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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 14 April 2022 |
| Ref: | **TSB Collective letter 1/13**SG13/TK | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 13;- To ITU Academia |
| Tel: | +41 22 730 5126 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg13@itu.int |
| Web: | <http://itu.int/go/tsg13> |
| **Subject**: | **Meeting of Study Group 13; Geneva, 4-15 July 2022** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 13 (*Future networks and emerging network technologies*), which is planned to be held at ITU headquarters, Geneva, Switzerland, from 4 to15 July2022, inclusive.

The final logistical arrangements for this meeting are dependent on the COVID-19 pandemic evolution and its impact on international travel. The study group management team, in close collaboration with the TSB Secretariat, will monitor the situation closely. If changes to the meeting arrangements are required, ITU-T experts will be informed via the study group homepage, mailing lists and updates to this Collective letter.

ITU-T Study Group 13 is responsible for studies related to the requirements, architectures, functional capabilities and application programming interfaces as well as softwarization and orchestration aspects of converged future networks. It is also responsible for studies relating to future computing including cloud computing and data handling in telecommunication networks. It develops standards for quantum key distribution networks (QKDN) and related technologies and further studies the concepts and mechanisms to enable trusted ICT. SG13 is the lead study group on future networks such as IMT-2020 networks and beyond (non-radio related parts), on fixed-mobile convergence, on cloud computing and on machine learning.

The meeting of Study Group 13 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](http://handle.itu.int/11.1002/apps/meeting-rooms). Remote participation will be provided for some sessions.

Documentation, remote participation details and other related information can be found on the home page of [the study group](https://www.itu.int/en/ITU-T/studygroups/2022-2024/13/Pages/default.aspx). The meeting will be convened in English only with no interpretation.

In addition, a Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries is planned to take place in the morning of 7 July 2022.

A presentation for SG13 newcomers will be delivered by the SG13 mentor on 5 July 2022.

The twelfth meeting of the JCA-IMT2020 will take place alongside of SG13 meeting on 7 July 2022. All information will be available at [JCA-IMT2020 homepage](https://www.itu.int/en/ITU-T/jca/imt2020/Pages/default.aspx). This meeting has separate registration from the SG13 meeting.

**Key deadlines**:

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| 4 May 2022 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 23 May 2022 | - Submit (e-)fellowship requests (via the forms on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/13/Pages/default.aspx); see details in Annex A) |
| 4 June 2022 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/13/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 21 June 2022 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by the SG13 chairman Mr Kazunori Tanikawa (Japan), anda **draft time plan**, prepared by the SG13 management team, are set out in **Annex B**. Further enhancements to the time plan will be published as a revision to [TD02/PLEN](https://www.itu.int/md/T22-SG13-220704-TD-PLEN-0002/en) on the StudyGroup13 [website](https://www.itu.int/en/ITU-T/studygroups/2022-2024/13/Pages/default.aspx).

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg13 ITU-T SG13 |
| 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](http://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](http://www.itu.int/TIES/) with TIES access.

**WORKING LANGUAGE:** The meeting will run in English only with no interpretation.

**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/ITU-T/ewm/Pages/ITU-Internet-Printer-Services.aspx>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area 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 delegates’ computers, documents may be “e‑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 will be provided on a best-effort basis for some 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 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**: Two types of fellowships are offered for this meeting: the traditional in-person fellowships and the new e-fellowship. For in-person fellowships, up to two partial fellowships per country may be awarded, subject to available funding, to facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2021/List2021.pdf). A partial fellowship will cover either the airticket (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or an appropriate daily subsistence allowance (intended to cover accommodation, meals and incidental expenses). In case of two partial fellowships, at least one should be the airticket. Member States shall cover the remainder of the cost of the participation. For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. Both types of fellowship request forms are available from the
[study group homepage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/13/Pages/default.aspx). **Fellowship requests must be received by 23 May 2022 at the latest**, 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. Please note that the decision 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.

**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: <http://itu.int/en/delegates-corner>. COVID-19 specific information related to participation in ITU events can be found at: <https://www.itu.int/en/ITU-T/wtsa20/Pages/FAQ.aspx>.

**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: <http://itu.int/travel/>.

ANNEX B
Draft agenda and time plan

Draft agenda for the plenary meetings of Study Group 13
Geneva, 4-15 July 2022

NOTE ‒ Updates to the agenda can be found in [TD01/PLEN](https://www.itu.int/md/T22-SG13-220704-TD-PLEN-0001/en).

