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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 02 September 2020 |
| Ref:Tel:Fax:E-mail:Web: | **TSB Collective letter 10/20**SG20/CB+41 22 730 6301+41 22 730 5853tsbsg20@itu.int<https://www.itu.int/go/tsg20>  | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 20; - To ITU Academia |
| Subject: | **Virtual meeting of ITU-T Study Group 20, 16 December 2020** |
| 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 (Virtual, 6-16 July 2020), it is my pleasure to invite you to attend the meeting of Study Group 20 (Internet of things (IoT) and smart cities and communities (SC&C)), which is planned to be run fully virtual on 16 December 2020.The only matter for discussion at this SG20 meeting will be the consideration for Decision on TAP Recommendations that were Determined (see [Circular 267](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSB-CIR-0267)) at the previous ITU-T SG20 meeting (Virtual, 6-16 July 2020). No other substantive agenda items will be discussed.Contributions are welcome on those issues for which the study group is to take a decision, or for which a decision by the study group is being sought. Since no working party or Question sessions will be held, any Contributions submitted for consideration by those groups will be deferred to the next full meeting of the study group.Note that no fellowships will be awarded, and the entire meeting will run in English only with no interpretation.The meeting will open at 1100 hours, Geneva time, on the day using the [MyMeetings remote participation tool](https://remote.itu.int/).**Registration is mandatory** for the virtual SG20 meeting.  |
| **Key deadlines**:

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| 16 October 2020 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 16 November 2020 | - Registration (via the online registration form on the study group homepage at: [www.itu.int/go/tsg20](http://www.itu.int/go/tsg20)) |
| 03 December 2020 | - [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 Saleh Al Marzouqi (United Arab Emirates), is set out in **Annex B**.I wish you a productive and enjoyable meeting.Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau |

**Annex[es]**: [2]

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: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 who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**WORKING LANGUAGE**: The entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for the meeting. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**: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 ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable.

ANNEX B
Draft agenda
Virtual, 16 December 2020

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| **No** | **Item** | **Documents** |
| 1 | Opening of the meeting |  |
| 2 | Adoption and approval of the agenda |  |
| 3 | Draft Recommendations for TAP approval |  |
| 3.1 | Y.4471 (Y.NDA-arch): Functional architecture of network-based driving assistance for autonomous vehicles |  |
| 3.2 | Y.4559 (Y.UAV-BSI): Requirements and functional architecture of base station inspection services using unmanned aerial vehicles |  |
| 3.3 | Y.4908 (Y.IoT-EH-PFE): Performance evaluation frameworks of e-health systems in the IoT |  |
| 4 | Other business  |  |
| 5 | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in the [SG20 webpage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/Pages/default.aspx).

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