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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 20 September 2017 |
| Ref: | **TSB Collective letter 2/2**SG2/JZ | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 2; - To ITU Academia |
| Tel: | +41 22 730 5855 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg2@itu.int  |
| Web: | <http://itu.int/go/tsg02>  |
| Subject: | **Meeting of Study Group 2; Geneva, 27 November – 1 December 2017** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 2 (Operational aspects of service provision and telecommunications management), which will be held at ITU headquarters, Geneva, from **27 November to 1 December**, inclusive.

WTSA-16 has approved that Study Group 2 is the lead study group for numbering, naming, addressing, identification and routing, the lead study group for service definition, the lead study group on telecommunications for disaster relief/early warning, network resilience and recovery and the lead study group on telecommunication management. Work items under development in ITU-T SG2 can be accessed at:
<http://www.itu.int/itu-t/workprog/wp_search.aspx?sg=2>. The template for Contributions can be accessed on the ITU website for Direct Document Posting (<http://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG02>). Guidelines for preparation of contributions can be accessed at: <http://www.itu.int/rec/T-REC-A.2-201211-I>.

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

**Key deadlines**:

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| 27 September 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 16 October 2017 | - Submit fellowship requests (application form and guidelines can be found [here](http://www.itu.int/en/ITU-T/studygroups/2017-2020/02/Documents/SG2_Fellowships.docx))- Submit interpretation requests (via online pre-registration form) |
| 27 October 2017 | - Pre-registration (online via the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/02/Pages/default.aspx))- Submit requests for visa support letters (a request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)) |
| 14 November 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/)  |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and timetable**, prepared in agreement with the Chairman of the Study Group, Mr Phil Rushton (United Kingdom), are set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg2 ITU-T SG2 |
| Latest meeting information |

**Annexes**: 2

**ANNEX A**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Member Contributions should be submitted using [Direct Document Posting](http://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/[TIES account holders](http://www.itu.int/TIES/).

**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, or by sending a written request to TSB, **at least six weeks before the first day of the meeting**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**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’ computer, documents may be “e‑printed” by e-mailing them to the desired printer.
Details at: <http://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk (servicedesk@itu.int) on a first-come, first‑served basis.

**PRE-REGISTRATION, NEW DELEGATES AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-registration is to be done online via the study group homepage **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation. The membership is invited to include women on 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. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf). Requests must be received **at least six weeks before the beginning of the meeting**. Pre-registration for the meeting is mandatory.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <http://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: <http://itu.int/travel/>.

**VISA SUPPORT**: If required, visas must be requested **at least one month 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. 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. Any such request must specify the name, function, date of birth, passport information, and registration confirmation for all applicants.

Requests should be sent to TSB by email (tsbreg@itu.int) or fax (+41 22 730 5853), bearing the words **“visa request”**. A request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

**ANNEX B
Draft agenda**

NOTE - Updates to the agenda can be found in [SG2-TD148/GEN](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG02-171127-TD-GEN-0148).

**1 Opening plenary meeting**

1.1 Opening of the meeting

1.2 Adoption of the agenda and other administrative issues (including timetable and room allocation)

1.3 Reports of SG2 work and follow-up actions

a) Approval of Reports SG2 – R 1 to R 3

b) Activities since the last meeting of SG2: Rapporteur meetings and interim activities

c) Report on Numbering, Naming, Addressing and Identification issues, including NCT (Numbering Coordination Team)

d) Report on activities related to misuse of numbering resources

e) Report on activities related to developing countries, including reports of regional groups

f) Status of discussions regarding Recommendations to be determined or consented

1.4 Reports of other meetings

a) Council 2017

b) TSAG

c) AI for Good Global Summit, IoT Week 2017, WSIS Forum 2017, TSB Director CTO meeting

d) Joint SCV (Standardization Committee for Vocabulary)-CCV (Coordination Committee for Vocabulary) meeting

