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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 30 June 2017 |
| Ref: | **TSB Collective letter 2/20**SG20/CB |  - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 20; - To ITU Academia |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg20@itu.int  |
| Web: | <http://itu.int/go/tsg20>  |
| Subject: | **Meeting of Study Group 20; Geneva, 4-15 September 2017** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 20 (Internet of things (IoT) and smart cities and communities (SC&C)), which will be held at ITU headquarters, Geneva from 4 to 15 September 2017, 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).

A half-day Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries will be held in the morning of Tuesday, 12 September 2017.

Following the decision of Council 2017 to launch a pilot project to engage small and medium sized enterprises in interested ITU-T and ITU-D Study Groups, I am pleased to inform you that we will be reaching out to SMEs, SME associations, members and partners to encourage the participation of such entities in global and regional SG20 meetings. The terms of reference of this pilot project can be found in Annex C.

**Key deadlines**:

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| 4 July 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 24 July 2017 | - Submit fellowship requests (application form and guidelines can be found [here](http://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Documents/SG20_Fellowships_september17.docx))- Submit interpretation requests (via online pre-registration form) |
| 4 August 2017 | - Pre-registration (online via the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx))- 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)) |
| 22 August 2017 | - [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 by the Chairman of the Study Group (Mr Nasser Al Marzouqi, UAE), is set out in **Annex B**. The draft **Timetable** will be made available at: <http://itu.int/ITU-T/studygroups/com20>.

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/sg20 |
| Latest meeting information |

**Annexes**: 3

**ANNEX A**

**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) 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), 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. 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](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.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 **at least one month 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. 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 by email (tsbreg@itu.int) or fax (+41 22 730 5853), bearing the words **“visa request”**.
A request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

**Annex B
Draft agenda**

1. Opening of the meeting
2. Adoption of the agenda
3. Approval of the report of the first meeting
4. List of contributions
5. IPR roll call
6. Highlights of TSAG 2017
7. Highlights of Council 2017
8. Working Parties meetings
9. Newcomers’ welcome pack for ITU-T SG20 meeting
	1. Global portal on IoT and Smart Cities & Communities
10. ITU-T Study Group 20 Incoming Liaison Statements Report
11. Nomination of Rapporteurs, Associate Rapporteurs and Liaison Officers
12. Joint Coordination Activity on IoT and SC&C
13. Focus Group on Data Processing and Management to support IoT and Smart Cities & Communities (FG‑DPM)
14. ITU-T SG20 Regional groups
14.1 ITU-T SG20 Regional Group for Africa (SG20RG-AFR)
14.2 ITU-T SG20 Regional Group for the Arab Region (SG20RG-ARB)
14.3 ITU-T SG20 Regional Group for Latin America (SG20RG-LATAM)
14.4 ITU-T SG20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT)
15. Collaboration matters and information sharing
	1. Collaboration with OneM2M
	2. Correspondence Group between ITU-T SG17 and ITU-T SG20
	3. Collaboration with ISO and IEC
16. Action plans for implementation of WTSA-16 Resolution 78 (Rev. Hammamet, 2016) and Resolution 98 (Hammamet, 2016) (ICTs for e-health services; IoT and smart cities and communities for global development)
17. Promotion activities and bridging the standardization gap
	1. Workshops, Trainings and Forums of interest to SG20
	2. Implementation guidelines
18. Reports of the meetings of Working Parties
19. Agreement of informative texts
20. Consent/determination/approval/deletion of Recommendations
21. Review of the work programme
22. Approval of Outgoing liaison statements/communications
23. Future activities
	1. Planned meetings in 2018
	2. Planned e-meetings in 2017-2018
24. Other business
25. Closure of the meeting

NOTE - Updates to the agenda can be found in [TD249](https://www.itu.int/md/T17-SG20-170904-TD-GEN-0249/en).

**Annex C
Draft Terms of Reference for a
Small and Medium Enterprises (SMEs) Pilot Project**

1. The pilot project for SME participation will be open to interested Study Groups of ITU-T and ITU-D.
2. The pilot project would be promoted in collaboration between the involved Bureaux, regional organizations, concerned administrations and the ITU regional and area offices through contact with SMEs and SME associations.
3. SMEs may participate fully in the meetings of the participating Study Groups conducting the pilot project, with the exception of any role in decision-making, including leadership roles and the adoption of resolutions or recommendations regardless of the approval procedures.
4. The request of an SME to participate in the pilot project will be submitted via the concerned administration, which should confirm that they meet the national criteria to be recognized as an SME, including factors such as size of company and annual revenues.
5. The pilot project would run until PP-18. The secretariat will provide a progress report to the next Council, with a view towards presenting a full report for PP-18, including the benefits experienced, financial implications, and challenges to be addressed.

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