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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 17 August 2020 |
| Ref: | **TSB Collective letter 12/13**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 |
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| Web: | <http://itu.int/go/tsg13> |
| **Subject:** | **Virtual meeting of ITU-T Study Group 13; 7 December 2020** |

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 (Virtual, 20-31 July 2020), it is my pleasure to invite you to attend the meeting of the Study Group 13 (*Future networks, with focus on IMT-2020, cloud computing and trusted network infrastructures*) which is planned to be run fully virtual on 7 December 2020, half day.

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

The meeting will be convened on Monday morning, 7 December, 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).

**Registration is mandatory** for the virtual SG13 meeting. Link may be found on the SG13 homepage.

The main objective of the Study Group 13 meeting is review the status of the proposal for new work item on gap analysis in Q2/13, any related liaison statements or contributions received and consideration of establishment of the new work item “*Gap Analysis of Network 2030 New Services, Capabilities and Use Cases*”.

**Key deadlines**:

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| 7 October 2020 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 7 November 2020 | - Registration (via the online registration form on the study group homepage [www.itu.int/go/tsg13](http://www.itu.int/go/tsg13)) |
| 24 November 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**. The draft **Agenda** of the meeting, as prepared by the Chairman of the Study Group 13, Mr Leo Lehmann (Switzerland), is set out in in **Annex B**.
I wish you a productive and enjoyable meeting.

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|  | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg13 ITU-T SG13 |
| Latest meeting information |

Yours faithfully,



 Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 2

ANNEX A

(to TSB Collective letter 12/13)
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 this SG13 plenary meeting. 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, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**: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**. Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

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

**FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable.

**ANNEX B**

(to TSB Collective letter 12/13)

**Draft Agenda for the virtual meeting of SG13,**

**7 December 2020**

1. Opening of the meeting
2. Approval of the agenda
3. Review the status of the proposal for new work item on gap analysis in Q2/13 and any related liaison statements or contributions received. Consideration of establishment of the new work item “*Gap Analysis of Network 2030 New Services, Capabilities and Use Cases*”
4. Allocation of the contributions and liaison statements received for December set of meetings
5. Setting up a drafting group(s), if needed
6. Miscellaneous
7. Adjournment

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