e) Expert Group on the International Telecommunication Regulations

1.5 Other issues for this meeting

1.6 Procedural notifications

**2 Closing plenary meeting**

2.1 Reports of the meetings of Working Parties, and the ad hoc group on developing country issues

2.2 Determination of Recommendations under TAP (Traditional Approval Process)

2.3 Recommendations Consented under AAP (Alternative Approval Process)

2.4 Deletion or renumbering of Recommendations

2.5 Approval or deletion of Supplements

2.6 Liaison statements, including liaisons reporting to TSAG on Lead Study Group activities:

a) numbering, naming, addressing, identification and routing

b) service definition

c) Telecommunications for disaster relief/early warning, network resilience and recovery

d) Telecommunication Management

e) Other

2.7 Recommendation status and work plans

2.8 Date and place of future meetings

2.9 Other business

2.10 Closure of the meeting

Draft timetable

NOTE - Updates to the timetable can be found in [SG2-TD147/GEN](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG02-171127-TD-GEN-0147).

**Draft Timetable - ITU-T Study Group 2 Meeting, Geneva, 27 November ‒ 1 December 2017**

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| **NOTE:** The timetable below is a tentative plan for the meeting. It could be changed during the meeting. Please consult the following website for updates on possible session and room changes: <http://www.itu.int/en/events/Pages/Geneva-schedule.aspx?sector=ITU-T>. |

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| --- | --- | --- | --- | --- | --- | --- |
| Date | ***Sun 26/Nov*** | ***Mon 27/Nov*** | ***Tuesday 28/Nov*** | ***Wednesday 29/Nov*** | ***Thursday 30/Nov*** | ***Friday 1/Dec*** |
|  | pm | am | pm | am | pm | am | pm | am | pm | am | pm |
| Sessions | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **SG2** | Mgt | Mgt | w | w a) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | w | w |
| **WP 1/2** |  |  |  |  a) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  1 | 1 |  |  |
| Q.1/2 |  |  |  |  |  |  |  |  |  | 2 |  |  | 4 | 2 | 3 | 3 | 3,1 | 3,1 |  |  |  |  |
| Q.2/2 |  |  |  |  |  |  |  |  |  |  |  |  | 4 |  | 3 | 3 | 3,1 | 3,1 |  |  |  |  |
| Q.3/2 |  |  |  |  |  |  |  |  |  | 2 |  |  |  | 2 | 3 | 3 | 3,1 | 3,1 |  |  |  |  |
| **WP 2/2** |  |  |  | a) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | 1 |  |  |
| Q.5/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 |  |  |  |  |  |  |
| Q.6/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 |  |  |  |  |  |  |  |
| Q.7/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 |  |  |  |  |

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| **Opening plenary:** The opening plenary of the Study Group will start at **0930 hours** on Monday, **27 November** **2017** without interpretation. **Note a):** The opening plenaries of WP 1/2 and of WP 2/2 will start immediately after the end of the opening plenary of SG2**Note 1:** Session devoted to finalizing meeting reports**Note 2:** Joint session of Qs 1/2 and 3/2**Note 3:** Joint session of Qs 1/2, 2/2 and 3/2**Note 4:** Joint session of Qs 1/2 and 2/2**Note R:** Remote participation**Note W:** Webcast | **Working hours**: Session 1: 09h30 – 10h45; Session 2: 11h15-12h30; Session 3: 14h30-15h45; Session 4: 16h15-17h30; **except for Friday, when the morning session will be 09h00 to 12h00.** All sessions/joint sessions for Q1/2 normally start at 09h00 in the morning and 14h00 in the afternoon. Please consult the screens for the exact meeting times for each Question, in particular the starting time. Ad-hoc groups should meet outside the hours of the related Questions, and on Saturday or Sunday, as required.  |
| **Closing Plenary:** It will start at **14h30** on Friday, **1 December 2017** with interpretation. |
| **Management Team:** The Management Team will meet in the afternoon from **14h30 to 17h00** (tentatively) of Sunday, **26 November 2017**. |

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