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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 20 July 2017 |
| Ref: | **TSB Collective letter 3/11**SG11/DA | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 11;- To ITU Academia |
| Tel: | +41 22 730 5780 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg11@itu.int |
| Web: | <http://itu.int/go/tsg11> |
| Subject: | **Meeting of Study Group 11; Geneva, 8-17 November 2017** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 11 (Signalling requirements, protocols, test specifications and combating counterfeit products), which will be held at ITU headquarters, Geneva, from
8 to 17 November 2017, inclusive.

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

- Joint meeting with ETSI TC INT and Qs 2/11, Q9/11 and Q11/11, 13-14 November 2017.

- ETSI TC INT meeting, Geneva, 13-15 November 2017; more information on the ETSI [website](https://portal.etsi.org/webapp/MeetingCalendar/MeetingDetails.asp?m_id=18857).

- [ITU-T SG13](http://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx), 6-17 November 2017; more information will be available in TSB Collective 3/13.

- ITU-T Conformity Assessment Steering Committee (ITU-T CASC) meeting, 9 and 15 November 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) meeting, 9 November 2017; more information is available on the JCA-SDN [webpage](http://www.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx) in the meeting announcement.

- Joint Coordination Activity on IMT2020 (JCA-IMT2020) meeting, 14 November 2017; more information is available on the JCA-IMT2020 [webpage](http://www.itu.int/en/ITU-T/jca/imt2020/Pages/default.aspx) in the meeting announcement.

The meeting will open at 1430 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**:

|  |  |
| --- | --- |
| 8 September 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 25 September 2017 | - Submit fellowship requests (application form and guidelines can be found [here](http://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Documents/SG11_Fellowships_november17.docx))- Submit interpretation requests (via online pre-registration form) |
| 8 October 2017 | - Pre-registration (will be available online via the [study group homepage](http://itu.int/go/tsg11))- 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)) |
| 26 October 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**, prepared by Mr Andrey KUCHERYAVY (Russian Federation), is set out in **Annex B**. The draft time plan is set out in **Annex C.**

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| 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/sg11 |
| Latest meeting information |

**Annexes**: [3]

**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 email 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 emailing 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 home page **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 of SG11 plenary meeting (Geneva, 8-17 November 2017)**

|  |  |  |
| --- | --- | --- |
| **#** | **Agenda items** |  |
|  | Opening of the SG11 Plenary meeting * 1. Approval of the agenda
	2. Approval of the previous SG11 Reports (6-15 February 2017)
	3. Approval of the meeting plan (time schedule)
	4. Document allocation
	5. Incoming liaison statements
	6. Meeting facilities and useful information
	7. Newcomers’ welcome pack
 |  |
|  | SG11 organization, including Regional Groups and CASC* 1. SG11 Management team
	2. Working Party structure and its Management
	3. Questions Rapporteurs and Associates, including rapporteur appointments
	4. Liaison Officers
 |  |
|  | Relevant outputs from* 1. TSAG meeting (1-4 May 2017)
 |  |
|  | Feedback on interim activities since last meeting* 1. Recommendation matters
	2. Interim Rapporteur meetings
	3. WP1/11 and WP2/11 meetings (12-13 July 2017)
 |  |
|  | Approval of outgoing Liaison Statements |  |
|  | Consider approval of Recommendations in accordance with [Resolution 1 / Recommendation ITU-T A.8, if any] |  |
|  | ToR of Regional Groups and CASC* 1. SG11RG-AFR
	2. SG11RG-RCC
	3. CASC
 |  |
|  | Reports of the SG11 Regional groups and CASC* 1. SG11RG-AFR
	2. SG11RG-RCC
	3. CASC
 |  |
|  | SG11 plans for the 2017-2020 Study Period (SG11 action plan)* 1. WP1
	2. WP2
	3. WP3
	4. CASC
 |  |
|  | Approval of the updated work programme of SG11 |  |
|  | Report and Liaisons from other Groups/Workshops |  |
|  | Promotion of SG11 work, e.g. workshops organization |  |
|  | Templates (e.g. agendas, reports) |  |
|  | 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
 |  |
|  | New appointment of Rapporteurs, Associate Rapporteurs, Liaison Officers (if any) |  |
|  | Approval of Working Party reports |  |
|  | Outgoing Liaison Statements |  |
|  | New/Revised Questions (if any) |  |
|  | New work items |  |
|  | 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 14 are expected to be addressed in the opening Plenary (8 November 2017) and items 15 to 27 are expected to be addressed in the closing Plenary (17 November 2017).*

