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| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 19 September 2017 | |
| Ref: | **TSB Collective letter 2/SG20RG-ARB**  SG20/CB | | - To the members of the Study Group 20 Regional Group for Arab Region;  - To the ITU Area Office for the Arab Region | |
| Tel: | +41 22 730 6301 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg20@itu.int](mailto:tsbsg20@itu.int) | |
| Web: | <http://itu.int/go/tsg20> | |
| Subject: | **Meeting of ITU-T SG20 Regional Group for the Arab Region (SG20 RG-ARB) Riyadh, Saudi Arabia, 19-20 November 2017** | | | |
|  |  | | | |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Communications and Information Technology Commission (CITC), ITU-T Study Group 20 Regional Group for the Arab Region (SG20RG-ARB) will hold its next meeting at Communications and Information Technology Commission (CITC) Headquarters in Riyadh, Saudi Arabia from 19 (afternoon) November to 20 November 2017.

The meeting will be preceded by a Regional Standardization Forum (RSF) for Bridging the Standardization Gap (BSG) on 19 November 2017, and it will be held back to back with the meeting of ITU-T SG3 Regional Group for the Arab Region (SG3 RG-ARB),from 21 November to 22 November 2017.

The Regional Standardization Forum (RSF) will start at 0830 hours on Sunday, 19 November 2017, followed by the meeting of SG20 RG-ARB at 1530 hours on the same day. The meeting of ITU-T SG3 RG-ARB will start at 0930 hours on Tuesday, 21 November 2017.

The regional group meetings will be restricted to delegates and representatives from Member States, Sector Members, and Associates of the ITU-T Study Group 20 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

Participant registration will begin at 0830 hours at the venue. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue. Additional information about the meeting is set forth in **Annex A**.

The draft Agenda of the meeting is set out in **Annex B**.

Following the decision of Council 2017 to launch a pilot project to engage small and medium-sized enterprises in interested ITU-T and ITU-D Study Groups, I am pleased to inform you that SMEs, SME associations, members, and partners are encouraged to participate in global and regional SG20 meetings. The terms of reference of this pilot project can be found in **Annex C**.

Practical information relating to the venue will be posted on the SG20RG-ARB webpage at:   
<http://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgarb/Pages/default.aspx>

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | ITU-T SG20RG-ARB |
| Latest meeting information |

**Annexes**: 3

**ANNEX A**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address: [tsbsg20@itu.int](mailto:tsbsg20@itu.int). The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 20 RG-ARB website and must therefore be received by TSB **no later than 6 November 2017**. We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents. The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** In agreement with the Chairman of the group, the working language of the meeting will be Arabic.

**WIRELESS LAN** facilities and Internet access will be available at the venue of the event.

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853), or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), **no later than 19 October 2017**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization, or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* on the ITU‑T website (**<http://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgarb/Pages/default.aspx>**).**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, **within the Arab Region only**, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1**), must be returned to ITU no later than **19 October 2017.**Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance.

**KEY DEADLINES (before meeting)**

|  |  |
| --- | --- |
| 2017-10-19 | - Fellowship requests |
| 2017-10-19 | - Pre-registration |
| 2017-11-06 | - Final deadline for contributions |

**FORM 1 - FELLOWSHIP REQUEST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 20 RG ARB meeting, ITU-T Study Group 3 RG ARB meeting** andAssociated **Regional Standardization Forum for the Arab Region**  **Riyadh, Saudi Arabia, 19-22 November 2017** | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail:** [**fellowships@itu.int**](mailto:fellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one partial fellowship to be submitted before 19 October 2017** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation ID No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgarb/Pages/default.aspx>)  Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the Administration or Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Mr / Ms **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (family name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (given name)  Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Tel**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  PASSPORT INFORMATION**:**  Date of birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Nationality**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Passport number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date of issue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** In (place)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Valid until (date): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Please select your preference  (which ITU will do its best to accommodate) | | | | | | | |
| **□ Economy class air ticket (duty station /Riyadh/ duty station)**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | | | |
|  | | | | | | | |
| **Signature of fellowship candidate:** | | | | | **Date:** | | |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. | | | | | | | |
| **Signature:** | | | | | **Date:** | | |

**ANNEX B**

**Draft Agenda**

**Riyadh, Saudi Arabia, 19-20 November 2017**

1 Opening of the meeting

2 Opening remarks

3 Adoption of the agenda

4 Allocation of documents (contributions and TDs)

5 Overview of Outcomes of ITU-T SGRG-ARB held from 9-10 August 2017 in Cairo, Egypt

6 Overview of Outcomes of ITU-T SG20 meeting held from 4-15 September 2017 in Geneva, Switzerland

7 Discussion on input documents:

7.1 Discussion on received contributions

8 Work Programme of SG20RG-ARB

9 Updates on SG20RG-ARB Working Groups

9.1 Working Group on Blockchain

9.2 Working group on IoT identification and description scheme

9.3 Working group on Risk and crisis management in smart cities

9.4 Working group on Interoperability

9.5 Working group on Security and privacy

9.6 Working group on Data economics and commercialization for IoT and smart cities

10 SG20RG-ARB and members’ contributions to ITU-T Study Group 20

11 Overview of Outcomes of FG-DPM meeting (20-25 October 2017) and Contribution from SG20RG‑ARB to FG-DPM

12 Discussion on ITU-T SG20RG-ARB priorities

13 Preparation of the Draft Report of the SG20RG‑ARB

14 Venue and date of next SG20RG-ARB meeting in 2018

15 Any other business

**ANNEX C  
  
Draft Terms of Reference for a  
Small and Medium Enterprises (SMEs) Pilot Project**

1. The pilot project for SME participation will be open to interested Study Groups of ITU-T and ITU‑D.
2. The pilot project would be promoted in collaboration between the involved Bureaux, regional organizations, concerned administrations and the ITU regional and area offices through contact with SMEs and SME associations.
3. SMEs may participate fully in the meetings of the participating Study Groups conducting the pilot project, with the exception of any role in decision-making, including leadership roles and the adoption of resolutions or recommendations regardless of the approval procedures.
4. The request of an SME to participate in the pilot project will be submitted via the concerned administration, which should confirm that they meet the national criteria to be recognized as an SME, including factors such as size of company and annual revenues.
5. The pilot project would run until PP-18. The secretariat will provide a progress report to the next Council, with a view towards presenting a full report for PP-18, including the benefits experienced, financial implications, and challenges to be addressed.

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