

**TELECOMMUNICATION
STANDARDIZATION SECTOR**

STUDY PERIOD 2013-2016

English only

Original: English

e-meeting, 11 and 13 June 2013

MEETING ANNOUNCEMENT

Source: TSB

Title: Eighth meeting of FG M2M: e-meeting

1 The eighth meeting of ITU-T Focus Group on Machine-to-Machine Service Layer (FG M2M) is scheduled to take place on **11 and 13 June 2013 (0700-1000 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/1304-Riyadh/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 **7 June 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/1306-e-meeting/in/>.

5 Please join the e-meeting at <https://www1.gotomeeting.com/join/201558177>. Enter the meeting password **fgm2m** when prompted. The meeting ID is 201-558-177. You may join the audio conference using VoIP or PSTN. Please use a headset and mute your line when you are not speaking.

Contact: TSB

Email: tsbfgm2m@itu.int

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Annex 1 – Initial Agenda

11 June		
0700-1000	Cross WG	Deliverable 0.1: Clauses 2 and 3
		Deliverable 0.2: <ul style="list-style-type: none"> - Finalization of the document structure - Finalization of clear (and not generic) goals/table of contents for each clause/sub-clause (note - some clauses have currently not even an editor's note indicating their main objectives) - General introduction (brief clause before clause 6) - Clauses 6, 7, 8 - Clause 10/new location: High level requirements for e-health
1000-1100		<i>Break</i>
1100-1140	WG1	Deliverable 1.1: Scope of D1.1
1140-1220	WG2	Deliverable 2.1: Clause 7.1 “Common requirements”
1220-1300	WG3	Deliverable 3.1: Improvement of the document title, clause-related titles and identification of the objectives

13 June		
0700-1000	WG1, WG2, WG3 in sequence	Review of edited deliverables
1000-1100		<i>Break</i>
1100-1300	Plenary	Contribution plan for next meeting and meeting report

NB: The final meeting agenda will be posted on 10 June 2013, based on the input documents received.