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| The International Teleocmmunication Union - Connecting the World. | **国 际 电 信 联 盟**  **电信标准化局** |  |

2021年7月20日，日内瓦

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| 文号： | **电信标准化局第16/11号集体函**  SG11/DA | 致：  – 国际电联各成员国主管部门；  – ITU-T部门成员；  – 参加第11研究组工作的ITU-T 部门准成员；  – 国际电联学术成员 |
| 电话： | +41 22 730 5780 |
| 传真： | +41 22 730 5853 |
| 电子邮件： | [tsbsg11@itu.int](mailto:tsbsg11@itu.int) |
| 网站： | <http://itu.int/go/tsg11> |
| 事由： | **第11研究组虚拟会议，2021年12月1-10日** | |

尊敬的先生/女士：

我高兴地邀请您出席第11研究组（信令要求、协议、测试规范及打击假冒伪劣产品）的下次会议。鉴于目前的新冠病毒大流行，经与ITU-T第11研究组主席、其管理团队和电信发展局（TSB）协调，此会议将于2021年12月1至10日（含）以完全虚拟的形式举办。

请注意，将不发放与会补贴。

开幕全体会议将于2021年12月1日（日内瓦时间）12时利用[MyMeetings远程参会工具](https://remote.itu.int/)开始。文件制作、远程参会细节及其他相关信息见第11研究组主页（[www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)）。

计划于2021年11月30日（日内瓦时间）14时 – 16时以完全虚拟的形式为发展中国家的代表举办缩小标准化工作差距（BSG）实践培训会议。如有兴趣参加，请发邮件至[[tsbbsg@itu.int](mailto:tsbbsg@itu.int)](mailto:tsbbsg@itu.int)。

以下活动将与第11研究组会议并行举办：

– 2021年11月29日至12月10日，ITU-T第13研究组（重点为IMT-2020、云计算和可信网络基础设施的未来网络*）*虚拟会议；更多信息将在[第16/13](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG13-COL-0016)号集体函中提供；

– 2021年12月3日，ITU-T一致性评估指导委员会（CASC）虚拟会议；更多信息可在[CASC网页](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/CASC.aspx)上获得。

重要截止日期：

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| 2021年10月1日 | – 提交需要翻译的[ITU-T成员文稿](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG11) |
| 2021年10月20日 | – 提交口译申请（通过在线注册表进行；详情见附件A） |
| 2021年11月1日 | – 注册（通过研究组主页[www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)提供的注册表进行：） |
| 2021年11月18日 | – [（通过文件直传系统）提交ITU-T成员文稿](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG11) |

会议实用信息见**附件A**。Andrey Kucheryavy先生（俄罗斯联邦）起草的会议**议程**草案见**附件B**。时间计划草案见**附件C**。

祝您与会顺利且富有成效！

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| 顺致敬意！  Icon  Description automatically generated电信标准化局主任  李在摄 | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg11ITU-T SG11 |
| 最新会议信息 |

**附件：3件**

附件A  
实用会议信息

**工作方法与设施**

**提交和获取文件：**成员应采用[文件直传](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG11)方式提交文稿。临时文件草案应利用[适当模板](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx)通过电子邮件提交研究组秘书处。研究组主页上提供的会议文件仅限于拥有含TIES权限的[国际电联用户账户](http://www.itu.int/TIES/)的ITU-T成员。

**口译：**如果有成员国提出要求，将为开幕和闭幕全体会议提供口译服务。口译服务的申请**请至少在会议首日的六个星期之前**通过在注册表的相应框中打勾来提出。

**互动式远程参会：**[我的会议](https://remote.itu.int/)工具将用于为所有会议提供远程参会，其中包括工作组和研究组全体会议之类的决策性会议。代表们必须注册，而且在发言时需介绍自己和所属单位。远程参会将尽力提供。参会者应了解，会议不会因有代表无法连线、收听或发言不能被听到而推迟或中断，一切听从主席的酌情安排。如果认为远程参会者的语音质量不佳，主席可能会打断远程参会者，并且可能避免请参会者发言，直到有迹象表明问题已解决为止。会议聊天功能是会议不可或缺的一部分，鼓励在会议期间使用它来促进高效的时间管理。

**注册、新代表、与会补贴和协助办理签证**

**注册：**与会者均需进行注册。请**至少在会议开始前一个月**通过研究组主页完成在线预注册。根据[电信标准化局第68号通函](https://www.itu.int/md/T17-TSB-CIR-0068)，ITU-T注册系统要求所有的注册申请需经过联系人批准。[电信标准化局第118号通函](https://www.itu.int/md/T17-TSB-CIR-0118)介绍了如何设置对这些请求的自动批准。注册表中的一些选项仅适用于成员国请成员尽可能吸收女代表加入代表团。

