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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group onMACHINE-TO-MACHINE SERVICE LAYER** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2013-2016 |  |
| **English only****Original: English** |
|  |  | e-meeting, 13-14 March 2013 |
| **MEETING ANNOUNCEMENT** |
| **Source:** | TSB |
| **Title:** | Sixth meeting of FG M2M: e-meeting |

1 The sixth meeting of ITU-T Focus Group on Machine-to-Machine Service Layer (FG M2M) is scheduled to take place from **13-14 March 2013 (0800-1000 and 1100-1300 CET)**.

**This meeting will be conducted electronically.**

2 The results from the last meeting of FG M2M are available at <http://ifa.itu.int/t/fg/m2m/docs/1301-Santander/out/>. Please note that a TIES or Guest account is required to access these documents. If you do not have a TIES account, a Guest account can be obtained at <http://www.itu.int/ITU-T/edh/faqs-guest.html>.

3 Participation in FG M2M is open to ITU-T Member States, Sector Members and Associates. It is also open to any individual from a country which is a member of ITU and who is willing to contribute to the work. This includes individuals who are also members or representatives of interested standards development organizations. No registration fee is required for participating in this meeting. The discussions will be held in English only. Please note that this is a paperless meeting.

4 **The items for discussion and an initial agenda are reproduced in Annex 1.**

All meeting documents will be made publicly available. In preparing documents please use the basic template for the FG documents available from the Focus Group web page <http://itu.int/en/ITU-T/focusgroups/m2m/>.

Participants shall submit input documents in electronic format to TSB (tsbfgm2m@itu.int).

In agreement with the Focus Group management, the deadline for document submission for this meeting is **8 March 2013, 1400 CET**.

Documents will be processed by TSB and moved to the relevant read only folder <http://ifa.itu.int/t/fg/m2m/docs/1303-e-meeting/in/>.

5 To enable TSB to make the necessary arrangements concerning the organization of this e-meeting, please register via the on-line form at <https://www1.gotomeeting.com/register/150023401> as soon as possible, but **not later than 8 March 2013**. To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form.

**Annex 1 – Initial Agenda**

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| **13 March** |  |  |
| 0800-0900 | WG1 | Deliverable 0.1: Clause 3 (gap analysis) |
| 0900-1000 | Deliverable 0.2: Structure including m2m-i-121; Content of clauses 6 and 7 |
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| 1100-1200 | WG2 | Deliverable 2.1: Clause 7.1 “Common requirements” |
| 1200-1300 | WG3 | Deliverable 3.1: Structure, scope and introduction of deliverable |

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| **14 March** |  |  |
| 0800-1100 | WG1, WG2, WG3 in sequence | Review of edited deliverables |
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| 1100-1300 | Plenary | Review of edited deliverables and meeting report |

*NB: The final meeting agenda will be posted on 11 March 2013, based on the input documents received.*