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| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 22 December 2017 | |
| Ref: | **TSB Collective letter 3/17**  SG17/XY | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 17;  - To ITU Academia | |
| Tel: | +41 22 730 6206 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg17@itu.int](mailto:Tsbsg17@itu.int) | |
| Web: | <http://itu.int/go/tsg17> | |
| Subject: | **Meeting of Study Group 17; Geneva, 20-29 March 2018** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 17 (Security), which will be held at ITU headquarters, Geneva, from 20 to 29 March 2018, inclusive.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting-room allocations will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).

Preceding the meeting, a one-day ITU workshop on 5G Security will be held on Monday 19 March 2018 to identify security requirements from 5G manufacturers, telecommunication operators, regulators, and application providers, share on-going activities among relevant SDOs and identify potential directions for SG17 including new topics or ongoing work requiring collaboration with relevant SDOs.

**Key deadlines**:

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| 20 January 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 6 February 2018 | - Submit fellowship requests (application form and guidelines can be found [here](http://www.itu.int/en/ITU-T/studygroups/2017-2020/17/Documents/SG17_Fellowships.docx))  - Submit interpretation requests (via online pre-registration form) |
| 20 February 2018 | - Pre-registration (online via the [study group homepage](http://itu.int/go/tsg17))  - 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)) |
| 7 March 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared in agreement with the Chairman of the study group, Mr Heung-Youl Youm (Republic of Korea), is set out in **Annex B**.A draft time plan will be available from the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/17/Pages/default.aspx) and frequently updated before and during the meeting.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | cid:image001.png@01D2C590.81C3C8E0 |
| Latest meeting information |

**Annexes**: 2

Annex A  
Practical meeting information

**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/).

**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, or by sending a written request to TSB, **at least six weeks before the first day of the meeting**.

**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](mailto:servicedesk@itu.int)) on a first-come, first‑served basis.

**PRE-REGISTRATION, NEW DELEGATES AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-registration is to be done online via the study group home page **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail ([tsbreg@itu.int](mailto: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. The membership is invited to include women on their delegations whenever possible.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU‑T. If you would like to participate, please contact [ITU-Tmembership@itu.int](mailto:ITU-Tmembership@itu.int). A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). Requests must be received **at least six weeks before the beginning of the meeting**. Pre-registration for the meeting is mandatory.

**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 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

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 **no later than one month before the meeting** by email ([tsbreg@itu.int](mailto:tsbreg@itu.int)) or fax (+41 22 730 5853), bearing the words “**visa support**”. A sample request can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

**Annex B**  
**Draft Agenda for the Plenary Meeting of Study Group 17  
Geneva, 20-29 March 2018**

NOTE - Updates to the agenda can be found in [TD809](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG17-180320-TD-PLEN-0809).

1. Opening of the meeting and welcome
2. Results from the last meeting of Study Group 17:
   1. Reports of the 29 August - 6 September 2017 Study Group 17 meeting
   2. Result of Recommendations consented under AAP
   3. Result of the Member States consultation for Recommendations under TAP
   4. Reports of the Rapporteur group meetings
   5. Report from the Correspondence Groups on

* *Cybersecurity Information Exchange Capabilities (CG-Cybex)*
* *ITS collaboration (CG-ITSsec)*
* *Transformation of Security Studies (CG-xss)*
  1. Workshops and seminars of interest to SG17

1. Results of TSAG (26 February - 2 March 2018) pertaining to Study Group 17:
2. Coordination, collaboration and cooperation:
   1. Joint coordination activities (JCAs) and Focus groups (FGs)
   2. Relations with other lead study groups
   3. Collaboration with ITU-D
   4. Collaboration with ITU-R
   5. Memorandum of Understanding on e-business (IEC, ISO, ITU-T, UN/ECE)
   6. Collaboration with IEC, ISO and ISO/IEC JTC 1
   7. Collaboration with IETF
   8. Collaboration with ETSI
   9. Collaboration with the SDL Forum Society
   10. Interaction with other industry consortia and forums
   11. Reports on other liaison and collaboration activities
3. General matters:
   1. SG17 organization for this meeting
   2. Special sessions
   3. Newcomers’ orientation
   4. Handling of input documents
   5. Texts proposed for action and proposed new work items
   6. Intellectual Property Rights (IPR) information
   7. Appointments (to fill open positions)
   8. SG17 lead study group activities
   9. SG17 JCAs

* *JCA-IdM*
* *JCA-CoP* 
  1. SG17 Regional Groups
* *SG17RG-AFR*
* *SG17RG-ARB*
  1. Preparation for next TSAG meeting
  2. SG17 activities in support of WTSA-16 Resolutions, PP-14 Resolutions and WTDC-17 Resolutions
  3. SG17 Projects
  4. Tutorials for this meeting
  5. Future SG17 organized outreach events (workshops, summits, seminars)

1. Working arrangements for this meeting:
   1. Update on tools available for the conduct of the work
   2. Mailing lists, including e-mail addresses
   3. List of meeting documents and allocation of documents to Questions
   4. Meeting schedule and room allocation
2. Programme for this meeting (working party meetings and meeting on Questions)
   1. Meeting reports including action plans
   2. Recommendations and other texts for *approval* or *agreement* at this Study Group 17 meeting
   3. Recommendations for *consent* or *determination* at this Study Group 17 meeting
   4. A.5 justification for normative references other than ITU, ISO, IEC in Recommendations
   5. A.25 justification for incorporation of text in Recommendations
   6. New work items to be added and work items to be deleted from the work programme
   7. Recommendations planned for *consent* or *determination* or *agreement* at the next Study Group 17 meeting
   8. Recommendations planned for *consent* or *determination* or *agreement* later in this study period
   9. Editors, Summaries and other updates for Recommendations and other texts under development
   10. Manuals, roadmaps and wikis
   11. Liaison statements
   12. Requests to TSB to initiate A.4 (consortia/forums), A.5 (referenced organizations) or A.6 (SDOs) qualifications
   13. Appointments (to fill open positions) Rapporteurs
   14. Planned Rapporteur group meetings (alone, collaborative), and other activities
   15. Establishment, continuation, or termination of correspondence groups
   16. Other items for SG17 agreement
   17. Highlights of achievements
3. Future meetings of Study Group 17
4. Information from Vice-Chairmen and Working Party Chairmen
5. Any other business
6. Closing

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