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| itu-logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 24 July 2017 |
| **Ref:** | **TSB Circular 41** | **To:**- Administrations of Member States of the Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia |
| **Tel:** | +41 22 730 5780 |
| **Fax:** | +41 22 730 5853 |
| **E-mail:** | tsbfgdpm@itu.int | **Copy:**- To the Chairmen and Vice-Chairmen of Study Groups;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |
| Subject: | **Second meeting of ITU-T Focus Group on Data Processing and Management to support IoT and Smart Cities & Communities (FG-DPM);Geneva, Switzerland, 20-25 October 2017** |

Dear Sir/Madam,

1 The second meeting of the FG-DPM is scheduled to take place from 20 to 25 October 2017 (including Saturday, 21 October 2017) at ITU Headquarters in Geneva, Switzerland. There will be no meetings on Sunday, 22 October 2017.

2 FG-DPM is open to ITU Member States, Sector Members, Associates, Academia and to any individual from a country that is a member of ITU and who is willing to contribute to the work; this includes individuals who are also members or representatives of interested standards development organizations. Anyone interested in updates and announcements related to this group is invited to subscribe to the FG-DPM mailing list. Details on how to subscribe can be found on the focus group homepage: [www.itu.int/en/ITU-T/focusgroups/dpm](http://www.itu.int/en/ITU-T/focusgroups/dpm).

3 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). Practical meeting information is set out in **Annex 1**. The meeting agenda and time plan will be available from the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx) in advance of the meeting. The discussions will be held in English only.

4 Written contributions to the work of FG-DPM are invited. These should be submitted to the ITU Secretariat (tsbfgdpm@itu.int) in electronic format using the templates available from the [FG‑DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx). **The deadline for written contributions is 13 October 2017**.

5 To enable ITU to make the necessary logistics arrangements, participants are invited to register online via the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx) as soon as possible, and **not later than 13 October 2017**. Registration is required for remote participation as well as on-site participation. Details for remote participation will be made available from the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx).

**Key deadlines**:

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| 20 September 2017 | - Submit requests for visa support letters (a request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)) |
| 13 October 2017 | - Pre-registration (online via the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx))- Submit written contributions (by e-mail to tsbfgdpm@itu.int)  |

I wish you a productive and enjoyable meeting.

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

**Annexes: 1**

**ANNEX 1**

**Second meeting of ITU-T FG-DPM:
Geneva, Switzerland, 20-25 October 2017**

**Practical meeting information for participants**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Written contributions are encouraged and should be submitted by e-mail to tsbfgdpm@itu.int by **13 October 2017** at the latest using the document template available on the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx). Access to all input and output documents will be provided from the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx) (TIES or Guest account required).

**WIRELESS LAN** facilities are available to participants throughout ITU headquarters (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 participants’ ITU-T RFID identity badges. The e‑lockers are located 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 participants’ computers, documents may be “e‑printed” by e-mailing them to the desired printer. Details at: <http://itu.int/go/e-print>.

**LOAN LAPTOPS** are available from the ITU Service Desk (servicedesk@itu.int) on a first-come, first‑served basis.

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration for on-site or remote participation is to be done via the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx) **at least one week before the start of the meeting**.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**VISITORS TO GENEVA**: Practical information for participants 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 participants 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/>.

**VISA SUPPORT**: If required, visas must be requested **at least one month 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. 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. Any such request must specify the name, function, date of birth, passport information, and registration confirmation for all applicants.

Requests for visa support should be sent to TSB by e-mail (tsbreg@itu.int) or fax (+41 22 730 5853), bearing the words **“visa request”**. A request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

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