  |  |  |  | X |  |  | X |  |  |  |  |  |  |  |
| **Q3/11** |  |  |  | X |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |
| **Q4/11** | X | X |  | X |  |  |  |  |  | X | 3 | 3 | X | X |  | X |  |  |  |  |
| **Q5/11** | X | X |  |  |  |  |  |  | X |  |  | X |  |  |  |  |  |  |  |  |
| **Q6/11** |  |  | X |  |  |  |  |  | X |  | 3 | 3 |  |  | X |  |  |  |  |  |
| **Q8/11** | X |  | X | X |  |  |  |  | X |  | X | X |  |  | X | X |  |  |  |  |
| **Q11/11** |  |  |  |  |  |  |  |  |  |  |  |  | X | 4 |  |  |  | X |  |  |
| **Q14/11** |  | X |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |

**Session 1: 0930 – 1100; Session 2: 1130-1300; Session 3: 1430-1600; Session 4: 1630-1800;**

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| **WPs** | Working Parties 1, 2 and 3 will have a Plenary session in sequence |
| **X**  | Represents a meeting session. |
| **1** | WPs Closing Plenaries are held sequentially |
| **2** | Workshop on “Internet of Things – Trends and Challenges in Standardization” |
| **3** | JCA-SDN including the joint Q4/11, Q6/11 and Q2/13, Q14/13 |
| **4** | Face to face meeting of the Correspondence Group on *“Collaboration between ITU-T and testing laboratories for ITU C&I programme”* |

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