INTERNATIONAL TELECOMMUNICATION UNION

FOCUS GROUP ON MACHINE-TO-MACHINE SERVICE LAYER

**TELECOMMUNICATION
STANDARDIZATION SECTOR**

STUDY PERIOD 2013-2016

English only

Original: English

e-meeting, 3, 4 and 6 September 2013

MEETING ANNOUNCEMENT

Source:	TSB
Title:	Tenth meeting of FG M2M: e-meeting

1   The tenth meeting of ITU-T Focus Group on Machine-to-Machine Service Layer (FG M2M) is scheduled to take place on **3, 4 and 6 September 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/1307-Bordeaux/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 **31 August 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/1309-e-meeting/in/.

5   Please join the e-meeting at https://www1.gotomeeting.com/join/457592304. Enter the meeting password **fgm2m** when prompted. The meeting ID is 457-592-304. 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

Annex 1 – Initial Agenda

3 September		
0700-0715		Opening and set up
0715-1000	Cross WG	Deliverable 0.1
		Deliverable 0.2
1000-1100		*Break*
1100-1300	Cross WG	Deliverable 0.2

4 September		
0700-0830	WG1	Deliverable 1.1
0830-1000	WG3	Deliverable 3.1
1000-1100		*Break*
1100-1300	Cross WG, WG1, WG3 in sequence	Review of edited deliverables (D0.1, D0.2, D1.1, D3.1)

6 September		
0700-0830	WG2	Deliverable 2.1
0830-1000	Cross WG, WG1, WG3 in sequence	Review of edited deliverables (D0.1, D0.2, D1.1, D3.1) *(continued)*
1000-1100		*Break*
1100-1200	WG2	Review of edited deliverables (D2.1)
1200-1300		Contribution plan for next meeting and meeting report

NB: The final meeting agenda will be posted on 2 September 2013, based on the input documents received.