1 Opening of the meeting

2 Welcome address by the Director of TSB

3 Chairman’s welcome remarks and key objectives for this meeting

4 Approval of the agenda

5 Study group responsibility and Questions assigned by WTSA-20

6 Other WTSA-20 decisions relevant to Study Group 13

7 Organization of Study Group 13

 7.1 Working party structure

 7.2 Appointment of WP Chairmen and Vice-Chairmen

 7.3 Appointment of Rapporteurs

 7.4 Appointment of Liaison Rapporteurs and other Representatives

8 Brief reports on activities since the December 2021 Study Group 13 meeting

 8.1 TSAG (January 2022)

 8.2 FG-AN (January, March, June 2022)

 8.3 JCA-IMT2020 (July 2022) and further plan

 8.4 Rapporteur activities

 8.5 Recommendation approvals

 8.6 Others as identified

9 Organization of the work

 9.1 Objectives and guidelines for the meetings of working parties and ad-hoc groups

 9.2 Conduct and facilities available for the meeting

 9.3 Bridging the Standardization Gap

 9.4 Approval of the work plan for the meeting

 9.5 Document allocation

10 Contributions to the Plenary

11 Issues left from December SG13 meeting: establishment of JCA-ML

12 Approval of working party reports

13 Consider approval of Recommendations in accordance with Recommendation ITU-T A.8, if any

14 Initiation of approval procedures for draft Recommendations

15 Approval of other texts (Appendices, Supplements, …), if any

16 Updating of the Study Group 13 work programme and agreement on the new work

17 Liaison and interaction with other groups

18 Planning for the participation of Study Group 13 at workshops, promotion activities

19 Future activities

20 Review and approval of the meeting report

21 Miscellaneous

22 Closing of the meeting

NOTE - Updates to the timeplan can be found in [TD02/PLEN](https://www.itu.int/md/T22-SG13-220704-TD-PLEN-0002/en).

**Study Group 13 meeting draft time plan
Geneva, 4-15 July 2022 (first week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday 4 July**  | **Tuesday 5 July** | **Wednesday 6 July** | **Thursday 7 July** | **Friday 8 July** |
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| **PLEN/13** |  | **📹** | **📹** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/13 Plen** |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/13** |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  | x | x |  |  |  |  |
| **Q2/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |
| **Q5/13** |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |
| **Q16/13** |  |  |  |  |  | x |  | x | x | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |
| **WP2/13 Plen** |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  |  |  |  | R |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |
| **Q17/13** |  |  |  |  |  | x |  |  | x | x |  | x | x |  |  |  |  |  | x | x |  |  | x | x |  | x | x |  |  |  |  |  | x | x |  |
| **Q18/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |
| **Q19/13** |  |  |  |  |  | R |  |  |  |  |  | R | R |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/13 Plen** |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  |  |  |  | x |  |  | x | x |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  | x | x |  |  |  |  |
| **Q20/13** |  |  |  |  |  | x |  |  |  |  |  | x | x |  |  | x | x |  |  |  |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |
| **Q21/13** |  |  |  |  |  |  |  |  | R | R | R | R | R |  |  | R | R | R | R | R |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |
| **Q22/13** |  |  |  |  |  | x |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  |   |  |  |  |  |  |  | x  | x  |  |
| **Q23/13** |  |  |  |  |  | R |  |  | R | R |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomer info session** |  |  |  |  |  |  |  |  |  |  | x **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **BSG** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x 2 | x |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-IMT2020** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R3 |  |  |  |  |  |  |  |  |  |  |
| **Sessions times:** 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch (**Icon  Description automatically generated**) - 1230-1430; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800-1930 |
| **Key**: 📹 – Webcast; R – Remote participation |

**Study Group 13 draft time plan
Geneva, 4-15 July 2022 (second week)**

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|  | **Monday 11 July** | **Tuesday 12 July** | **Wednesday 13 July** | **Thursday 14 July** | **Friday 15 July** |
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| **PLEN/13** |  | **📹** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **📹** | **📹** |  | **📹** | **📹** |  |
| **WP3/13 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/13** |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  | x | x |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/13** |  |  | R |  | R |  |  |  | R | R |  | R |  |  |  | R | R |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/13** |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/13** |  |  | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/13 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x |  | x |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  | R |  | R |  |  |  | R | R |  |  |  |  |  | R | R |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/13** |  |  | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q18/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q19/13** |  |  | R |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/13 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  | x |  | x | x |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q20/13** |  |  | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |
| **Q21/13** |  |  | R |  |  |  |  |  | R | R |  | R | R |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q22/13** |  |  | x |  | x | x |  |  | x | x |  | x | x |  |  | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q23/13** |  |  | R |  | R | R |  |  | R | R |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Session times:** 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; Lunch (**Icon  Description automatically generated**) – 1230-1430; 3 - 1430-1545; 4 - 1615-1730; 5 – 1800-1930 |
| **Key**: 📹 - Webcast; R - Remote participation |

**Notes**

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| --- | --- |
| **1** | Newcomer information session 12:30 – 13:30  |
| **2** | BSG training 9:30 – 11:30  |
| **3** | Session timing is 13:30 – 15:00 |

**Key**

|  |  |
| --- | --- |
| **BSG:** | Bridging Standardization Gap |
| **JCA:** | Joint Coordination Activity |
| 📹: | Webcast. Session is recorded and archived. |
| R:  | Session is supported by remote participation tool, details [here](https://www.itu.int/myworkspace)  |

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