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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 6 December 2023 |
| Ref: | **TSB Collective letter 7/13**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: | <https://itu.int/go/tsg13>  |
| **Subject:** | **Meeting of Study Group 13; Geneva, 4-15 March 2024** |
| 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, from 4 to 15 March 2024, inclusive.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).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. Remote participation or webcast will be provided for all sessions.A Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries is planned to take place in the morning of 6 March 2024. Please indicate your interest to tsbbsg@itu.int. The remote participation can be provided for this training upon request.In addition, the 18th meeting of the [JCA-IMT2020](https://www.itu.int/en/ITU-T/jca/imt2020/Pages/default.aspx) will take place alongside of SG13 meeting on 5 March 2024. All information will be available at [JCA-IMT2020 homepage](https://www.itu.int/en/ITU-T/jca/imt2020/Pages/default.aspx). It has separate registration from the SG13 meeting. Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by the SG13 Chair 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 [TD198/PLEN](https://www.itu.int/md/T22-SG13-240304-TD-PLEN-0198/en) on the Study Group13 [website](https://www.itu.int/en/ITU-T/studygroups/2022-2024/13/Pages/default.aspx).**Key deadlines**:

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| 4 January 2024 | - [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 22 January 2024 | - 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 February 2024 | - 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) |
| 20 February 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/sg13ITU-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](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.

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

**REAL-TIME CAPTIONING:** Real-time captioning will be provided on a best-effort basis for all study group plenary sessions.

**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.

**REMOTE PARTICIPATION**: If not webcast, **interactive remote participation** will be provided on a best-effort basis for all sessions for which a request is received at least 72 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 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/2022-2024/13/Pages/default.aspx). **Fellowship requests must be received by 22 January 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 for the plenary meetings of Study Group 13
Geneva, 4-15 March 2024

NOTE ‒ Updates to the agenda can be found in [TD197/PLEN](https://www.itu.int/md/T22-SG13-240304-TD-PLEN-0197/en)

1 Opening of the meeting

2 Welcome address by the Director of TSB

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

4 Approval of the agenda

5 Brief reports on activities since the October – November 2023 Study Group 13 meeting

 5.1 TSAG (Geneva, 22 – 26 January 2024)

 5.2 FG-AN (18 January 2024, virtual)

 5.2.1 Review of the FG-AN operation report and distribution of the FG-AN Deliverables to Questions

 5.2.2 Closure of the FG-AN

 5.3 JCA-IMT2020 (Geneva, 31 October 2023)

 5.4 JCA-ML (Geneva, 23 February 2024)

 5.5 Rapporteur, correspondence group and ad-hoc activities

 5.6 Recommendation approvals

 5.7 Others as identified

6 Organization of the work

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

 6.2 Conduct and facilities available for the meeting

 6.3 Bridging the Standardization Gap

 6.4 Approval of the work plan for the meeting

 6.5 Document allocation

7 Appointment of Rapporteurs, Liaison Rapporteurs and other Representatives

8 Documents addressed to the plenary

9 Issues left from previous SG13 meeting

 9.1 Consideration for establishment of the new FG-AI6G

 9.2 Consideration for qualification of O-RAN Alliance per criterions of Recommendation ITU-T A.5

10 Approval of working party reports

11 Consideration for approval of Recommendations in accordance with Recommendation ITU-T A.8, if any

12 Initiation of approval procedures for draft Recommendations

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

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

15 Preparations for WTSA-24 and next study period:

 15.1 Review and approval of SG13 updates to WTSA Resolution 2, if any

 15.2 Review and approval of SG13 Questions, if ready

 15.3 Any other updates, if necessary, for next study period preparations

16 Liaison and interaction with other groups

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

18 Future activities

19 Miscellaneous

20 Closing of the meeting

**Study Group 13 meeting draft time plan
Geneva, 4 – 15 March 2024 (first week)**

NOTE ‒ Updates to the timetable can be found in [TD198/PLEN](https://www.itu.int/md/T22-SG13-240304-TD-PLEN-0198/en).

