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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 22 September 2021 |
| Ref: | **TSB Collective letter 16/13**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, 29 November-10 December 2021** |

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
29 November-10 December 2021, inclusive.

The opening plenary will be convened on Monday, 29 November 2021, 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.

Note that no fellowships will be awarded.

*A virtual Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries* is planned to take place on 30 November 2021, 14:00-16:00, 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, 1-10 December 2021. More information is available in
[Collective letter 16/11](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG11-COL-0016)

- The eleventh meeting of the JCA-IMT2020, 2 December 2021 (virtual meeting). All information will be available at [JCA-IMT2020 homepage](https://www.itu.int/en/ITU-T/jca/imt2020/Pages/default.aspx).

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

**Key deadlines**:

|  |  |
| --- | --- |
| 29 September 2021 | * [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested
 |
| 18 October 2021 | - Submit interpretation requests (via the online registration form) |
| 29 October 2021 | * 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))
 |
| 16 November 2021 | - [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 Acting Chairman, Mr Yoshinori Goto (Japan), 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.

|  |  |
| --- | --- |
| 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.

**INTERPRETATION**: Due to budget restrictions,interpretationwill be available for the closing plenary of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form **at least six weeks before the first day of the meeting**.

**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 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, including function and interpretation 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, 29 November-10 December 2021)

NOTE ‒ Updates to the agenda can be found in [TD405/PLEN](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG13-211129-TD-PLEN-0405).

1. Opening of the meeting
2. Welcome remarks by the Director of TSB
3. Chairman’s comments and key objectives for this meeting
4. Approval of the agenda
5. Rapporteur appointments, other nominations, if required
6. Approval of the work plan for the meeting and document allocation
7. Brief reports on activities since March 2021 Study Group 13 meeting

 7.1 TSAG meeting (25-29 October 2021, virtual)

 7.2 Working Parties 1/13, 2/13 and 3/13 meetings (16 July 2021, virtual)

 7.3 SG13RG-AFR meeting (2 June 2021, virtual)

 7.4 FG-AN meetings (13-16 April, 15-17 June, 1-3 September and 3-5 November 2021, e-meetings)

 7.5 Rapporteur activities

 7.6 Workshops

 7.7 Bridging Standardization Gap

 7.8 Information on Recommendation approvals

 7.9 Others as identified

1. Organization of the work
	1. Conduct and facilities available for the meeting
2. Documents addressed to the plenary
3. Preparations for WTSA-20 and next study period:

 10.1 Review and approval of SG13 updates to WTSA Resolution 2, if any

 10.2 Any other updates, if necessary, for next study period preparations

1. Consideration of approval of Recommendations in accordance with Recommendation A.8, if any
2. Initiation of approval procedures for draft Recommendations
3. Approval of texts (Appendices, Supplements,...), if any
4. Approval of Working Party reports including interim activities
5. Updating of the Study Group 13 work programme and agreement on the new work
6. Liaison and interaction with other groups
7. Workshops, tutorials, promotion activities
8. Future activities
9. Miscellaneous
10. Closing of the meeting

NOTE - Updates to the timeplan can be found in [TD406/PLEN](https://www.itu.int/md/T17-SG13-211129-TD-PLEN-0406/en).

**Study Group 13 meeting draft time plan
Virtual meeting, 29 November-10 December 2021 (first week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 29 November** | **Tuesday 30 November** | **Wednesday 1 December** | **Thursday 2 December** | **Friday 3 December** |
| 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 |  |  |  |  |
| **Q2/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |
| **Q5/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |
| **Q16/13** |  |  |  |  | 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 |  |  |  |  |  |  |  |  |  |  |  |
| **Q19/13** |  |  |  |  |  |  |  | R | R | R | R |  |  |  | R | R | R |  |  |  |  | R |  |  |  |  |  |  | R | R |  |  |  |  |  |
| **WP1/13**  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  | R |  |  |  | R | R |  | R |  |  |  |  | R | R |  |  |  |  |
| **Q20/13** |  |  |  |  |  |  |  |  | R | 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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomer info session** |  |  |  |  | R5 | R5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **BSG** |  |  |  |  |  |  |  |  |  |  |  | R2 | R2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-IMT2020** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |
| **Session timing (**[**Geneva**](https://www.timeanddate.com/worldclock/switzerland/geneva) **time):** 0 - 0800-0900; 1 – 0900-1025; 2 - 1030-1155; 3 - 1200-1325; 4 - 1330-1455; 5 – 1500-1625; 6 – 1630-1755 |
| **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
29 November-10 December 2021 (second week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 6 December** | **Tuesday 7 December** | **Wednesday 8 December** | **Thursday 9 December** | **Friday 10 December** |
| 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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **A1** | **A** | **A** | **A**  |  |  |
| **WP3/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**3** | R |  |  |  |  |  |  |  |  |  |  |
| **Q1/13**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/13** |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/13** |  |  | R |  |  |  |  |  | R | R | R |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/13**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  | R | R |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/13** | R |  | R |  | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q18/13** |  |  | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q19/13**  | R |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/13**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**4** | R |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  | R | R |  |  |  | R | R |  | R |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q20/13** |  |  | R | R |  |  |  |  | R | R | R |  |  |  |  | R | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q21/13** |  |  | R | R |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q22/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q23/13** |  |  | R |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Session timing (**[**Geneva**](https://www.timeanddate.com/worldclock/switzerland/geneva) **time):** 0 - 0800-0900; 1 – 0900-1025; 2 - 1030-1155; 3 - 1200-1325; 4 - 1330-1455; 5 – 1500-1625; 6 – 1630-1755 |
| **Key**: **A** – virtual session is recorded and archived; **R** – Remote participation (all sessions at this virtual SG meeting) |

**Notes**

All times in CEST ([Geneva](https://www.timeanddate.com/worldclock/switzerland/geneva)) (UTC +2)

|  |  |
| --- | --- |
| **1** | Starts from 10:00  |
| **2** | BSG training timing 14:00 – 16:00  |
| **3** | Starts from 11:00 |
| **4** | Starts from 13:00 |
| **5** | Newcomer information session timing 14:00 – 15:30 |

**Key**

|  |  |
| --- | --- |
| **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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