Geneva, 3 December 2013

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| **Telecommunication Standardization Bureau** |  |
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| Ref: | **TSB Circular 68**  IoT-GSI/SP | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia;  - To the Chairmen and Vice-Chairmen of all ITU-T Study Groups |
| Tel:  Fax:  E-mail: | +41 22 730 5858 +41 22 730 5853  [tsbiotgsi@itu.int](mailto:tsbiotgsi@itu.int) | **Copy:**  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau |

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| Subject: | **Ninth Internet of Things - Global Standards Initiative** (**IoT-GSI) event (Geneva, 19-25 February 2014)** |

Dear Sir/Madam,

In accordance with the request of the Internet of Things - Global Standards Initiative (IoT-GSI) / Technical and Strategic Review (TSR) Coordinator, Mr Heyuan Xu (MIIT, China), and confirmed by the management of the concerned study groups, I would like to inform you that the next ITU-T IoT‑GSI event will take place at ITU headquarters, Geneva, from **19 to 25 February 2014**.

The purpose of IoT-GSI is to promote a unified approach to IoT standardization and provide a visible platform for IoT-related work covered by ITU-T study groups. Standards for IoT will enable service providers worldwide to offer the wide range of services expected of this technology. In collaboration with other standards development organizations (SDOs), IoT-GSI ensures global harmonization of the various approaches to the IoT architecture.

The meeting will open at 0930 hours on the first day with the technical and strategic review (TSR), to address any administrative and coordination matters. 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 meeting is set forth in [**Annex 1**](#_ANNEX_1).

At the date when this Circular was developed, Questions 1/13, 2/13, 3/13, 11/13 and 25/16 have agreed to join this IoT-GSI event. Details on the draft IoT-GSI meeting plan are provided in [**Annex 2**](#_ANNEX_2), however please regularly check the ITU-T IoT-GSI web page <http://itu.int/en/ITU-T/gsi/iot/>, which will be kept updated as necessary.

Several other activities will also take place in the same venue, inter alia:

* Workshop on Internet of Things – [Trends and Challenges in Standardization](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/iot/201402/Pages/default.aspx), 18 February 2014, more information is available in **TSB Circular 62:** <http://itu.int/md/T13-TSB-CIR-0062>
* Joint Coordination Activity on Software-Defined Networking ([JCA-SDN](http://www.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx)), 19 February 2014, more information is available in the [meeting announcement](http://www.itu.int/en/ITU-T/jca/sdn/Documents/JCA-SDN_Feb_2014_Meeting_announcement.pdf).
* IPTV Global Standards Initiative ([IPTV-GSI](http://www.itu.int/en/ITU-T/gsi/iptv/Pages/default.aspx)), 24-28 February 2014, more information is available in **TSB Circular 66**: <http://itu.int/md/T13-TSB-CIR-0066>
* Joint Coordination Activity on Internet of Things ([JCA-IoT](http://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx)) meeting, 25 February 2014, more information is available in the [meeting announcement](http://www.itu.int/en/ITU-T/jca/iot/Documents/JCA-IoT_Feb_2014_Meeting_announcement.pdf).

The proposed Rapporteur-group agendas will be accessible from the [IoT-GSI web page](http://itu.int/en/ITU-T/gsi/iot/) at <http://ifa.itu.int/t/2013/iot-gsi/docs/1402/>.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annexes: 2**

## ANNEX 1

**(to TSB Circular 68)**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting, therefore all contributions must be received by TSB **not later than 6 February 2014**.

Such contributions will be published on the IoT-GSI website.

Contributions are to be submitted by electronic mail to the TSB IoT-GSI secretariat [tsbiotgsi@itu.int](mailto:tsbiotgsi@itu.int).

IoT-GSI Contributions will be posted at <http://ifa.itu.int/t/2013/iot-gsi/docs/1402/> and accessible from the IoT-GSI home page <http://itu.int/en/ITU-T/gsi/iot/>.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from the IoT-GSI web page, under “Resources” (<http://itu.int/oth/T0A0F000010> ). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated in each contribution and on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** No interpretation will be available for this meeting.

**PAPERLESS MEETINGS:** The meeting will be run paperless. Meetings and discussions will be held in English.

**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.

**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>).

**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.

**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 send an email to the desired printer’s email address (in the form printername@eprint.itu.int) with the document attached. No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**E-LOCKERS** are available on the ground floor of the Montbrillant building. The ITU RFID badge issued to registered participants opens and closes the e-locker. The e-locker is available only for the period of the meeting you are attending, so delegates must ensure that the locker is emptied before 23:59 on the last day of the meeting.

**REGISTRATION**

**REGISTRATION:** Please note that pre-registration of participants to this IoT-GSI event is carried out *online* using the URL available from the [IoT-GSI web page](http://www.itu.int/en/ITU-T/gsi/iot/Pages/default.aspx).

To enable TSB to make the necessary arrangements concerning the organization of the IoT-GSI event, I should be grateful if you would register as soon as possible, but **not later than 19 January 2014**.

**KEY DEADLINES (before meeting)**

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| Six weeks | 8 January 2014 | - requests for visas |
| One month | 19 January 2014 | - pre-registration |
| 12 calendar days | 6 February 2014 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

**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 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-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](mailto:tsbreg@itu.int)) bearing the words **“visa request”**.

**FORM 1 - HOTEL RESERVATION FORM**

**(to TSB Circular 68)**

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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* -------------------------------------------------------------------------------------------------------------------

*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 2

**(to TSB Circular 68)**

***IoT-GSI Draft timetable of activities of relevant Questions  
(Geneva*, 19-25 February 2014*)***

|  | **Wed 19 Feb** | | | | | **Thu 20 Feb** | | | | | **Fri 21 Feb** | | | | | **Sat** | | **Sun** | | **Mon 24 Feb** | | | | | **Tue 25 Feb** | | | | |
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| **AM** | | **PM** | | **E** | **AM** | | **PM** | | **E** | **AM** | | **PM** | | **E** |  | |  | | **AM** | | **PM** | | **E** | **AM** | | **PM** | | **E** |
| **IoT-GSI TSR** | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |
| **JCA-IoT** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |  |
| **Joint session on IoT-wokplan** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 |  |  |  |  |  |  |  |
| **Q1/13** | 2 |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  | X |  | 1 |  |  |  | 2 |  |  |  |
| **Q2/13** | 2 | X | X | X |  | X | X | X | X |  | X | X | X | X |  |  |  |  |  | X | X | 1 | X |  | X | 2 |  |  |  |
| **Q3/13** | 2 |  |  |  |  | X | X |  |  |  |  |  | X | X |  |  |  |  |  |  |  | 1 |  |  | X | 2 |  |  |  |
| **Q11/13** | 2 |  |  |  |  | X | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  | 1 | X |  |  | 2 |  |  |  |
| **Q25/16** | 2 |  |  | X |  |  |  | X | X |  |  |  |  |  |  |  |  |  |  | X |  | 1 |  |  |  | 2 |  |  |  |

**SESSION TIMES (unless otherwise noted):**

**Session 1**: 09h30 - 11h00; **Session 2**: 11h30 - 13h00; **Session 3**: 14h30 - 16h00; **Session 4**: 16h30 - 18h00

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| • | **X:** | Represents a meeting session for IoT. |
| • | **E:** | Represents an evening session. |
| • | **1** | Joint session on IoT-workplan |
| • | **2** | IoT-GSI Technical and Strategic Review (TSR). All IoT-GSI Questions will attend the TSR meeting. |
| • | **\*** | Remote participation available for all sessions |

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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)