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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 13 May 2020 |
| Ref: | **TSB Collective letter 11/13**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 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg13@itu.int |
| Web: | <http://itu.int/go/tsg13> |
| **Subject**: | **Virtual meeting of ITU-T Study Group 13, 20-31 July 2020** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 13 (*Future networks, with focus on IMT‑2020, cloud computing and trusted network infrastructures*), which is planned to be run fully virtual from
20-31 July 2020, inclusive.

As a consequence of the current COVID-19 pandemic, and in coordination with the ITU-T Study Group 13 Chairman, management team and TSB, this meeting replaces the one originally planned to be held in Geneva on the same dates.

Note that no fellowships will be awarded and the entire meeting will run in English only with no interpretation.

The opening plenary will be convened on Monday morning, 20 July 2020, starting from 1000 hours, Geneva time, using [MyMeetings remote participation tool](https://remote.itu.int/). Documentation, remote participation details and other related information can be found on the home page of [the study group](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx).

*A Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries is planned to take place on 21 July 2020, 14:00-15:30, Geneva time.* (Please indicate your interest to tsbbsg@itu.int.)

The following events will be held in parallel with the SG13 meeting:

- ITU-T Study Group 11 virtual meeting, 22-31 July 2020; more information is available in
Collective letter 10/11;

- ITU-T Conformity Assessment Steering Committee (ITU-T CASC) virtual meeting, 24 July 2020; more information is available on the [CASC webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/Pages/CASC.aspx).

It should be noted that registration for each of these events is separate from that of Study Group 13.

**Registration is mandatory** for the virtual SG13 meeting.

**Key deadlines**:

|  |  |
| --- | --- |
| 20 May 2020 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 20 June 2020 | - Registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx))  |
| 7 July 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 the ITU-T SG13 Chairman, Mr Leo Lehmann (Switzerland), and a draft **time plan**, prepared by the SG13 management team, are set out 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/sg13ITU-T SG13 |
| Latest meeting information |

**Annexes**: 2

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. 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.

**REGISTRATION**

**REGISTRATION**: Registration is mandatory and is to be done online via the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/Pages/default.aspx) **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 for the plenary meetings of Study Group 13

(Virtual meeting, 20-31 July 2020)

NOTE ‒ Updates to the agenda can be found in [TD271/PLEN](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG13-200720-TD-PLEN-0271).

1 Opening of the meeting

2 Welcome remarks by the Director of TSB

3 Approval of the agenda

4 Rapporteur appointments, other nominations, if required

5 Approval of the work plan for the meeting and document allocation

6 Brief reports on activities since the 13 March 2020 Study Group 13 meeting

 6.1 FG ML5G (17 – 18 March and 2 – 3 June 2020, e-meetings)

 6.2 FG NET2030 (15 – 19 June 2020, virtual meeting)

 6.3 JCA-IMT2020 (13 July 2020, e-meeting)

 6.4 Rapporteur activities

 6.5 Bridging Standardization Gap

 6.6 Recommendation approvals, if any

 6.7 Others as identified

7 Organization of the work

8 Documents addressed to the plenary

9 Preparations for WTSA-20 and next study period:

 9.1 NSP ad-hoc report

 9.2 Approval of SG13 updates to WTSA Resolution 2

 9.3 Approval of a proposed set of Questions for study in the next study period

10 Initiation of approval procedures for draft Recommendations

11 Approval of texts (Appendices, Supplements,...), if any

12 Approval of Working Party reports including interim activities

13 Updating of the Study Group 13 work programme and agreement on the new work

14 Liaison and interaction with other groups

15 Miscellaneous

16 Closing of the meeting

NOTE - Updates to the timeplan can be found in [TD272/PLEN](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG13-200720-TD-PLEN-0272).

**Study Group 13 meeting draft time plan
Virtual meeting, 20-31 July 2020 (first week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 20 July**  | **Tuesday 21 July** | **Wednesday 22 July** | **Thursday 23 July** | **Friday 24 July** |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| **PLEN/13** |  | **A1** | **A** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP3/13 |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/13**  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |
| **Q2/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |
| **Q5/13** |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |
| **Q16/13** |  |  |  |  | R |  |  | R | R | R |  | R |  |  |  | R | R | R | R |  |  |  | R | R | R |  |  |  | R | R | R | R |  |  |  |
| WP2/13  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  | R | R |  |  |  |  |  |
| **Q17/13** |  |  |  |  | R |  |  | R | R |  |  | R |  |  | R | R |  | R | R |  |  | R | R |  | R |  |  |  | R | R |  | R | R |  |  |
| **Q18/13** |  |  |  |  |  |  |  | R | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  | R |  |  |  |  |  |  | R |  |  |  |  |
| **Q19/13** |  |  |  |  | R |  |  |  |  |  |  | R |  |  |  |  |  | R | R |  |  |  |  | R |  |  |  |  |  |  |  | R | R |  |  |
| WP1/13  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q20/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  | R | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |
| **Q21/13** |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |
| **Q22/13** |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |
| **Q23/13** |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **NSP Ad-hoc** |  |  |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |
| **BSG training** |  |  |  |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Session timing:** 0 - 0800-0925; 1 - 0930-1055; 2 - 1100-1225; 3 - 1230-1355; 4 - 1400-1525; 5 – 1530-1655; 6 – 17:00-18:30 |
| **Key**: **A** – virtual session is recorded and archived; **R** – Remote participation (all sessions at this virtual SG meeting) |

**Study Group 13 virtual meeting draft time plan
20-31 July 2020 (second week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 27 July** | **Tuesday 28 July** | **Wednesday 29 July** | **Thursday 30 July** | **Friday 31 July** |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
| **PLEN/13** |  | **A1** | **A** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **A1** | **A** | **A** | **A**  |  |  |
| WP3/13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**2** | R |  |  |  |  |  |  |  |  |
| **Q1/13**  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/13** | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/13** |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/13** |  | R | R |  |  |  |  | R | R | R |  |  |  |  |  | R | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP2/13  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**2** | R |  |  |  |  |  |  |  |  |  |  |
| **Q7/13** | R | R | R |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/13** | R | R |  |  | R |  |  | R | R |  | R |  |  |  | R | R |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q18/13** |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q19/13**  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP1/13  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q20/13** | R | R | R |  |  |  |  |  | R | R | R |  |  |  | R | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q21/13** | R | R | R |  |  |  |  |  | R | R |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q22/13** | R | R | R |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q23/13** | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **NSP Ad-hoc** |  |  |  | R |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Session timing:** 0 - 0800-0925; 1 - 0930-1055; 2 - 1100-1225; 3 - 1230-1355; 4 - 1400-1525; 5 – 1530-1655; 6 – 17:00-18:30 |
| **Key**: **A** – virtual session is recorded and archived; **R** – Remote participation (all sessions at this virtual SG meeting) |

**Notes**

All times in CEST (Geneva) (UTC +2)

|  |  |
| --- | --- |
| **1** | Starts from 10:00  |
| **2** | Starts after the previous WP meeting is over |

**Key**

|  |  |
| --- | --- |
| **NSP** | Ad-hoc on preparation for the Next Study Period |
| **BSG** | Bridging Standardization Gap |
| A: | Virtual session is recorded and archived |
| R:  | Session is supported by remote participation tool, details [here](https://www.itu.int/myworkspace) (all sessions at this virtual SG meeting) |

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