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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 06 May 2022 |
| Ref: | **TSB Collective letter 1/20**SG20/CB | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 20;- To ITU Academia |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg20@itu.int  |
| Web: | <https://itu.int/go/tsg20>  |
| **Subject**: | **Meeting of Study Group 20; Geneva, 18-28 July 2022** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 20 (*Internet of things (IoT) and smart cities and communities (SC&C)*), which is planned to be held at ITU headquarters, Geneva, from 18 to 28 July 2022, 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.

As the ITU-T SG20 meeting is a physical meeting with remote participation, delegates are reminded that decisions will be taken by those physically present in the Plenary meeting in Geneva.

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](http://handle.itu.int/11.1002/apps/meeting-rooms).

**Key deadlines**:

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| 23 May 2022 | - Submit requests for real-time captioning and/or sign-language interpretation- [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 06 June 2022 | - Submit fellowship requests or e-fellowship requests (via the forms on the [study group homepage](https://itu.int/go/tsg20); see details in Annex A) |
| 20 June 2022 | - Pre-registration (via the online registration form on the [study group homepage](https://itu.int/go/tsg20))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 05 July 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 Chairman of ITU-T Study Group 20, Mr Hyoung Jun Kim (Republic of Korea), is set out in **Annex B**.

Please also be informed that the ITU-T SG20 meeting will be collocated with the following:

- The Newcomers’ session will take place on 18 July 2022 from 1800 to 2000 hours, Geneva Time, in Geneva, Switzerland. Kindly register [here](https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00011274).

- The Joint Coordination Activity on Internet of Things and Smart Cities and Communities ([JCA-IoT and SC&C](https://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx)) meeting will take place on 19 July 2022 from 1600 to 1800 hours, Geneva Time, in Geneva, Switzerland. Please note that registration for the JCA-IoT and SC&C meeting is mandatory (via the online registration form available [here](https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00011274)).

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/sg20 ITU-T SG20 |
| 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.

**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.

**INTERPRETATION**: As per agreement of the ITU-T SG20 management team, this meeting will be held in English only.

**ACCESSIBILITY**: Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them for the sessions where accessibility matters will be discussed, subject to availability of interpreters and funding. These accessibility services must be requested **at least two months before the beginning date of the meeting** by checking the corresponding box on the registration form.

**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/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://itu.int/go/tsg20). **Fellowship requests must be received by 6 June 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.

**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>. COVID-19 specific information related to participation in ITU events can be found at: <https://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: <https://itu.int/travel/>.

ANNEX B
Draft agenda

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| **No** | **Item** | **Documents** |
| 1 | Opening of the meeting |  |
| 2 | Adoption of the agenda |  |
| 3 | Draft timetable |  |
| 4 | IPR roll call  |  |
| 5 | Main decisions taken by WTSA-20 |  |
| 5.1 | Resolution 2: Mandate of Study Group 20: Area of responsibility, Lead Study Group, Recommendations under its responsibility |  |
| 5.2 | Study Questions allocated to Study Group 20 by WTSA-20 |  |
| 5.3 | Revised Resolution 98 on “Enhancing the standardization of Internet of things and smart cities and communities for global development” |  |
| 5.4 | Revised Resolution 78 on “Information and communication technology applications and standards for improved access to e-health services” |  |
| 6 | Organization of the work of Study Group 20 |  |
| 6.1 | Establishment of Working Parties, allocation of Questions |  |
| 6.2 | Designation of Working Party Chairmen and Vice-chairmen |  |
| 6.3 | Designation of Rapporteurs and Associate Rapporteurs |  |
| 6.4 | Designation of Liaison rapporteurs to the collaborating organizations |  |
| 7 | List of Contributions |  |
| 7.1 | Contributions addressed to QAll/20 |  |
| 8 | List of stale work items |  |
| 9 | ITU-T Study Group 20 Incoming Liaison Statements Report |  |
| 10 | ITU-T SG20 Regional groups |  |
| 10.1 | ITU-T SG20 Regional Group for Africa (SG20RG-AFR) |  |
| 10.2 | ITU-T SG20 Regional Group for the Arab Region (SG20RG-ARB) |  |
| 10.3 | ITU-T SG20 Regional Group for Latin America (SG20RG-LATAM) |  |
| 10.4 | ITU-T SG20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT) |  |
| 11 | Action plans for implementation of WTSA-20 Resolution 78 (Rev. Geneva, 2022) and Resolution 98 (Rev. Geneva, 2022) (ICTs for e-health services; IoT and smart cities and communities for global development) |  |
| 12 | Collaboration matters and information sharing |  |
| 12.1 | Joint IEC-ISO-ITU Smart Cities Task Force (J-SCTF) |  |
| 12.2 | Global Observatory for Urban Intelligence (GOUI) initiative |  |
| 12.3 | Correspondence Group on Artificial intelligence of Things (CG-AIoT) |  |
| 13 | Joint Coordination Activity on IoT and SC&C |  |
| 14 | Focus group on Artificial Intelligence (AI) and Internet of Things (IoT) for Digital Agriculture (FG-AI4A) |  |
| 15 | Promotion activities and bridging the standardization gap |  |
| a. | Workshops, Trainings and Forums of interest to SG20 |  |
| b. | Newcomers’ welcome pack for ITU-T SG20 meeting |  |
| 16 | Opening of Working Party 1/20 and Working Party 2/20 meetings  |  |
| 17 | Reports of the meetings of Working Parties |  |
| a. | Working Party 1/20:- Approval of new work items- Approval of work programme- Approval of Question reports |  |
| b. | Working Party 2/20:- Approval of new work items- Approval of work programme- Approval of Question reports |  |
| 18 | Consent/determination/approval/deletion of Recommendations  |  |
| 19 | Agreement of informative texts |  |
| 20 | Approval of Outgoing liaison statements/communications |  |
| 21 | Future activities |  |
| a. | Planned meetings in 2022 |  |
| b. | Planned e-meetings in 2022 |  |
| 22 | Other business |  |
| 23 | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found in the [SG20 homepage](https://itu.int/go/tsg20).

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