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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 29 September 2017 |
| Ref: | **TSB Collective letter 3/20**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 Q1/20, Q2/20, Q3/20 and Q4/20 Rapporteur meetings; Geneva, 15-23 January 2018 and Working Party 1/20; Geneva, 24 January 2018** |

Dear Sir/Madam,

With my agreement to the request of the Study Group 20 Chairman (Mr Nasser Al Marzouqi) and as endorsed at the meeting of Study Group 20 (Geneva, 4 to 15 September 2017), it is my pleasure to invite you to attend the next meeting of Working Party 1/20, which will be held at ITU headquarters, Geneva on 24 January 2018. It will be preceded by Rapporteur meetings of Q1/20, Q2/20, Q3/20 and Q4/20 from 15 to 23 January 2018.

The meeting of WP1/20 will be held in colocation with the oneM2M meeting, Geneva, from 15 to 19 January 2018. The main objectives of this meeting will be to progress the work, consider initiating the approval process of some draft ITU-T Recommendations and discuss ongoing collaboration with oneM2M.

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).

**Key deadlines**:

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| 24 November 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 24 December 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)) |
| 11 January 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 by the Co-chairmen of WP1/20 Mr Hyoung Jun Kim (ETRI, Korea, Rep. of) and Mr Ramy Fathy (NTRA, Egypt) is set out in **Annex B**. The draft **time plan** will be made available at: <https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx>.

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**: 2

**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 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/).

**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**

**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.

**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 e-mail (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 Approval of the agenda

3 Documents

4 IPR roll call

5 Interim activities since September 2017

6 Review the results of Rapporteur Group meetings

7 Consent of draft Recommendations

8 Agreement on Supplements

9 Agreement on new work items

10 Agreement on future activities

11 Approval of outgoing liaison statements

12 Review of WP1/20 meeting report including outgoing LSs

13 AOB

14 Closure of the meeting

NOTE - Updates to the agenda can be found in [TD556/20](https://www.itu.int/md/T17-SG20-180124-TD-GEN-0556/en).

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