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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 8 September 2020 |
| Ref:Tel:Fax: E-mail:Web: | **TSB Collective letter 11/11**SG11/DA+41 22 730 5780+41 22 730 5853tsbsg11@itu.int<http://itu.int/go/tsg11> | To: - Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 11;- To ITU Academia |
| **Subject:** | **Virtual meeting of Working Party 1/11, 19 November 2020** |
| Dear Sir/Madam,With my agreement to the request of Study Group 11 Chairman (Mr Andrey KUCHERYAVY) and as endorsed at the meeting of Study Group 11 (virtual, 22-31 July 2020), it is my pleasure to invite you to attend the next meeting of Working Party 1/11 (*Signalling requirements and protocols for emerging telecommunications networks*), which is planned to be run fully virtual on 19 November 2020.Note that no fellowships will be awarded, and the entire meeting will run in English only with no interpretation.The meeting will take place from 1300 to 1500 hours, Geneva time, using the [MyMeetings remote participation tool](https://remote.itu.int/). Documentation, remote participation details and other related information can be found on the SG11 homepage ([www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)).The main objective of this WP1/11 meeting is to consider initiating the approval process for the following draft ITU-T Recommendations, depending on the results of the [Rapporteur Group meetings](https://www.itu.int/net/ITU-T/lists/rgm.aspx?Group=11&type=interim):* Draft new Recommendation ITU-T Q.SCC “Signalling requirements and information model of Cooperative Controller”;
* Draft new Recommendation ITU-T Q.VNFT-req “Signalling requirements for VNF lifecycle management under the testing environment”.

**Key deadlines**:

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| 19 September 2020 | - [Submit ITU-T Member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG11) for which translation is requested |
| 19 October 2020 | - Registration (via the online registration form on the study group homepage at: <http://itu.int/go/tsg11>) |
| 6 November 2020 | - [Submit ITU-T Member contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG11) to WP1/11 |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda,** prepared by the Working Party 1/11 Chairman, Ms Xiaojie ZHU (China), is set out in **Annex B**. The draft time plan is set out in **Annex C**. 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/sg11ITU-T SG11 |
| Latest meeting information |

**Annexes**: 3

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: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.

**WORKING LANGUAGE**: The entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions such as working party and study group plenaries. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

**REGISTRATION**

**REGISTRATION**: Registration is mandatory and is to be done online via the study group home page ([www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)) **at least one month before the start of the meeting**. Without registration, delegates will not be able to access the remote participation tool.

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.

The membership is invited to include women in their delegations whenever possible.

ANNEX B
Draft agenda of Working Party 1/11 virtual meeting, 19 November 2020

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| **#** | **Agenda items** |  |
|  | Opening remarks |  |
|  | Approval of the agenda |  |
|  | Documents allocation |  |
|  | Discussion of received contributions |  |
|  | Review and approve the reports and outputs of Rapporteur Group meetings |  |
|  | Consent of draft Recommendations |  |
|  | Agreement on other deliverables |  |
|  | Agreement on new work items |  |
|  | Agreement on future activities |  |
|  | Approval of outgoing liaison statements |  |
|  | Work Programme |  |
|  | Future meetings |  |
|  | AOB |  |
|  | Closure of the meeting |  |
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NOTE ‒ Updates to the agenda can be found in SG11-TD53/WP1.

ANNEX C
Draft time plan

**Working Party 1/11 virtual meeting, 19 November 2020**

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|  | **Thursday, 19 November 2020** |
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| **WP1/11** |  |  |  | **V** |  |  |  |
| **Key**: V – virtual meeting via ITU MyMeetings (13:00-15:00, Geneva time) |

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