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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 13 May 2015 |
| Ref: | **TSB Collective letter 8/13** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates participating in the work of Study Group 13 and - To ITU‑T Academia |
| Tel: | +41 22 730 5126 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg13@itu.int  |  |
| Subject: | **Meeting of the Working Parties 1, 2 and 3/13, Geneva, 24 July 2015** |

Dear Sir/Madam,

With my agreement to the request of Study Group 13 Chairman (Mr Leo Lehmann) and as endorsed at the meeting of Study Group 13 (Geneva, 20 April – 1 May 2015), it is my pleasure to invite you to attend the meeting of the WP1/13 (*NGN-e and IMT*), WP2/13 (*Cloud Computing and Common Capabilities*) and WP3/13 (*SDN and Networks of Future*), which are to meet at ITU headquarters, Geneva, 24 July 2015 starting at 0930 hours.

Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters. Additional information about the meetings is set forth in **Annex A**.

The draft **Agenda** of the meetings, as prepared by the Chairmen of the Working Parties 1/13, 2/13 and 3/13, is set out in **Annex B**.

The main objectives of the WP 1/13, 2/13 and 3/13 meetings are to consider initiating the approval process for the following draft ITU-T Recommendations, as appropriate, depending on the results of the Rapporteur Group meetings held during the preceding two weeks (13-24 July 2015, Geneva):

**WP1/13**:

* Draft ITU-T Y.NGNe-VCN-Reqts, Requirements of VCN (Virtualization of Control Network-entities) for NGN evolution, Q2/13.
* Draft ITU-T Y.EHM-cap-framework, Capability framework for e-health monitoring services, Q2/13.

**WP2/13**:

* Draft ITU-T Y.MM-MD, Mobility management framework for communications between users with multiple terminal devices, Q9/13
* Draft ITU-T Y.BigData-Reqts, Requirements and capabilities for cloud computing based big data, Q17/13

**WP3/13:**

* Draft ITU-T Y.sfem-WoO, Service framework of Web of Objects for energy efficiency management, Q11/13
* Draft ITU-T Y.meg, Framework of micro energy grid, Q11/13
* Draft ITU-T Y.SAME-Req, Requirements of Soft network Architecture for MobilE (SAME), Q14/13

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 2

**ANNEX A**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 13 website and must therefore be received by TSB **not later than 11 July 2015** Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line. The direct posting system allows ITU‑T members to reserve contribution numbers and to upload/revise contributions directly to the ITU‑T web server.  Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

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

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** The meetings will be run paperless.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available on the ground floor of the Montbrillant building. Your ITU RFID badge opens and closes the e-locker. Your e-locker is available only for the period of the meeting you are attending, so please ensure that you empty the locker before 23:59 on the last day of the meeting.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms, for delegates who wish to print documents.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to attach the documents to be printed to an email, that is sent to the desired printer email address (in the form printername@eprint.itu.int). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**REGISTRATION**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 26 June 2015**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the
ITU-T website (**[**http://itu.int/ITU-T/studygroups/com**](http://itu.int/ITU-T/studygroups/com)**13).**

**KEY DEADLINES (before meeting)**

*24 May 2015*: - submit contributions for which translation is requested

*26 June 2015: -* requests for visas

*26 June 2015:* - pre-registration

*11 July 2015:* -final deadline for contributions

**VISITING GENEVA: HOTELS AND VISAS**

Please note that a new visitor information website is now available at:
<http://itu.int/en/delegates-corner>.

**HOTELS:** For your convenience, a hotel reservation form is enclosed (**Form 1**). A list of hotels can be found at <http://itu.int/travel/>.

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** and obtained from the office (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. 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 but only within the period mentioned of **four** weeks. Any such request must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested[[1]](#footnote-1) and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) bearing the words **“visa request”**.

**FORM 1 - HOTELS**

(to TSB Collective letter 8/13)

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| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

SG/WP meeting *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ in Geneva

Confirmation of the reservation made on (date) \_\_\_\_\_\_\_\_\_\_\_

with (hotel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**at the ITU preferential tariff**

\_\_\_\_\_\_\_\_\_\_\_\_ single/double room(s)

arriving on (date) \_\_\_\_\_\_\_\_\_\_\_ at (time) \_\_\_\_\_\_\_\_\_\_\_ departing on (date) \_\_\_\_\_\_\_\_\_\_\_

**GENEVA TRANSPORT CARD:** Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit card to guarantee this reservation: AX/VISA/DINERS/EC (or other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX B**

**Meeting of Working Parties 1/13, 2/13 and 3/13
Geneva, 24 July 2015**

**Draft Agenda**

1. Opening remarks and welcome
2. Approval of the agenda for the meetings of Working Parties 1/13, 2/13 and 3/13
3. Documents
4. Review the results of Rapporteur Group meetings
5. Consent of draft Recommendations
6. Agreement on new work items
7. Agreement on future activities (including workshops)
8. Approval of outgoing liaison statements
9. Miscellaneous
10. Closure of the meeting

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1. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf> [↑](#footnote-ref-1)