|  |  |  |
| --- | --- | --- |
| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 12 February 2018 |
| Ref: | **TSB Collective letter 4/20**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; Cairo, Egypt, 6-16 May 2018** |

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 the kind invitation of the National Telecommunications Regulatory Authority (NTRA) of Egypt in Cairo, Egypt from 6-16 May 2018, inclusive.

The meeting will open at 1600 hours on the first day, and participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be available onsite and provided at the registration desk.

Please be also informed that the SG20 meeting will be preceded by a Training on IoT that will take place on 6 May 2018 from 0930 to 1530 hours. This training is open to all and is free of charge.

Additional information on the training will be made available at: <http://www.itu.int/ITU-T/go/sg20>.

[The Joint Coordination Activity on Internet of Things and Smart Cities and Communities (JCA-IoT and SC&C)](https://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx) will also take place on 10 May 2018.

Detailed logistics information including the venue will be posted on the Study Group 20 website (<http://www.itu.int/ITU-T/go/sg20>). Additional information about the meeting is set forth in **Annex A.**

 **Key deadlines**:

|  |  |
| --- | --- |
| 6 March 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 24 March 2018 | - Submit fellowship requests (application form and guidelines can be found [here](https://staging.itu.int/en/ITU-T/studygroups/2017-2020/20/Documents/SG20_Fellowships_may18.docx))- Submit interpretation requests (via online pre-registration form) |
| 6 April 2018 | - Pre-registration (online via the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx))- Submit requests for visa support letters |
| 23 April 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 Mr Nasser Al Marzouqi, SG20 Chairman (United Arab Emirates), is set out in **Annex B**. The draft **time plan** will be made available at:<http://www.itu.int/ITU-T/go/sg20>**.**

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,*(signed)*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
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:** As agreed by the ITU-T SG20 management team, this meeting will be held in English only.

**WIRELESS LAN** **AND PRINTER** facilities will be available for use by delegates at the venue.

**PRE-REGISTRATION 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 in their delegations whenever possible.

**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.

**VISAS:** To enter Egypt, you may need a letter of introduction from the host, which you will need to present to the Egyptian Embassy/Consulate in your area in order to obtain your visa. The visa must be requested and obtained from the office (embassy or consulate) representing Egypt in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

ANNEX B
Draft agenda

1. Opening of the meeting
2. Adoption of the agenda
3. Approval of the report of the second meeting
4. List of contributions
5. IPR roll call
6. Highlights of TSAG 2018
7. Highlights of Council 2018
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
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
18. Reports of the meetings of Working Parties
19. Consent/determination/approval/deletion of Recommendations
20. Agreement of informative texts
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 2018
24. Other business
25. Closure of the meeting

NOTE - Updates to the agenda can be found in [[SG20-TD660](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG20-180506-TD-GEN-0660)].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_