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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 25 September 2018 |
| Ref: | **TSB Collective letter 5/17**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 |
| E-mail: | tsbsg17@itu.int  |
| Web: | <http://itu.int/go/tsg17>  |
| Subject: | **Meeting of ITU-T Study Group 17; Geneva, 22-30 January 2019** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 17 (Security), which will be held at ITU headquarters, Geneva, from 22-30 January 2019, inclusive (8 working days including Sunday, 27 January 2019).

I draw your attention to two important updates: meeting registration now requires focal point approval, and the process for requesting fellowships and visas has changed. Please see **Annex A** and [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068) for details.

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 AI/ML and Security will be held on Monday, 21 January 2019. More information of this workshop will be available on its website at: https://www.itu.int/en/ITU-T/Workshops-and-Seminars/Pages/default.aspx.

**Key deadlines**:

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| 22 November 2018 | - Submit requests for real-time captioning and/or sign language interpretation- [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 11 December 2018 | - Submit fellowship requests (via the online registration form on the [study group homepage](http://itu.int/go/tsg17); see details in Annex A)- Submit interpretation requests (via the online registration form) |
| 22 December 2018 | - Pre-registration (via the online registration form)- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 09 January 2019 | - [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 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,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization 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 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/[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 **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 e-mailing 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, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**:Pre-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**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the new registration system requires focal-point approval for all registration requests. The membership is invited to include women in 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. 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). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received by 11 December 2018 at the latest, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active/effective participation, including the submission of written contributions; equitable distribution among countries and regions; and gender balance.

**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. Requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words “**visa support**”.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**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/>.

**FORM 1 - FELLOWSHIP REQUEST**

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| The International Teleocmmunication Union - Connecting the World. | **Workshop on AI/ML and Security and Meeting of ITU-T SG17 (Geneva, Switzerland, 21-30 Jan 2019)** Request for one partial fellowship (submission deadline: **11 December 2018**) |  |
| Please return completed form, preferably by e-mail, to:ITU Fellowships, Geneva (Switzerland) | E-mail: fellowships@itu.intTel: +41 22 730 5227Fax: +41 22 730 5778 |
| **Applications from women are encouraged** |
| Registration number (required):(Pre-registration is [online only](http://itu.int/go/tsg17)) |  |
| Title(s) of contributions submitted/planned: |  |
| Country ([list of eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf)): |  |
| Name of the Administration/Organization: |  |
| Professional role/title: |  |
| Mr/Mrs/Ms: |  |
| Applicant’s family name: |  |
| Applicant’s given name: |  |
| Address: |  |
| Telephone: |  |
| Fax: |  |
| E-mail: |  |
| Passport number: |  |
| Date and place of issue: |  |
| Passport valid until (date): |  |
| Nationality: |  |
| Date of birth: |  |
| Please select your preferred fellowship type (one only),which ITU will do its best to accommodate:[ ]  **Economy class air ticket (duty station -> event venue -> duty station)**[ ]  **Subsistence allowance intended to cover accommodation, meals & misc. expenses** |
| **Signature of applicant:**  | **Date:**  |
| TO VALIDATE THIS FELLOWSHIP REQUEST, THE NAME, TITLE AND SIGNATURE OF THE CERTIFYING OFFICIAL DESIGNATING THE PARTICIPANT MUST BE COMPLETED BELOW, ALONG WITH AN OFFICIAL STAMP.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST TO THE LAST DAY OF THE MEETING. |
| **Signature and stampof certifying official:**  | **Date:**  |

**ANNEX B**
**Agenda for Plenary Meeting of ITU-T SG17
Geneva, 22-30 January 2019**

NOTE - Updates to the agenda can be found in [TD1631](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG17-190122-TD-PLEN-1631)

1. Opening of the meeting and welcome
2. Results from the last SG17 meeting:
	1. Reports of the 29 August - 7 September 2018 SG17 meeting
	2. Result of Recommendations consented under AAP
	3. Result of the Member States consultation for Recommendations determined under TAP
	4. Reports of the interim Rapporteur group meetings
	5. Reports from the Correspondence Groups on *Transformation of Security Studies (CG-xss)*
	6. Workshops and seminars of interest to SG17
3. Results of TSAG (10-14 December 2018) pertaining to SG17
4. 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. Global Standards Collaboration (GSC)
	6. CTO meeting
	7. Memorandum of Understanding on e-business (IEC, ISO, ITU-T, UN/ECE)
	8. Collaboration with IEC, ISO and ISO/IEC JTC 1
	9. Collaboration with IETF
	10. Collaboration with ETSI
	11. Collaboration with the SDL Forum Society
	12. Interaction with other industry consortia and forums
	13. Reports on other liaison and collaboration activities
5. General matters:
	1. Document templates (See SG17 homepage)
	2. Meeting facilities and electronic working methods (including mailing lists)
	3. IPR information
	4. SG17 Lead Study Group activities
	5. SG17 activities in support of WTSA-16 Resolutions, PP-18 Resolutions and WTDC-17 Resolutions
	6. SG17 JCAs
* *JCA-IdM*
* *JCA-CoP*
	1. SG17 Regional Groups
* *SG17RG-AFR*
* *SG17RG-ARB*
	1. SG17 Projects
	2. SG17 Webpages
	3. Kaleidoscope
	4. Future SG17 organized outreach events (workshops, summits, seminars)
1. Working arrangements for this meeting:
	1. SG17 organization for this meeting
	2. Appointments/dismissals of SG17 positions
	3. List of participants
	4. Meeting schedule and room allocation
	5. Texts proposed for action and proposed new work items
	6. List of meeting documents and allocation of documents to Questions
	7. Special Sessions
	8. Newcomers’ orientation
	9. Tutorials for this meeting
2. Programme for this meeting (working party meetings and meetings on Questions)
	1. Meeting reports including action plans updated for the next and future SG17 meetings
	2. Recommendations and other texts for approval or agreement at this SG17 meeting
	3. Recommendations for consent or determination at this SG17 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 SG17 meeting
	8. Recommendations planned for consent or determination or agreement later in this study period
	9. Updated Question Work Programme including 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/dismissals of SG17 positions
	14. Planned Rapporteur group meetings (alone, joint or collocated), 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 SG17
4. Information from Vice-Chairmen and Working Party Chairmen
5. Any other business
6. Closing

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