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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 12 April 2017 |
| Ref: | **TSB Collective letter 2/13**SG13/TK |  - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 13; - To ITU Academia |
| Tel: | +41 22 730 5126 |
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| Email: | tsbsg13@itu.int  |
| Web: | <http://itu.int/go/tsg13>  |
| Subject: | **Meetings of the Working Parties 1, 2 and 3/13 (Geneva, 14 July 2017)** |

Dear Sir/Madam,

With my agreement to the request of Study Group 13 Chairman (Mr Leo Lehmann) and as endorsed at the meeting of Study Group 13 (Geneva, 6 – 17 February 2017), it is my pleasure to invite you to attend the meetings of WP1/13 (*IMT-2020 Networks & Systems*), WP2/13 (*Cloud Computing & Big Data*) and WP3/13 (*Network Evolution & Trust*), which will be held at ITU headquarters, Geneva on 14 July 2017.

The main objectives of these meetings are to consider initiating the approval process for the following draft ITU-T Recommendations, and to consider for approval draft Supplement to Y.IMT2020-series, as appropriate, depending on the results of the Rapporteur Group meetings held during the preceding two weeks (3 – 14 July 2017, Geneva):

**WP1/13**:

* Supplement to Y.IMT2020-series, Standardization and open source activities related to network softwarization of IMT-2020
* Y.IMT-2020-mgt-req, IMT-2020 network management requirement
* Y.IMT-2020-mgmt-frame, IMT-2020 network management framework
* Y.FMC-Req, Requirements of IMT-2020 fixed mobile convergence
* Y.MM-RN, Mobility management framework over reconfigurable networks

**WP2/13**:

* Y.CCIC-arch, Cloud computing - Functional Architecture of inter-cloud computing

**WP3/13**:

* Y.fsul, Framework to support ubiquitous self-directed learning in the web objects enabled environment

The regular JCA on [Software-Defined Networking](http://staging.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx) (JCA-SDN) meeting will take place on 5 July 2017, 14:30 – 17:30 and inaugural meeting of the [JCA on IMT-2020](http://staging.itu.int/en/ITU-T/focusgroups/imt-2020/Pages/default.aspx)\* (JCA-IMT-2020) will take place on 10 July 2017, 11:00 – 13:00. The 5G Roadshow Workshop will be held on 11 July 2017.

The WP1/13 meeting will open at 0930 hours, followed by the WP2/13 and WP3/13 meetings. Participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Meeting room allocation will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).

**Key deadlines**:

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| 14 May 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 14 June 2017 | - Pre-registration (online via the [study group homepage](http://itu.int/go/tsg13))- 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)) |
| 1 July 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/)  |

Practical meeting information is set out in **Annex A**. The draft **Agenda** of the meetings, as prepared by the Chairmen of the Working Parties 1/13, 2/13 and 3/13, is set out in in **Annex B**.

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/sg13 ITU-T SG13 |
| Latest meeting information |

**Annexes**: 2

**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/).

**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**

**PRE-REGISTRATION:** Pre-registration is to be done [online](http://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx) via the study group home page **at least one month before 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.

**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**

**Meeting of Working Parties 1/13, 2/13 and 3/13
Geneva, 14 July 2017**

**Draft agenda**

1 Opening remarks and welcome

2 Approval of the agenda for the plenary meetings of Working Parties 1, 2 and 3/13

3 Documents

4 Review the results of Rapporteur Group meetings

5 Consent of draft Recommendations

6 Agreement on Supplements

7 Agreement on new work items

8 Agreement on future activities

9 Approval of outgoing liaison statements

10 Miscellaneous

11 Closure of the meeting

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