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| **Telecommunication Standardization Bureau** |  |
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Geneva, 15 May 2014

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| Ref: | **TSB Collective letter 4/17** |  |
| Tel: Fax:  E-mail: | +41 22 730 5866 +41 22 730 5853 [tsbsg17@itu.int](mailto:tsbsg17@itu.int) | To:   * Administrations of Member States of the Union, * ITU-T Sector Members, * ITU-T Associates participating in the work of Study Group 17 and * ITU-T Academia |

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| Subject: | **Meeting of Study Group 17;  Geneva, 17 – 26 September 2014** |

Dear Sir/Madam,

In accordance with the agreements in Study Group 17, it is my pleasure to invite you to attend Study Group 17 (*Security*) which is to meet at ITU headquarters, Geneva, from 17 to 26 September 2014 inclusive.

The meeting will open at 0930 hours on the first day. 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 and on the study group web page. Additional information about the meeting is set forth in **Annex A**.

An ITU security workshop is scheduled to take place for one-and-a-half days (15 and 16 September 2014, Geneva) prior to the SG17 meeting (17 – 26 September 2014, Geneva) (see [TSB Circular 101](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-TSB-CIR-0101)).

The draft **agenda** of the meeting, prepared in agreement with the Chairman of the study group (Mr Arkadiy Kremer, Russian Federation) and its management team, is set out in **Annex B**. The provisional work plan and **timetable**, as prepared by the Chairman and the Rapporteurs of Study Group 17, is set out in [**TD 1171**](http://www.itu.int/md/T13-SG17-140917-TD-PLEN-1171)**.** The draft **Work programme for Working Parties and Questions**, as prepared by the Working Party Chairmen and Rapporteurs, is set out in [**TD 1134**](http://www.itu.int/md/T13-SG17-140917-TD-PLEN-1134).

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson  
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 17 website and must therefore be received by TSB **not later than 4 September 2014.** 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 contribution. 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 the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION** will be available upon request for the opening and closing plenary of the meeting. For sessions that are scheduled to be held with interpretation, please note that interpretation will only be provided if a Member State so requests by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least one month before the first day of the meeting**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

**PAPERLESS MEETINGS:** This Study Group 17 meeting will be 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](mailto: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](mailto:printername@eprint.itu.int)). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) **not later than 17 August 2014**, 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/com17**](http://itu.int/ITU-T/studygroups/com17)**).**

**NEW DELEGATES** are invited to attend a **MENTORING PROGRAMME**, including a welcome briefing, guided visit of ITU headquarters and orientation session on ITU-T. If you would like to participate please contact [itu-tmembership@itu.int](mailto:itu-tmembership@itu.int) .

**FELLOWSHIPS:** Due to budgetary constraints, only two partial fellowships will be granted to eligible administrations, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1**), must be returned to ITU not later than **4 August 2014**. Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries and regions and gender balance.

**KEY DEADLINES (before meeting)**

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| Two months | 17 July 2014 | - submit contributions for which translation is requested |
| Six weeks | 4 August 2014 | - requests for visas - requests for fellowships |
| One month | 17 August 2014 | - pre-registration - request for interpretation at opening and/or closing plenary |
| 12 calendar days | 4 September 2014 | - 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 2). 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 six (6) 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 **six** 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-2) 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](mailto:tsbreg@itu.int)) bearing the words **“visa request”**.

**FORM 1 – FELLOWSHIP REQUEST**

(to TSB Collective letter 4/17)

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|  | **ITU-T Study Group 17 meeting and ITU security workshop**  **Geneva, Switzerland, 15 – 26 September 2014** | | | | |  |
| **Please return to:** | | | **ITU Geneva, Switzerland** | | **E-mail:** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | |
| **Request for two partial fellowships to be submitted before  4 August 2014** | | | | | | |
| Submission of Contributions is encouraged | | | | Participation of women is encouraged | | | |
| Registration Confirmation I.D. No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://itu.int/ITU-T/go/sg17>)  **Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of the Administration or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(family name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(given name)**  **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PASSPORT INFORMATION :**  **Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In (place) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Valid until (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| **Please select your preference  (which ITU will do its best to accommodate)** | | | | | | | |
| **□ Economy class air ticket (duty station / Geneva / duty station).**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** | | | | | | | |
| **Signature of fellowship candidate:** | | | | | | **Date:** | |
| **TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.**  **N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING.** | | | | | | | |
| **Signature** | | | | | | **Date** | |

