|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 22 November 2019 |
| Ref: | **TSB Collective letter 9/11**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 |
| E-mail: | tsbsg11@itu.int |
| Web: | <http://itu.int/go/tsg11> |
| Subject: | **Meeting of Study Group 11; Geneva, 4-13 March 2020** |

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
4 to 13 March 2020, inclusive.

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

- ITU-T Study Group 13 meeting, Geneva, 13 March 2020; more information is available in [TSB Collective 10/13](https://www.itu.int/md/T17-SG13-COL-0010/en);

- SG13 co-located Rapporteur group meetings, Geneva, 2-13 March 2020; more information can be found on the [webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx);

- Joint Coordination Activity on IMT2020 (JCA-IMT2020) meeting, Geneva, 5 March 2020; more information can be found on the [webpage](https://www.itu.int/en/ITU-T/jca/imt2020/Pages/default.aspx);

- ITU-T Conformity Assessment Steering Committee (ITU-T CASC) meeting, 6 March 2020; more information can be found on the [webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/CASC.aspx).

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).

A half-day Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries is planned to take place in the morning of 4 March 2020 (to be confirmed).

**Key deadlines**:

|  |  |
| --- | --- |
| 4 January 2020 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 22 January 2020 | - Submit fellowship requests (via the online registration form; see details in Annex A)- Submit interpretation requests (via the online registration form) |
| 4 February 2020 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 20 February 2020 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.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,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg11ITU-T SG11 |
| Latest meeting information |

**Annexes**: **3**

ANNEX A
Practical meeting information

**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 who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**INTERPRETATION**: Interpretationwill be available for the opening and closing plenaries of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form **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’ computers, 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, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the study group home page **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the ITU-T registration system requires focal point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States, including: function, interpretation requests and fellowships requests. The membership is invited to include women in 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**: Up to two partial fellowships per country may be awarded, subject to available funding, to facilitate participation from [eligible countries](http://handle.itu.int/11.1002/apps/fellowships). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received by 22 January 2020 at the latest. It is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; and gender balance.

**VISA SUPPORT**: If required, visas must be requested 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

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. Once your registration has been approved by your organization’s registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words “**visa support**”.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**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/>.

ANNEX B
Draft agenda

|  |  |  |
| --- | --- | --- |
| **#** | **Agenda items** |  |
|  | Opening of the SG11 Plenary meeting * 1. Approval of the agenda
	2. Approval of the previous SG11 reports (16-25 October 2019)
	3. Approval of the meeting time plan
	4. Document allocation
	5. Incoming liaison statements
	6. Meeting facilities and electronic working methods
	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 (10-14 February 2020)
 |  |
|  | Feedback on interim activities since last meeting* 1. Recommendation matters
	2. Interim Rapporteur meetings
 |  |
|  | Approval of interim outgoing Liaison Statements |  |
|  | Approval of the updated work programme of SG11 |  |
|  | Consider approval of Recommendations in accordance with [Resolution 1 / Recommendation ITU-T A.8], if any |  |
|  | SG11 strategy for the 2017-2020 Study Period (SG11 action plan) |  |
|  | iLSs addressed to all Questions of SG11 |  |
|  | Promotion of SG11 work, e.g. workshops organization |  |
|  | Templates (e.g. agendas, reports) |  |
|  | Arrangement of SG11 special session on preparation for WTSA-20 |  |
|  | 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
 |  |
|  | Recommendations for (TAP) Determination/Decision/Approval (Resolution 1) (if any) |  |
|  | New appointment of Rapporteurs, Associate Rapporteurs, Liaison Officers (if any) |  |
|  | Approval of Working Party reports |  |
|  | Outcomes of SG11 special session on preparation for WTSA-20 |  |
|  | Outgoing Liaison Statements |  |
|  | New/Revised Questions (if any) |  |
|  | New work items |  |
|  | Update of SG11 Work Programme |  |
|  | Date and place of the next SG11 meetings |  |
|  | Future Interim Activities (Working Parties and interim Rapporteur group meetings) |  |
|  | Future Workshops of SG11 |  |
|  | Future Regional Group meetings and CASC meetings |  |
|  | AOB for closing Plenary |  |
|  | Closing |  |

*Note: Items 1 to 13 are expected to be addressed in the opening Plenary (4 March 2020) and items 14 to 29 are expected to be addressed in the closing Plenary (13 March 2020).*

NOTE ‒ Updates to the agenda can be found in [SG11-TD1079/GEN](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG11-200304-TD-GEN-1079).

ANNEX C
Draft time plan

**Geneva, 4-13 March 2020 - First week**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Wednesday, 4 March** | **Thursday, 5 March** | **Friday, 6 March** |
| 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 |
| **SG11 PLEN** |  |  |  |  | **📹** | **📹** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **3** |  |  |  |
| **BSG** |  | **4** | **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/11** |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |
| **Q3/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |
| **Q4/11** |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** |  |  |
| **Q5/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  | **R** |  |  |
| **Q7/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |  | **X** | **X** |  |  |  |  |
| **WP3/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q9/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q10/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** |  | **R** |  |  |
| **Q13/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  | **X** | **X** |  |  |  |  |
| **Q14/11** |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |
| **Q15/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CASC** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |
| **SS WTSA-20** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |
| **Session times:**0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch  1230-1430; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800-1915 |
| **Key**: 📹 - Webcast; R - Remote participation |

**Geneva, 4-13 March 2020 - Second week**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday, 9 March** | **Tuesday, 10 March** | **Wednesday, 11 March** | **Thursday, 12 March** | **Friday, 13 March** |
| 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 |
| **SG11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **📹** |  | **📹** | **📹** |  |
| **WP1/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q3/11** |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q4/11** |  |  |  |  | **R** | **R** |  |  |  |  |  |  | **R** |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/11** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |
| **Q6/11** |  | **R** |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/11** |  |  |  |  | **R** | **R** |  |  |  |  |  | **X** | **X** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |
| **Q9/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q10/11** |  |  |  |  | **X** | **X** |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/11** |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/11** |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q14/11** |  |  |  |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q15/11** |  | **R** | **R** |  | **R** | **R** |  |  | **R** | **R** |  | **R** | **R** |  |  | **R** | **R** |  | **R** | **R** |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |
| **SS WTSA-20** |  |  |  | **1** |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  | **2** |  |  |  |  |  |  |  |
| **Session times:**0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch  1230-1430; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800-1915 |
| **Key**: 📹 - Webcast; R - Remote participation |

Note 1:

1. Special session for preparation for WTSA-20 (1300-1430 hours)
2. Special session for preparation for WTSA-20 (1800-2100 hours, but not limited to)
3. A special session dedicated to newcomers, 6 March 2020 (1230-1330 hours)
4. Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries, 4 March 2020 (to be confirmed)

Note 2: Updates to the timetable can be found in [SG11-TD1080/GEN](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG11-200304-TD-GEN-1080).

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