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|  | **Monday 4 March** | **Tuesday 5 March** | **Wednesday 6 March** | **Thursday 7 March** | **Friday 8 March** |
| 0 | 1 | 2 | Icon  Description automatically generated | 3 | 4 | 5 | 0 | 1 | 2 | Icon  Description automatically generated | 3 | 4 | 5 | 0 | 1 | 2 | Icon  Description automatically generated | 3 | 4 | 5 | 0 | 1 | 2 | Icon  Description automatically generated | 3 | 4 | 5 | 0 | 1 | 2 | Icon  Description automatically generated | 3 | 4 | 5 |
| **PLEN/13,** 📹  |  | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3/13 Plen** |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/13** |  |  |  |  |  | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |
| **Q2/13** |  |  |  |  |  | R |  |  |  |  |  | R | R |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |
| **Q5/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |
| **Q16/13** |  |  |  |  |  | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  | **J**/R | **J**/R |  | R | R |  |  | R | R |  | R | R |  |
| **WP2/13 Plen** |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  |  |  |  | R |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  | R | R |  |  | R | R |  |  |  |  |
| **Q17/13** |  |  |  |  |  | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |
| **Q18/13** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |
| **Q19/13** |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  | R | R |  |
| **WP1/13 Plen** |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  |  |  |  | R |  |  | R | R |  |  |  |  |  | R | R |  | R | R |  |  | **J**/R | **J**/R |  | R | R |  |  |  |  |  | R | R |  |
| **Q20/13** |  |  |  |  |  | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |
| **Q21/13** |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |
| **Q22/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |
| **Q23/13** |  |  |  |  |  | R |  |  | R | R |  | R | R |  |  |  |  |  | R | R |  |  | R | R |  |  |  |  |  | R | R |  | R | R |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomer info session** |  |  |  | R**1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **New WIs coordination** |  |  |  |  |  |  |  | R |  |  |  |  |  |  | R |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **BSG** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**2** | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-IMT2020** |  |  |  |  |  |  |  |  |  |  | R**1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **NSP Ad-hoc** |  |  |  |  |  |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  | R**1** |  |  |  |  |  |  |  |  |  |  |
| **Web3-adhoc** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**1** |  |  |  |
| **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 and captioning; R – Remote participation |

**Study Group 13 meeting draft time plan
Geneva, 4 – 15 March 2024 (second week)**

|  |  |  |  |  |  |
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|  | **Monday 11 March** | **Tuesday 12 March** | **Wednesday 13 March** | **Thursday 14 March** | **Friday 15 March** |
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| **PLEN/13,** 📹  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |  | X |  |  |
| **WP3/13 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**5** | R**5** | R**5** |  |  |  |  |  |  |  |  |
| **Q1/13** |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/13** |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/13** |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/13** |  |  | R |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2/13 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**4** | R**4** | R**4** |  |  |  |  |  |  |  |  |  |
| **Q7/13** |  |  | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/13** |  |  | R |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q18/13** |  |  |  |  |  |  |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q19/13** |  |  | R |  | R |  |  |  | R | R |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP1/13 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | R**3** | R**3** | R**3** |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/13** |  |  | R |  | R | R |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q20/13** |  |  | R |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q21/13** |  |  | R |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q22/13** |  |  | R |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q23/13** |  |  |  |  | R | R |  |  | R | R |  | R | R |  |  | R | R |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **NSP** Ad-hoc |  |  |  |  |  |  |  |  |  |  | R**1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 and captioning; R - Remote participation |

**Notes**

|  |  |
| --- | --- |
| **1** | Session timing 13:00 – 14:30 |
| **2** | BSG training 10:00 – 12:30 |
| **3****4****5** | WP1/13 closing plenary timing 9:00 – 12:00WP2/13 closing plenary timing 11:00 - 12:00 and 13:00 - 15:00WP3/13 closing plenary timing 14:00 - 17:00 |

**Key**

|  |  |
| --- | --- |
| **BSG:** | Bridging Standardization Gap |
| **JCA:** | Joint Coordination Activity |
| **J**:  | Joint Questions session |
| **NSP:** | Next Study Period |
| R:📹:  | Session is supported by remote participation tool ([MyMeetings](https://www.itu.int/myworkspace))Webcast and captioning |

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