**FORM 2 – HOTELS**

(to TSB Collective letter 4/17)

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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**

*ITU-T SG17 meeting and ITU security workshop from 15 to 26 September 2014 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* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

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

*No.* -------------------------------------------------------- *valid until* -------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

**ANNEX B  
  
Draft agenda for the plenary**

**Meeting of Study Group 17  
Geneva, 17 – 26 September 2014**

1. Opening of the meeting and welcome
2. Results from the last meeting of Study Group 17
   1. Report of the 15 – 24 January 2014 Study Group 17 meeting
   2. Result of Recommendations consented under AAP
   3. Result of the Member States consultation for Recommendations under TAP
   4. Reports of the interim Rapporteur group meetings
   5. Report from the Correspondence Group on *Cybersecurity Information Exchange Capabilities*
   6. SG17 participation in workshops and seminars
3. Coordination, collaboration and cooperation
   1. Focus groups (FGs), joint coordination activities (JCAs) and Global standards initiatives (GSIs)
   2. Relations with other lead study groups
   3. Memorandum of Understanding on e-business (IEC, ISO, ITU-T, UN/ECE)
   4. Collaboration with IEC, ISO and ISO/IEC JTC 1
   5. Collaboration with IETF
   6. Collaboration with ETSI
   7. Collaboration with the SDL Forum Society
   8. Collaboration with the Kantara Initiative
   9. Collaboration with OASIS
   10. Collaboration with FIRST
   11. Collaboration with Cloud Security Alliance
   12. Interaction with other industry consortia and fora
   13. Reports on other liaison and collaboration activities
4. General matters
   1. SG17 organization for this meeting
   2. Newcomers’ orientation sessions
   3. Appointments (to fill open positions)
   4. SG17 lead study group activities
   5. JCA-COP
   6. JCA-IdM
   7. Information from the last TSAG and RevCom meetings
   8. Information from the last GSC-18 meeting (July 2014, France)
   9. SG17 activities in support of WTSA-12 Resolutions, PP-10 Resolutions and WTDC-14 Resolutions
   10. Status of SG17 Projects
   11. Tutorials for this meeting
   12. Future SG17 organized outreach events (workshops, summits, seminars)
   13. Bridging the Standardisation Gap (BSG)
5. Program for this meeting (working party meetings and meeting on Questions)
   1. Meeting reports including action plans
   2. Recommendations and other texts for *approval* or *agreement* at this Study Group 17 meeting
   3. Recommendations for *consent* or *determination* at this Study Group 17 meeting
   4. A.5 justification for normative references other than ITU, ISO, IEC in Recommendations
   5. Recommendations planned for *consent* or *determination* or *agreement* at the next Study Group 17 meeting
   6. Recommendations planned for consent or determination later in the study period
   7. New work items to be added and work items to be deleted from the work programme
   8. Editors and Summaries for Recommendations and other texts under development
   9. Manuals, roadmaps and wikis
   10. Liaison statements
   11. Requests to TSB to initiate A.4 (consortia/forums) or A.6 (SDOs) qualifications
   12. Planned Rapporteur group meetings (alone, collaborative, part of GSI, etc.), and other activities
   13. Establishment, continuation, or termination of correspondence groups
   14. Other items for SG17 agreement
   15. Highlights of achievements
6. Working arrangements for this meeting
   1. Update on tools available for the conduct of the work
   2. Mailing lists, including e-mail addresses
   3. List of meeting documents and allocation of documents to Questions
   4. Meeting schedule and room allocation
7. Future meetings of Study Group 17
8. Information from vice-chairmen and working party chairmen
9. Any other business
10. Closing

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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-2)