|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 18 May 2023 | |
| Ref: | **TSB Collective letter 5/13**  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](mailto:tsbsg13@itu.int) | |
| Web: | <https://itu.int/go/tsg13> | |
| **Subject**: | **Meetings of Working Parties 1, 2 and 3/13, Geneva, 26 July 2023** | | | |
| Dear Sir/Madam,  It is my pleasure to invite you to attend the next meetings of WP1/13 (*IMT-2020 and Beyond: Networks & Systems*), WP2/13 (*Cloud Computing & Data Handling*) and WP3/13 (*Network Evolution, Trust and Quantum Enhanced Networking*), which planned to be held at ITU headquarters, Geneva, on 26 July 2023.  The WP1/13 meeting will open at 0930 hours, the WP2/13 meeting will start from 1115 hours and the WP3/13 meeting will open at 1430 hours. Participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Meeting rooms allocation will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).  Documentation, registration, 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, the meetings of Working Parties will be preceded by a workshop on “*Future technology trends towards 2030*” that will take place at ITU headquarters, Geneva, on 24 and 25 July 2023.  The main objective of the Working Party meetings is to consider initiating the approval process (consent) for the following draft ITU-T Recommendations, as appropriate, depending on the results of the Rapporteur Group meetings held in May – July 2023:  **WP1/13:**   * Y.IMT2020-qos-cg “QoS assurance requirements for cloud gaming supported by IMT-2020” (Q6/13) * Y.IMT2020-qos-mon “Quality of service monitoring requirements and framework for IMT-2020 and beyond” (Q6/13) * Y.QKDN-qos-iw-req “Requirements of QoS assurance for QKDN interworking” (Q6/13) * Y.QKDN-qos-ml-fa “Quantum key distribution networks: Functional architecture enhancement of machine learning based quality of service assurance” (Q6/13) * Y.ICN-SEAN “Architecture and functional framework for on-site, elastic and autonomous ICN network” (Q22/13) * Y. .FMSC-SC “Service continuity for fixed, mobile and satellite convergence in IMT-2020 network and beyond” (Q23/23)   **WP2/13:**   * Y.bDDN-NVReqCap “Big data driven networking- Functional requirements and functional architecture of network programmability” (Q7/13) * Y.Arch-INRA “Functional architecture for intelligent awareness of network requirements” (Q7/13) * Y.RaaS-reqts “Cloud computing - Functional requirements for Robotics as a Service” (Q17/13)   **WP3/13:**   * Y.ous “ Overview of Unmanned Smart Farm based on networks” (Q1/13) * Y.arsm “Service model for human-centric touring guide with AR” (Q1/13) * Y.QKDN-iwac “Quantum key distribution networks interworking – architecture” (Q16/13) * Y.trust-arch “Functional architecture for trust enabled service provisioning” (Q16/13) * Y.trust-an “Overview on trust for autonomous networks” (Q16/13) * Y.QKDN-rsfr (Y.3815) “Quantum key distribution networks - overview of resilience” (Q16/13)   Consideration of the outgoing liaison statements and future plans are also part of the agenda of the Working Parties 1/13, 2/13 and 3/13 meetings. As was agreed in March 2023 SG13 meeting, time permitting, these meetings will consider the new work item initiation as well.  Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by the Chairmen of Working Parties 1/13, 2/13, 3/13, is set out in **Annex B**.  **Key deadlines**:   |  |  | | --- | --- | | 26 May 2023 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested | | 14 June 2023 | - 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) | | 26 June 2023 | - 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) | | 13 July 2023 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/) |   I wish you a productive and enjoyable meeting.   |  |  | | --- | --- | | Yours faithfully,  Seizo Onoe  Director of the Telecommunication Standardization 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**: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 Working Party meetings will be held 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/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 1st 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](mailto:servicedesk@itu.int)) on a first-come, first-served basis.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for each Working Party meeting. In order to access the meeting remotely, delegates must register for it. 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, as per 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, 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 (e-)fellowships requests. The membership is invited to include women in their delegations whenever possible.

**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, subject to available funding:

* the **partial in-person fellowship**; 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 covering an appropriate subsistence allowance only (intended to cover accommodation, meals and incidental expenses). 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/2022-2024/13/Pages/default.aspx). **Fellowship requests must be received by 14 June 2023 at the latest**, sent by e-mail to [fellowships@itu.int](mailto: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](mailto: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

**Meetings of Working Parties 1/13, 2/13 and 3/13  
Geneva, 26 July 2023**

Draft agenda

1 Opening remarks and welcome

2 Approval of the agenda for the plenary meetings of Working Parties 1, 2 and 3/13

3 Review the results of Rapporteur Group meetings (May – July 2023)

4 Consent of draft Recommendations

5 Approval of Outgoing Liaison Statements

6 Agreement on future activities

7 (Time permitting) Agreement on new work items

8 Miscellaneous

9 Closure of the meeting

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_