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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 6 July 2021 |
| Ref: | **TSB Collective letter 12/20**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 |
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| E-mail: | tsbsg20@itu.int  |
| Web: | <https://www.itu.int/go/tsg20>  |
| **Subject:** | **Virtual meeting of ITU-T Study Group 20, 11-21 October 2021** |

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 is planned to be run fully virtually from 11 to 21 October 2021, inclusive.

Note that no fellowships will be awarded.

The meeting will open at 1100 hours, Geneva time, on the first day using the [MyMeetings remote participation tool](https://remote.itu.int/).

**Key deadlines**:

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| 9 August 2021 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 27 August 2021 | * Submit interpretation requests (via the online registration form on the [study group homepage](http://www.itu.int/go/tsg20))
 |
| 13 September 2021 | - Registration (via the online registration form on the [study group homepage](http://www.itu.int/go/tsg20)) |
| 28 September 2021 | - [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**.

Please also be informed that:

- 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)) meeting will take place virtually on 7 October 2021 from 1200 to 1400 hours, Geneva Time. Please note that registration for the JCA-IoT and SC&C meeting is mandatory (via the online registration form available [here](https://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx)). Without registration, the remote participation tool will not be accessible.

- The Newcomers’ session will take place virtually on 8 October 2021 from 1100 to 1300 hours, Geneva Time. Kindly register [here](https://www.itu.int/net4/CRM/xreg/web/registration.aspx?Event=C-00010065).

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau |  |
| Latest meeting information |

**Annexes**: 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.

**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**.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions such as working party and study group plenaries. 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.

**ACCESSIBILITY**: Real-time captioning will be provided for the opening and closing plenaries of SG20, WP1/20 and WP2/20, as well as all Q2/20 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

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| **No** | **Item** | **Docs** |
| 1 | Opening of the meeting |  |
| 2 | Remote participation guide for SG20 meeting |  |
| 3 | Adoption of the agenda |  |
| 4 | Draft timetable |  |
| 5 | Approval of the report of the ninth SG20 meeting (Virtual, 17-27 May 2021) | [Report 16](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG20-R-0016) |
| 6 | ITU-T Y.4421 (ex Y.UAV.arch) “Functional architecture for unmanned aerial vehicles and unmanned aerial vehicle controllers using IMT-2020 networks” – for approval  |  |
| 7 | ITU-T Y.4809 (ex Y.IoT-ITS-ID) “Unified IoT Identifiers for Intelligent Transport Systems” – for approval |  |
| 8 | IPR roll call  | Does anyone have knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered? |
| 9 | Contributions |  |
| 9.1 | Contributions addressed to QAll/20 |  |
| 10 | Current and future stale work items |  |
| 11 | Highlights of TSAG (September 2021) relevant to SG20 and WTSA-20 preparations  |  |
| 12 | Nomination of Vice-chairman of WPs, Rapporteurs, Associate Rapporteurs and Liaison Officers |  |
| 13 | ITU-T Study Group 20 Incoming and Outgoing Liaison Statements Report |  |
| 14 | Collaboration matters and information sharing |  |
| 15 | ITU-T SG20 Regional groups |  |
| 15.1 | ITU-T SG20 Regional Group for Africa (SG20RG-AFR) |  |
| 15.2 | ITU-T SG20 Regional Group for the Arab Region (SG20RG-ARB) |  |
| 15.3 | ITU-T SG20 Regional Group for Latin America (SG20RG-LATAM) |  |
| 15.4 | ITU-T SG20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT) |  |
| 16 | Joint Coordination Activity on IoT and SC&C |  |
| 17 | Opening and Closing of Working Party 1 and Working Party 2 Meetings  |  |
| 18 | Reports of the meetings of Working Parties |  |
| 18.1 | Working Party 1/20:- Approval of new work items- Approval of work programme- Approval of Question reports- Consent/ determination/ approval/ deletion of Recommendations- Agreement of informative texts |  |
| 18.2 | Working Party 2/20:- Approval of new work items- Approval of work programme- Approval of Question reports- Approval of Question reports- Consent/ determination/ approval/ deletion of Recommendations- Agreement of informative texts |  |
| 19 | 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) |  |
| 20 | Promotion activities and events |  |
| 20.1 | Webinars, Trainings and Forums of interest to SG20 |  |
| 21 | Information documents |  |
| 22 | Future activities |  |
| 22.1 | Planned SG20 meetings in 2022 |  |
| 22.2 | Planned e-meetings in 2022 |  |
| 23 | Other business |  |
| 24 | 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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