Dear Q.6/13 colleagues，

Based on the decision at the February SG13 meeting, I would to confirm the plan for the Q6/13 interim meeting that will be held with co-rapporteur meeting scheduled on 17 - 28 June in Geneva.  Note that Q6/13 will meeting only two days 20 – 21 June (9:30 – 16:00 on 20th and 9:30 – 17:30 on 21th) in Geneva this time since we don’t have any draft Recommendations to be consented at this meeting.

In line with what agreed at the February SG13 meeting (see details in the Q6/13 meeting report), this interim meeting will progress the various ongoing Q6 work items and will consider any other Q6 relevant inputs especially regarding topics included for this study period (e.g., SDN QoS issue).

The deadline for contributions is 13 June (Thursday).  Please send me your contributions on time (choits@etri.re.kr). After allocating document numbers, I will post all contributions (and a preliminary meeting agenda) on the ftp exchange area located at:

<http://ifa.itu.int/t/2013/sg13/exchange/wp2/q6/June2013/contributions/>

Templates: please use the provided set of templates to prepare your contributions. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about a contribution should be indicated on the cover page of all documents.

The meeting will start on the first day from 9:30. Participants’ registration will begin from 8:30 at ITU Montbrillant building. To ensure speedy on-site registration please register online now at:

<http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000533>.

Please also contact me if you have any questions, issues, specific requirements about this meeting.

Additional information:

on 28 June there will be the WP1/13, WP2/13 and WP3/13 meetings. The contributions submissions path for these meetings is DDP as stated in the Collective-letter 2/13:

<http://www.itu.int/md/T13-SG13-COL-0002/en>

It also had logistics information about the venue and its facilities that will also apply for us. For visa support letters please follow instructions from corresponding paragraph of this letter.

Thank you very much.

Best Regards,

Q6/13 Rapporteur, Taesang Choi