|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITU logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | | CCITT/ITU-T 60th Anniversary logo |
|  | | | Geneva, 19 May 2016 | |
| Ref: | **TSB Collective letter 8/17** | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T SG 17 Associates; and  - To ITU Academia | |
| Tel: | +41 22 730 5866 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg17@itu.int](mailto:tsbsg17@itu.int) | |  | |
| Subject: | **Meeting of Study Group 17; Geneva, 29 August – 7 September 2016** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend Study Group 17 (*Security*) which is to meet at ITU headquarters, Geneva, from 29 August to 7 September 2016, inclusive.

I should like to inform you that the meeting will open at 0930 hours on the first day. 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, prepared in agreement with the Chairman of the study group (Mr Arkadiy Kremer, Russian Federation) and its management team, is set out in **Annex B**. The provisional work plan and draft **Timetable**, as prepared by the Chairman and the Rapporteurs of Study Group 17, is set out in **TD** [**2700**](http://www.itu.int/md/T13-SG17-160829-TD-PLEN-2700). The draft **Work programme for Working Parties and Questions**, as prepared by the Working Party Chairmen and Rapporteurs, is set out in **TD** [**2697**](http://www.itu.int/md/T13-SG17-160829-TD-PLEN-2697).

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 8/17)

**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 17 website and must therefore be received by TSB **not later than 16 August 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 online.   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 “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.

**GUIDELINES FOR THE PRESENTATION OF CONTRIBUTIONS TO ITU-T SG17:** Please take note of the guidelines (see <http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/Documents/general-info/contributions-presentation-meu-E.pptx>) on how to present contributions to SG17 and on candidate topics of interest to SG17.

**WORK METHODS AND FACILITIES**

**INTERPRETATION** will be available upon request for the closing plenary of the meeting. For sessions that are scheduled to be held with interpretation, please note that interpretation will only be provided if a Member State so requests by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least one month before the first day of the meeting**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

**PAPERLESS MEETINGS:** The meeting 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](mailto:servicedesk@itu.int)) has a limited number of laptops available 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](mailto: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](mailto:tsbreg@itu.int)) **not later than 29 July 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/com17**](http://itu.int/ITU-T/studygroups/com17)**).**

**NEW DELEGATES** are invited to attend a **MENTORING PROGRAMME**, including a welcome briefing upon registration, a guided visit of ITU headquarters and an orientation session on ITU‑T. If you would like to participate, please contact [ITU Tmembership@itu.int](mailto:ITU%20Tmembership@itu.int).

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)**, must be returned to ITU not later than **18 July 2016.** Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 2016-06-29 | - submit contributions for which translation is requested |
| Six weeks | 2016-07-18 | - fellowship requests |
| Four weeks | 2016-08-01 | - requests for visa support letters |
| One month | 2016-07-29 | - requests for interpretation at closing plenary  - pre-registration |
| 12 calendar days | 2016-08-16 | - 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 2**). 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, and dates of issue and expiry of the 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](mailto:tsbreg@itu.int)) bearing the words **“visa request”**.

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 8/17)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 17 meeting**  **Geneva, Switzerland, 29 August – 7 September 2016** | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail: [bdtfellowships@itu.int](mailto:bdtfellowships@itu.int)**  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one partial fellowship to be submitted before 18 July 2016** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation ID No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: ) [http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/](http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/Pages/default.aspx)  Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the Administration or Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Mr / Ms  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (family name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (given name)  Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Tel**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  PASSPORT INFORMATION**:**  Date of birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Nationality**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Passport number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date of issue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** In (place)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Valid until (date): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Please select your preference  (which ITU will do its best to accommodate) | | | | | | | |
| **□ Economy class air ticket (duty station / Geneva / duty station)**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | | | |
|  | | | | | | | |
| **Signature of fellowship candidate:** | | | | | **Date:** | | |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. | | | | | | | |
| **Signature:** | | | | | **Date:** | | |

**FORM 2 - HOTELS**

(to TSB Collective letter 8/17)

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

|  |  |  |
| --- | --- | --- |
|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

ITU-T SG 17 meetingfrom 29 August to 7 September 2016 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**

(to TSB Collective letter 8/17 )

**Draft Agenda for the plenary**

**Meeting of Study Group 17  
Geneva, 29 August – 7 September 2016**

1. Opening of the meeting and welcome
2. Results from the last meeting of Study Group 17
   1. Report of the 14 – 23 March 2016 Study Group 17 meeting
   2. Result of Recommendations consented under AAP
   3. Result of the Member States consultation for Recommendations under TAP
   4. Reports of the interim Rapporteur group meetings
   5. Reports from the Correspondence Groups
   6. SG17 participation in workshops and seminars
3. Coordination, collaboration and cooperation
   1. TSAG
   2. Review Committee
   3. Joint coordination activities (JCAs), Focus groups (FGs), and Global standards initiatives (GSIs)
   4. Relations with other lead study groups
   5. Collaboration with ITU-D
   6. Collaboration with ITU-R
   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. Collaboration with the Kantara Initiative
   13. Collaboration with OASIS
   14. Collaboration with FIRST
   15. Collaboration with Cloud Security Alliance
   16. Collaboration with Universal Postal Union
   17. Collaboration with OpenID Foundation
   18. Interaction with other industry consortia and fora
   19. Reports on other liaison and collaboration activities
4. General matters
   1. SG17 organization for this meeting
   2. Special Sessions

* *Addressing contributions from developing countries*
* *Collaboration between SG17 and SG20 on IoT security*
  1. Newcomers’ orientation
  2. Handling of input documents
  3. Texts proposed for action and proposed new work items
  4. IPR information
  5. Appointments (to fill open positions)
  6. SG17 lead study group activities
  7. SG17 activities in support of WTSA-12 Resolutions, PP-14 Resolutions and WTDC-14 Resolutions
  8. SG17 Projects
  9. GSC-20
  10. Tutorials for this meeting
  11. Future SG17 organized outreach events (workshops, summits, seminars)

1. Program for this meeting (working party meetings and meeting on Questions)
   1. Meeting reports including action plans
   2. Recommendations and other texts for *approval* or *agreement* at this Study Group 17 meeting
   3. Recommendations for *consent* or *determination* at this Study Group 17 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 planned for *consent* or *determination* or *agreement* at the next Study Group 17 meeting
   8. Recommendations planned for *consent* or *determination* or *agreement* later in next study period
   9. Editors and Summaries 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. Appointment of interregnum Rapporteurs/associate Rapporteurs
   14. Planned interregnum Rapporteur group meetings (alone, collaborative, part of GSI, etc.), and other activities
   15. Establishment, continuation, or termination of correspondence groups
   16. Other items for SG17 agreement
   17. Highlights of achievements
2. Working arrangements for this meeting
   1. Update on tools available for the conduct of the work
   2. Mailing lists, including e-mail addresses
   3. List of meeting documents and allocation of documents to Questions
   4. Meeting schedule and room allocation
3. Future meetings of Study Group 17
4. Information from vice-chairmen and working party chairmen
5. Any other business
6. Closing

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

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)