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| C:\Users\Amoahgif\Desktop\Workshop\Workshop Docs\ITU logo.png | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 13 September 2021 |
| Ref: | **TSB Circular 343** | **To:**- Administrations of Member States ofthe Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia**Copy to:**- The Chairmen and Vice-Chairmen of ITU-T Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau |
| Contact: | **Xiaoya Yang** |
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| **Subject**: | **Tenth meeting of ITU-T Focus Group on Quantum Information Technology for Networks (FG‑QIT4N) – E-meeting, 15-22 November 2021** |

Dear Sir/Madam,

1 It is my pleasure to invite you to attend the final meeting of the [ITU-T Focus Group on Quantum Information Technology for Networks](https://www.itu.int/en/ITU-T/focusgroups/qit4n/Pages/default.aspx) (FG-QIT4N) taking place as an e-meeting from 15 to 22 November 2021.

2 The main objectives of this final FG-QIT4N meeting are to:

* finalize and adopt the FG-QIT4N deliverables
* draft its final progress report to TSAG meeting in January 2022 with its proposal for the way forward for QIT work in ITU-T, including suggestions on which ITU-T Study group(s) would be recipients of its deliverables and proposed follow up action

3 The FG meeting will be held in English only.

4 Participation in the FG meeting is free of charge and open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations.

More practical information on how to participate can be found on the [FG-QIT4N homepage](https://www.itu.int/en/ITU-T/focusgroups/qit4n/Pages/default.aspx) at the following address: <https://www.itu.int/en/ITU-T/focusgroups/qit4n/Pages/default.aspx>.

5 Information related to the FG meeting, including the draft agenda and meeting documents will be made available on the [FG-QIT4N homepage](https://www.itu.int/en/ITU-T/focusgroups/qit4n/Pages/default.aspx). This website will be updated regularly as new or modified information becomes available. Participants are encouraged to check periodically for new updates.

6 Participants shall submit input documents to ITU (tsbfgqit4n@itu.int) electronically using the basic document template available on the [FG-QIT4N homepage](https://www.itu.int/en/ITU-T/focusgroups/qit4n/Pages/default.aspx). To enable participants to prepare for the meeting, the deadline for the submission of input documents is **5 November 2021.**

When preparing input documents to the meeting, participants are invited to take into consideration the output documents from the ninth FG-QIT4N meeting, see <https://extranet.itu.int/sites/itu-t/focusgroups/qit4n/output/Forms/09.aspx>. Please note that an ITU user account is required to access these documents.

7 To facilitate remote participation, I should be grateful if you would register via the online form: <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00010529> as soon as possible, but no later than **12 November 2021**. Detailed instructions on connecting to the meeting will be made available to registered participants.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau