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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 12 February 2024 |
| Ref: | **TSB Collective letter 6/11**SG11/DA | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 11;- To ITU Academia |
| Tel: | +41 22 730 5780 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg11@itu.int |
| Web: | <https://itu.int/go/tsg11> |
| **Subject:** | **Meeting of Study Group 11; Geneva, 1-10 May 2024** |
| Dear Sir/Madam,It is my pleasure to invite you to attend the next meeting of Study Group 11 (Signalling requirements, protocols, test specifications and combating counterfeit telecommunication/ICT devices), which is planned to be held at ITU headquarters, Geneva, from 1 to 10 May 2024, inclusive.ITU-T Study Group 11 is the lead study group for signalling and protocols, test specifications, conformance, and interoperability testing for all types of networks, technologies and services that are the subject of study and standardization by all ITU-T study groups, combating counterfeiting of ICT devices and the use of stolen ICT devices.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). Daily meeting-room allocations will be displayed on screens throughout ITU headquarters, and online [here](https://handle.itu.int/11.1002/apps/meeting-rooms).A one day “Bridging the Standardization Gap (BSG) Hands-on Training Session” for delegates from developing countries is planned to take place on 1 May 2024, 1430 – 1730 hours, Geneva time. Please indicate your interest to tsbbsg@itu.int. The remote participation link can be provided based on the request. Details including fellowship can be found in Annex A.The following events will be collocated and held in parallel with the SG11 meeting:- NSP-WTSA: SG11 sessions on preparation for WTSA-2024 (details are available in the draft time plan);- ITU-T Conformity Assessment Steering Committee (ITU-T CASC), at the same venue, 3 May 2024; more information is available on the CASC webpage (<https://itu.int/go/casc>);- The newcomer’s session, 2 May 2024 (details are available in the draft time plan).Practical meeting information is set out in **Annex A**. Delegates are reminded that, as per the provisions currently in force, decisions will be taken by those physically present in the meeting room. The opening and closing plenary sessions will be supported by webcast only (see Annex A for more details).A draft meeting **agenda and time plan**, prepared by Mr Ritu Ranjan MITTAR (India, SG11 Chair), are set out in **Annex B**.**Key deadlines**:

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| --- | --- |
| **1 March 2024** | - [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) for which translation is requested |
| **20 March 2024** | - Submit (e-)fellowship requests (via the forms on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/11/Pages/default.aspx); see details in Annex A)- Submit interpretation requests (via the online registration form) |
| **1 April 2024** | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/11/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| **18 April 2024** | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |

I wish you a productive and enjoyable meeting. |
| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg11ITU-T SG11 |
| Latest meeting information |
| **Annexes**: 2 |

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:The meeting will be run paperless. Member contributions should be submitted using [Direct Document Posting](https://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](https://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**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms. Detailed information is available on‑site and on the ITU‑T website (<https://www.itu.int/en/general-secretariat/ICT-Services/Pages/default.aspx>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e-lockers are located in the ITU Tower entrance floor and first basement, as well as on the ground floor of the Montbrillant building.

**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 delegates’ computers, documents may be printed by e-mailing them to the desired printer.
Details at: <https://itu.int/go/e-print>.

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

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation is provided on a best-effort basis. The opening and closing study group plenary sessions will be supported by webcast only. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

Interactive remote participation will be provided for all other sessions for which a request is received at least 24 hours in advance. In order to access sessions remotely, delegates must register for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, at the Chair’s discretion. If the voice quality of a remote participant is considered insufficient, the Chair may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the Chair’s discretion.

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

**PRE-REGISTRATION**:Pre-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, including function, interpretation requests and fellowships requests. The membership is invited to include women in their delegations whenever possible.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU-T. If you would like to participate, please contact ITU-Tmembership@itu.int. A quick start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the **e-fellowship**.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. For in-person fellowships, up to two partial fellowships per country may be awarded, subject to available funding. A partial in-person fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate **daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). In case two partial in-person fellowships are requested, *at least one* should be an *air ticket*. The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

Request forms for both types of fellowship are available from the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/11/Pages/default.aspx). **Fellowship requests must be received by 20 March 2024 at the latest.** They are to be sent by e-mail to fellowships@itu.int or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting.

**VISA SUPPORT**: If required, visas must be requested 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

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. Once your registration has been approved by your organization's registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words "**visa support**".

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <https://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS**: A number of Geneva hotels offer preferential rates for delegates 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: <https://itu.int/travel/>.