注册是强制性的，必须通过填写第11研究组主页上的（[www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)）的在线注册表格进行。如未**注册**，代表则无法访问[我的会议远程参会工具](https://remote.itu.int/)。

**新代表、与会补贴和签证协办**：对于虚拟会议，由于不涉及差旅，因此不提供与会补贴，签证协办亦不适用。研究组主席将酌情为新代表举办情况介绍会。

ANNEX B  
Draft Agenda of SG11 virtual meeting, 1-10 December 2021

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| **#** | **Agenda items** |  |
|  | Opening of the SG11 Plenary meeting   * 1. Approval of the agenda   2. Approval of the previous SG11 reports   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   4. Liaison Officers |  |
|  | 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 |  |
|  | Achievements of SG11 during 2017-2020 Study Period |  |
|  | iLSs addressed to all Questions of SG11 |  |
|  | Activities related to SG11 (e.g., Workshops organization) |  |
|  | Templates (e.g., agendas, reports) |  |
|  | Arrangement of SG11 special sessions on preparation for WTSA-20 |  |
|  | AOB for opening Plenary |  |
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|  | 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 12 are expected to be addressed in the opening Plenary (1 December 2021) and items 13 to 28 are expected to be addressed in the closing Plenary (10 December 2021).*

NOTE ‒ Updates to the agenda will be available on the Study Group 11 homepage ([www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)).

**ANNEX C  
Draft time plan  
SG11 virtual meeting, 1-10 December 2021  
(First week)**

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|  | **Wednesday, 1 December 2021** | | | | | | **Thursday, 2 December 2021** | | | | | | **Friday, 3 December 2021** | | | | | |
| 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 |
| **SG11 PLEN** |  |  | 📹 | 📹 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |
| **Q2/11** |  |  |  |  |  |  |  |  | **V** |  |  |  |  | **V** | **V** |  |  |  |
| **Q3/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |
| **Q4/11** |  |  |  |  |  |  | **V** | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |
| **Q5/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |
| **WP2/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/11** |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |
| **Q7/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** |  |  |  |  |  |  |  |  | **V** | **V** |  |  | **V** | **V** |  |  |  |  |
| **WP3/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** | **V** |  |
| **Q13/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |
| **Q14/11** | **V** | **V** |  |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |
| **Q16/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |
| **WP4/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q15/11** |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |
| **Q17/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** | **V** |  |
| **CASC** |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |
| **WTSA-prep** |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  | **V** |
| **Sessions times (Geneva time)**  **Session 0: 0900-1015; Session 1: 1030-1145; Session 2: 1200-1315; Session 3: 1330-1445; Session 4: 1500-1615; Session 5: 1630-1745** | | | | | | | | | | | | | | | | | | |
| **Key: V - virtual meeting via ITU MyMeetings** 📹 **- webcast** | | | | | | | | | | | | | | | | | | |

**SG11 virtual meeting, 1-10 December 2021  
(Second week)**

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|  | **Monday, 6 December 2021** | | | | | | **Tuesday, 7 December 2021** | | | | | | **Wednesday, 8 December 2021** | | | | | | **Thursday, 9 December 2021** | | | | | | **Friday, 10 December 2021** | | | | | |
| 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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  |  |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/11** |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q3/11** |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q4/11** |  | **V** | **V** |  |  |  |  | **V** |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/11** |  |  |  |  |  |  |  | **V** | **V** |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |
| **Q6/11** |  | **V** | **V** |  |  |  | **V** | **V** |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/11** |  |  |  | **V** | **V** |  |  |  | **V** | **V** |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** | **V** |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |
| **Q12/11** |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/11** |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q14/11** |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/11** |  |  |  | **V** | **V** |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP4/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |
| **Q15/11** |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  | **V** | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/11** |  |  |  |  |  |  |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WTSA-prep** |  |  |  |  |  | **V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sessions times (Geneva time)**  **Session 0: 0900-1015; Session 1: 1030-1145; Session 2: 1200-1315; Session 3: 1330-1445; Session 4: 1500-1615; Session 5: 1630-1745** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Key: V - virtual meeting via ITU MyMeetings** 📹 **- webcast** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Note 2: Updates to the timetable will be available on the Study Group 11 homepage ([www.itu.int/go/tsg11](http://www.itu.int/go/tsg11)).

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