NOTE - Updates to the agenda can be found in [SG11-TD174/GEN](https://www.itu.int/md/T17-SG11-171108-TD-GEN-0174/en).

**Annex C**

**Draft time plan for the ITU-T Study Group 11 meeting
Geneva, 8-17 November 2017 (first week)**

NOTE - Updates to the timetable can be found in [SG11-TD175/GEN](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG11-171108-TD-GEN-0175).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Wednesday, 8 November** | **Thursday, 9 November** | **Friday, 10 November** |
|  | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 |
| **SG11 PLEN** |  |  |  |  | **📹** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TSR** |  |  |  |  |  | **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **2** |  |  |  |
| **WP1/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/11** |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  | **X** | **X** |  |
| **Q3/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |
| **Q4/11** |  |  |  |  |  |  |  |  |  |  |  | **R** |  |  |  | **R** | **R** |  |  |  |  |
| **Q5/11** |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |
| **WP2/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  | **X** | **X** |  |  |  |  |
| **Q7/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |
| **Q8/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q9/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q10/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q14/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **Q15/11** |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  | **X** | **X** |  | **X** |  |  |
| **CASC** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-SDN** |  |  |  |  |  |  |  |  |  |  |  |  | **7** |  |  |  |  |  |  |  |  |
| **Sessions times:**0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch (Lu) – 1230-1430; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800-1915 |
| **Key**: 📹 - Webcast; R – Remote participation |

**Time plan for the ITU-T Study Group 11 meeting
Geneva, 8-17 November 2017 (second week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday, 13 November** | **Tuesday, 14 November** | **Wednesday, 15 November** | **Thursday, 16 November** | **Friday, 17 November** |
| 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 | 0 | 1 | 2 | Image result for knife and fork symbol | 3 | 4 | 5 |
| **SG11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **📹** |  | **📹** | **📹** |  |
| **TSR** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/11** |  |  |  |  |  |  |  |  |  | **3R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q3/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q4/11** |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/11** |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |
| **Q6/11** |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/11** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** |  |  |  |  | **X** | **X** |  |  | **X** | **X** |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |
| **Q9/11** |  |  |  |  | **5R** | **5R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q10/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/11** |  |  |  |  |  |  |  |  |  |  |  | **6R** | **6R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/11** |  |  |  |  | **X** | **X** |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/11** |  |  |  |  | **X** |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q14/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q15/11** |  |  | **X** |  | **X** | **X** |  |  |  |  |  | **X** | **X** |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CASC** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ETSI TC INT** | **4** | **4** | **4** | **4** |  |  | **4** | **4** | **4** |  | **4** |  |  |  | **4** | **4** | **4** |  | **4** | **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-IMT2020** |  |  |  |  |  |  |  |  | **8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sessions times:** 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch (Lu) - 1230-1430; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800-1915 |
| **Key**: 📹 - Webcast; R – Remote participation |

Note:

1 SG11 Opening Plenary starts at 1430 hours. It will include the Technical and Strategic Review (TSR), which will be held sequentially and will start as soon as the SG11 opening Plenary closes. The TSR meeting is to discuss the strategy of SG11 and all documents addressed to all Questions of SG11

2 A special session dedicated to newcomers will be held from 1230 to 1330 hours

3 Joint session of ETSI TC INT and Q2/11

4 ETSI TC INT meetings

5 Joint sessions of ETSI TC INT and Q9/11

6 Joint sessions of ETSI TC INT and Q11/11

7 JCA-SDN meeting will be adjourned at 17h45

8 JCA-IMT2020 meeting will be adjourned at 11h00

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