ANNEX B
Draft agenda of SG11 meeting, Geneva, 1-10 May 2024

|  |  |  |
| --- | --- | --- |
| **#** | **Agenda items** |  |
|  | Opening of the SG11 Plenary meeting |  |
|  | Approval of the agenda* 1. Document allocation
	2. List of incoming liaison statements
	3. Meeting facilities and electronic working methods
	4. Remote participation guideline
	5. BSG training sessions
	6. Newcomers’ welcome pack
 |  |
|  | Approval of the previous SG11 reports and interim WPs |  |
|  | SG11 organization, including Regional Groups and CASC* 1. SG11 Structure, management, Rapporteurs, Associate Rapporteurs and Acting Rapporteurs
	2. Liaison Officers
 |  |
|  | Feedback on interim activities since last meeting* 1. Recommendation matters
	2. Interim Rapporteur meetings
 |  |
|  | Reports of SG11 Regional Groups |  |
|  | FG-TBFxG progress report and related iLSs |  |
|  | Consider approval of Recommendations in accordance with [Resolution 1 / Recommendation ITU-T A.8], if any |  |
|  | Approval of the updated work programme of SG11 |  |
|  | Approval of interim outgoing Liaison Statements |  |
|  | Arrangement of SG11 sessions on preparation for WTSA-2024 (NSP-WTSA) |  |
|  | Approval of the meeting time plan |  |
|  | iLSs addressed to all Questions of SG11 |  |
|  | Stale work items |  |
|  | TSAG outcomes |  |
|  | SG11 action plan for the 2022-2024 study period |  |
|  | Activities related to SG11 |  |
|  | Templates (e.g., agendas, reports) |  |
|  | AOB for opening Plenary |  |
|  |
|  | Intellectual Property Rights (IPR) inquiry |  |
|  | Recommendations for (TAP) Determination/Decision/Approval (Resolution 1) (if any) |  |
|  | Approval and “Consent” of draft Recommendations proposed for approval (Recommendation ITU-T A.8) and approval of other deliverables* 1. Recommendations
	2. Supplements
	3. Technical Papers and Reports
 |  |
|  | New work items |  |
|  | New appointment of Rapporteurs, Associate Rapporteurs, Liaison Officers (if any) |  |
|  | Approval of Working Party and CASC reports |  |
|  | Outcomes of SG11 on preparation for WTSA-2024 |  |
|  | Outgoing Liaison Statements |  |
|  | New/Revised Questions (if any) |  |
|  | Update of SG11 Work Programme |  |
|  | Date and place of the next SG11 meetings |  |
|  | Future Interim Activities (Working Parties and interim Rapporteur group meetings) |  |
|  | Future Workshops/Webinars of SG11 |  |
|  | Future Regional Group meetings and CASC meetings |  |
|  | AOB for closing Plenary |  |
|  | Closing |  |

*Note: Items 1 to 19 are expected to be addressed in the opening Plenary (1 May 2024) and items 20 to 35 are expected to be addressed in the closing Plenary (10 May 2024).*

NOTE ‒ Updates to the agenda will be available on the Study Group 11 homepage (<https://itu.int/go/tsg11>)

Draft time plan

**ITU-T SG11 meeting, Geneva, 1-10 May 2024**

**(First week)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Wednesday, 1 May 2024** | **Thursday, 2 May 2024** | **Friday, 3 May 2024** |
| 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 |
| **SG11 PLEN** |  | **📹** | **📹** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers** |  |  |  |  |  |  |  |  |  |  | **2R** |  |  |  |  |  |  |  |  |  |  |
| **BSG training** |  |  |  |  | **1R** | **1R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |
| **Q2/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |
| **Q3/11** |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  | **R** |  |  |  |  |  |
| **Q4/11** |  |  |  |  | **R** | **R** |  |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  | **R** | **R** |  |
| **Q5/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  | **R** |  | **R** |  |  |
| **Q6/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |
| **Q7/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |
| **Q12/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  | **R** |  | **R** |  |  |
| **Q14/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |
| **Q16/11** |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q15/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |
| **CASC** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** |  |  |  |  |  |
| **NSP-WTSA** |  |  |  |  |  |  |  |  |  |  |  | **3R** | **3R** |  |  |  |  |  |  |  |  |
| **Sessions times:****0 – 0830-0930; 1 – 0930-1045; 2 – 1115-1230; Lunch  1230-1430; 3 – 1430-1545; 4 – 1615-1730; 5 – 1800-1915** |
| **Keys: 📹 - webcastR – remote participation via ITU MyMeetings** |

**Notes:**

1: Bridging the Standardization Gap (BSG) Hands-on Training Session, 1 May 2024, 1430 – 1730 hours, Geneva time

2: Newcomers session, 2 May 2024, 1240-1400 hours, Geneva time

3: SG11 sessions on preparation for WTSA-2024 (NSP-WTSA).

**(Second week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday, 6 May 2024** | **Tuesday, 7 May 2024** | **Wednesday, 8 May 2024** | **Thursday, 9 May 2024** | **Friday, 10 May 2024** |
| 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 | 0 | 1 | 2 |  | 3 | 4 | 5 |
| **SG11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **📹** |  | **📹** | **📹** |  |
| **WP1/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/11** |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/11** |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q3/11** |  |  |  |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q4/11** |  | **R** | **R** |  | **R** | **R** |  |  | **R** | **R** |  | **R** | **R** |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/11** |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/11** |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/11** |  |  | **R** |  | **R** | **R** |  |  |  | **R** |  | **R** | **R** |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |
| **Q12/11** |  |  |  |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/11** |  | **R** | **R** |  |  |  |  |  |  | **R** |  | **R** |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q14/11** |  | **R** | **R** |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/11** |  |  |  |  |  |  |  |  | **R** | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP4/11 PLEN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |
| **Q15/11** |  | **R** | **R** |  |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/11** |  |  |  |  | **R** | **R** |  |  |  |  |  | **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **NSP-WTSA** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **3R** | **3R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sessions times:****0 – 0830-0930; 1 – 0930-1045; 2 – 1115-1230; Lunch  1230-1430; 3 – 1430-1545; 4 – 1615-1730; 5 – 1800-1915** |
| **Keys: 📹 - webcastR – remote participation via ITU MyMeetings** |

NOTE ‒ Updates to the time plan will be available on the Study Group 11 homepage (<https://itu.int/go/tsg11>)

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