|  |  |  |
| --- | --- | --- |
| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau** | CCITT/ITU-T 60th Anniversary logo |
|  | Geneva, 6 December 2016 |
| Ref: | **TSB Collective letter 1/11** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T SG11 Associates; and - To ITU Academia |
| Tel: | +41 22 730 5858 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg11@itu.int  |  |
| Subject: | **Meeting of Study Group 11; Geneva, 6-15 February 2017** |

Dear Sir/Madam,

It is my pleasure to invite you to attend Study Group 11 (*Signalling requirements, protocols, test specifications and combating counterfeit products*) which is to meet at ITU headquarters, Geneva from 6 to 15 February 2017 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 and on SG11 homepage. Additional information about the meeting is set forth in **Annex A**.

The draft **Agenda** of the meeting and its draft timetable, prepared in agreement with the Chairman of SG11, Mr Andrey Kucheryavy, are set out in **Annex B** and **Annex C** respectively. Further enhancements to the timetable will be published on the SG11 home page.

The following meetings will also be organized in parallel at the same venue:

- [ITU-T SG13](http://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx), 6-17 February 2017, more information is available in Collective letter [1/13](http://www.itu.int/md/T17-SG13-COL-0001/en).

- ITU-T Conformity Assessment Steering Committee ([ITU-T CASC](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/CASC.aspx)) meeting, 8 February 2017, more information is available on the CASC [webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/CASC.aspx).

- Joint Coordination Activity on Software-Defined Networking ([JCA-SDN](http://www.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx)) meeting, 9 February 2017, more information is available on the JCA-SDN [webpage](http://www.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx).

A one-day Bridging the Standardization Gap (BSG) hands-on training session for delegates from developing countries will also be held on Tuesday, 7 February 2017.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 3

**ANNEX A**

(to TSB Collective letter 1/11)

**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 24 January 2017**. 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 “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**

Due to budget restrictions, **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) 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). 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 6 January 2017**, 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 for ITU-T meetings is carried out *online* on the ITU‑T website (**[**http://itu.int/go/tsg11**](http://itu.int/go/tsg11)**).**

**NEW DELEGATES** are invited to attend a **MENTORING PROGRAMME**, including a welcome briefing upon registration, guided visit of ITU headquarters and an orientation session on ITU‑T. If you would like to participate, please contact ITU-Tmembership@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 26 December 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)**

|  |  |  |
| --- | --- | --- |
| **6 December 2016** | (Two months) | - submit contributions for which translation is requested |
| **26 December 2016** | (Six weeks) | - fellowship requests |
| **9 January 2017** | (Four weeks) | - requests for visa support letters |
| **6 January 2017** | (One month) | - requests for interpretation at closing plenary- pre-registration |
| **24 January 2017** | (12 calendar days) | - 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 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 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/11)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 11 meeting****Geneva, Switzerland, 6-15 February 2017** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail: fellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 26 December 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://itu.int/go/tsg11**](http://itu.int/go/tsg11))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 1/11)

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

|  |  |  |
| --- | --- | --- |
|  | **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**

(to TSB Collective letter 1/11)

Draft Agenda

***Draft Agenda of SG11 plenary meeting (Geneva, 6-15 February 2017)***

|  |  |  |
| --- | --- | --- |
| **#** | **Agenda items** |  |
|  | Opening of the SG11 Plenary meeting * 1. Approval of the agenda
	2. Approval of the previous SG11 Reports
	3. Approval of the work plan for the meeting
	4. Document allocation
	5. Incoming liaison statements
	6. Meeting facilities and useful information
	7. Newcomers’ welcome pack
 |  |
|  | Feedback on interim activities since last meeting* 1. Recommendation matters
	2. Interim meetings
 |  |
|  | Study group responsibility and Questions assigned by WTSA-16, Hammamet, Tunisia |  |
|  | SG11 organization, including Regional Groups and CASC* 1. SG11 Management team
	2. Working Party structure and its Management
	3. Questions Rapporteurs and Associates
	4. Liaison Officers
 |  |
|  | SG11 plans for the 2017-2020 Study Period * 1. WP1
	2. WP2
	3. WP3
	4. Question 15
	5. CASC
 |  |
|  | Other relevant outputs from WTSA-16 |  |
|  | Report and Liaisons from other Groups/Workshops |  |
|  | Promotion of SG11 work, e.g. workshops organization |  |
|  | AOB for opening Plenary |  |
|  |
|  | Intellectual Property Rights (IPR) inquiry |  |
|  | Approval and “Consent” of draft Recommendations proposed for approval (Recommendation ITU-T A.8) and approval of other deliverables* 1. Recommendations
	2. Supplements
	3. Technical Papers and Reports
 |  |
|  | Approval of Working Party reports and Outgoing Liaison Statements  |  |
|  | New/Revised Questions (if any)  |  |
|  | New appointment of Rapporteurs, Associate Rapporteurs, Liaison Officers |  |
|  | Update of SG11 Work Programme  |  |
|  | Date and place of the next SG11 meeting  |  |
|  | Future Interim Activities (Working Party and Rapporteur meetings) |  |
|  | Future Regional Group meetings and CASC meetings |  |
|  | AOB for closing Plenary |  |
|  | Closing  |  |

*Note: Items 1 to 9 are expected to be addressed in the opening Plenary (6 February 2017) and items 10 to 20 are expected to be addressed in the closing Plenary (15 February 2017).*

**ANNEX C**

(to TSB Collective letter 1/11)

Draft Timetable

|  | **Mon 6** | **Tue 7** | **Wed 8** | **Thu 9** | **Fri 10** | **Mon 13** | **Tue 14** | **Wed 15** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **SG11 Plenary**  |  |  | **X** | **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** | **X** |
| **WPs/11** |  |  |  | **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **2** | **2** | **2** |  |  |  |  |
| **Newcomers** |  |  |  |  |  |  |  |  |  | **3🡪** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Questions/1115/11** |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |
| **CASC** |  |  |  |  |  |  |  |  | **X**\* | **X**\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-SDN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X**\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **BSG training** |  |  |  |  | **X** | **X** | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***Session 1: 0930 – 1045; Session 2: 1115-1230; Session 3: 1430-1545; Session 4: 1615-1730 Session 5: 1800-1915***

*Notes*

1 SG11 Opening Plenary starts at 1430 hours. It will include the opening Plenaries of the Working Parties, which will be held sequentially and will start as soon as the SG11 opening Plenary closes.

2 Working Party closing plenary meetings will be held sequentially.

3**🡪** A special session dedicated to newcomers will be held from 1230 to 1330 hours.

\* Remote access capabilities are available.

**🡪** Indicates a lunch session or an evening session.

--indicates a session allocated to one or more Questions sessions.

*Updates to this plan will be posted on the ITU-T SG11 web page.*

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

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)