|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 28 January 2019 |
| Ref: | **TSB Collective letter 6/20**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 |
| E-mail: | tsbsg20@itu.int  |
| Web: | <http://itu.int/go/tsg20>  |
| Subject: | **Meeting of Study Group 20; Geneva, 9-18 April 2019** |

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 9 to 18 April 2019, inclusive.

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).

The Joint Coordination Activity on Internet of Things and Smart Cities and Communities (JCA-IoT and SC&C) will also take place from 1400 to 1600 hours on 11 April 2019.

**Key deadlines**:

|  |  |
| --- | --- |
| 9 February 2019 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 26 February 2019 | - Submit fellowship requests (via the online registration form; see details in Annex A)- Submit interpretation requests (via the online registration form) |
| 9 March 2019 | - Pre-registration (via the online registration form on the [study group homepage](http://itu.int/go/tsg20))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 27 March 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 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,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**: 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 [eligible 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 26 February 2019 at the latest, 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 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/>.

ANNEX B
Draft agenda

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Docs** |
| 1 | Opening of the meeting |  |
| 2 | Adoption of the agenda |  |
| 3 | Draft timetable |  |
| 4 | Approval of the report of the fourth SG20 meeting  |  |
| 5 | Contributions |  |
| 5.1 | Contributions addressed to QAll/20 |  |
| 6 | IPR roll call  |  |
| 7 | Highlights of TSAG relevant to SG20 |  |
| 8 | Newcomers’ welcome pack for ITU-T SG20 meeting |  |
| 9 | ITU-T Study Group 20 Incoming Liaison Statements Report |  |
| 10 | Focus Group on Data Processing and Management to support IoT and Smart Cities & Communities (FG‑DPM) |  |
| 11 | ITU-T SG20 Regional groups |  |
| 11.1 | ITU-T SG20 Regional Group for Africa (SG20RG-AFR) |  |
| 11.2 | ITU-T SG20 Regional Group for the Arab Region (SG20RG-ARB) |  |
| 11.3 | ITU-T SG20 Regional Group for Latin America (SG20RG-LATAM) |  |
| 11.4 | ITU-T SG20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT) |  |
| 12 | Collaboration matters and information sharing |  |
| 13 | 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) |  |
| 14 | Promotion activities and bridging the standardization gap |  |
| a. | Workshops, Trainings and Forums of interest to SG20 |  |
| 15 | Nomination of Vice-chairman of WPs, Rapporteurs, Associate Rapporteurs and Liaison Officers |  |
| 16 | Joint Coordination Activity on IoT and SC&C |  |
| 17 | Reports of the meetings of Working Parties |  |
| 18 | Consent/determination/approval/deletion of Recommendations and agreement of informative texts |  |
| 19 | Review of the work programme |  |
| 20 | Approval of Outgoing liaison statements/communications |  |
| 21 | Future activities |  |
| a. | Planned meetings in 2019 |  |
| b. | Planned e-meetings in 2019 |  |
| 22 | Other business |  |
| 23 | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in [TD1118](https://www.itu.int/md/T17-SG20-190409-TD-GEN-1118/en).

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