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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 9 May 2023 |
| Ref: | **TSB Collective letter 3/12**SG12/MA | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 12;- To ITU Academia- To the ITU Regional Office Brasilia, Brazil |
| Tel: | +41 22 730 6828 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg12@itu.int  |
| Web: | <https://itu.int/go/tsg12>  |
| **Subject**: | **Meeting of Study Group 12; Mexico City, Mexico, 19-28 September 2023** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 12 (Performance, QoS and QoE), which is planned to be held at Centro de Educación Continua Ing. Eugenio Méndez Docurro, Mexico City, Mexico, from 19 to 28 September 2023, inclusive, at the kind invitation of the Federal Telecommunications Institute (IFT).

ITU-T Study Group 12 is a leading venue for the development of international standards on performance, quality of service (QoS) and quality of experience (QoE). This work spans the full spectrum of terminals, networks, services and applications, ranging from speech over fixed circuit-based networks to multimedia applications accessed wirelessly over packet-based networks.

The standards developed by Study Group 12 are highly relevant to operators in providing the level of service necessary to attract and retain customers, and regulatory authorities look to Study Group 12 for technical guidance in steering their national markets towards high QoS and QoE.

The meeting will open at 1430 hours on the first day, and participant registration will begin at 1300 hours at the meeting venue.

Preceding the meeting, a workshop on telecommunication service quality will be held from 18 September to the 19 September 2023 (mid-day). More details will beavailable via the [Study Group 12 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/12/Pages/default.aspx).

**Key deadlines**:

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| 19 July 2023 | - [Submit ITU-T Member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG12) for which translation is requested |
| 8 August 2023 | - Submit (e-)fellowship requests (via the forms on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/12/Pages/default.aspx); see details in Annex A) |
| 19 August 2023 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/12/Pages/default.aspx))- Submit requests for visa support letters to the host of the meeting (see details in Annex A) |
| 6 September 2023 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG12) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by SG12 Chairman Ms Tania Villa (Mexico), are set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| 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/sg12 ITU-T SG12 |
| 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://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG12); 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**: As per the agreement of the Study Group 12 management team, this meeting will be held in English only.

**WIRELESS LAN** facilities will be available for use by delegates at the venue.

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for all sessions. 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 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. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the Chairman'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 an orientation session for newcomers and discussion with the Study Group 12 management team. If you would like to participate, please contact the secretariat at tsbsg12@itu.int.

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2022/ListEligibleCountries2022.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the new **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/2022-2024/12/Pages/default.aspx). **Fellowship requests must be received by 8 August 2023 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**: A visa may be necessary for participants from some countries to enter Mexico. To check the visa requirements please contact the Mexican Embassy in your country. Kindly visit <https://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/> for more details.

Foreigners travelling to Mexico must have a valid Passport, issued by the competent authority. In order to meet the requirements, procedures and criteria for the attention to and resolution of visa application procedure, it is recommended that participants consult the web site of the National Institute of Migration, <https://www.gob.mx/inm>. Countries and regions that do not require a visa to travel to Mexico can be found at: <https://www.inm.gob.mx/gobmx/word/index.php/paises-no-requieren-visa-para-mexico/>. Countries and regions that require a visa to ravel to Mexico can be found at: <https://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/>.

Reference information in English, available on the website of the Embassy of Mexico in Finland <https://embamex.sre.gob.mx/finlandia/index.php/traveling/visas>.

Participants who require a personal Letter of Invitation for obtaining a visa are requested to contact **Ms Mariana Alday Álvarez** via e-mail at **mariana.alday@ift.org.mx** as soon as possible after confirmed registration with ITU, but **no later than 19 August 2023**.

The e-mail must include the following information in order to be processed:

– Full name;

– Passport Number;

– Nationality.

Delegates are encouraged to contact the Embassy or Consulate of Mexico in their countries, <https://www.gob.mx/gobierno/mexico-en-el-mundo> if they require additional information. Delegates requiring visa must obtain it before travelling to Mexico.

IMPORTANT: As of 1 April 2022, all Colombian nationals must complete a mandatory preregistration of their trip at the following link: <https://www.inm.gob.mx/spublic/portal/inmex.html>

**VISITING MEXICO CITY**

**VENUE OF SG12 MEETING (19-28 September 2023):**

**Centro de Educación Continua Ingeniero Eugenio Méndez Docurro**Belisario Domínguez 22
Centro
CP 06000, Cuauhtémoc, Ciudad de México

Google Maps: <https://goo.gl/maps/eJymCkmq8GTc2ChF9>

*Note: The venue of the workshop (18-19 September 2023) will be confirmed and communicated soon.* More details will beavailable via the [Study Group 12 homepage](http://www.itu.int/go/tsg12).

**ACCESS, HOTELS, TRANSPORT**: Practical information for delegates attending this Study Group meeting in Mexico City (e.g., list of hotels, information on public transport, access to the meeting venue) will be made available shortly on the [Study Group 12 homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/12/Pages/default.aspx).

**HOST CONTACTS:**

Visa support:

Ms Mariana Alday Álvarez
IFT
E-mail: mariana.alday@ift.org.mx

SG12 Chairman:

Ms Tania Villa Trapala
IFT
E-Mail: tania.villa@ift.org.mx

ANNEX B
Draft agenda and time plan

1. Opening of the meeting
2. Adoption of the agenda
3. Guidelines for remote participation
4. Call for any IPR Declarations as per ITU-T policy
5. Feedback and Status Reports on interim activities (since January 2023)

 5.1 Approval of the reports of the second SG12 meeting (January 2023)

 5.2 Status of draft Recommendations consented (since January 2023)

 5.3 SG12 interim activities and workshops (since January 2023)

1. TSAG results related to SG12
2. Review of SG12 structure, rapporteurs, liaison rapporteurs
3. Document review and allocation
4. Timetable for ad-hoc meetings
5. Work programme
6. Meeting facilities, logistics and electronic working methods
7. Meetings of Questions 1/12 and 2/12
8. Working Parties meetings, including ad-hoc meetings
9. Reports of the meetings of Working Parties, Questions 1/12 and 2/12, including

14.1 New work items

14.2 Approval/consent/determination/deletion of Recommendations

14.3 Agreement of Technical Reports/informative texts

14.4 Interim activities

14.5 Outgoing liaison statements/communications

14.6 Review of work programme

1. Adoption of preliminary SG12 input to WTSA-24
2. Prioritization of consented Recommendations for translation
3. Future SG12 meetings and activities
4. Any other business
5. Acknowledgments and closure of the meeting

NOTE ‒ Updates to the agenda can be found in **SG12-TD325**.

Draft time plan

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|  | **Morning** | **Afternoon** |
| *Monday 18 September* | *Workshop* | *Workshop* |
| Tuesday19 September | *Workshop* | Study Group 12 Opening Plenary, followed by Opening of Working Parties in sequence |
| Wednesday20 September | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Thursday21 September | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Friday22 September | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| **WEEKEND** |
| Monday25 September | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Tuesday26 September | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Wednesday27 September | Closing of Working Parties in sequence, followed by Ad hoc meeting of Q2/12 |
| Thursday28 September | Study Group 12 Closing Plenary | Study Group 12 Closing Plenary(if needed) |  |

NOTE ‒ Updates to the timetable can be found in **SG12-TD326**.

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