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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 11 December 2023 | |
| Ref: | **TSB Collective letter 4/20**  SG20/CB | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 20;  - To ITU Academia | |
| Tel: | +41 22 730 6301 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg20@itu.int](mailto:tsbsg20@itu.int) | |
| Web: | <https://itu.int/go/tsg20> | |
| **Subject**: | **Meeting of Study Group 20; Geneva, 1-12 July 2024** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 20 (*Internet of things (IoT) and smart cities and communities (SC&C)*), which is planned to be held at ITU headquarters, Geneva, from 1 to 12 July 2024, inclusive.

I would like to call your attention to [TSB Circular 162](https://www.itu.int/md/T22-TSB-CIR-0162/en) (11 December 2023), which concerns the TAP Member State consultation on draft new Recommendations ITU-T Y.4607 (ex Y.DRI-reqts), Y.4225 (ex Y.dt-ITS), Y.4221 (ex Y.ElecMon-Reqts), Y.4496 (ex Y.RA-PHE), Y.4497 (ex Y.Smart-SBS), Y.4498 (ex Y.energy-data), Y.4499 (ex Y.UIM‑cs‑framework) and Y.4488 (ex Y.IoT-SPWE). Member States are kindly reminded that the deadline for replies to this consultation is 2359 hours UTC on **19 June 2024**.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting-room allocations will be displayed on screens throughout ITU headquarters, and online [here](https://handle.itu.int/11.1002/apps/meeting-rooms).

Practical meeting information is set out in **Annex A**. Delegates are reminded that, as per the provisions currently in force, decisions will be taken by those physically present in the meeting room. The opening and closing plenary sessions, including the liaison statement session, will be supported by real-time webcast only (see Annex A for more details).

A draft meeting **agenda**, prepared by the Chairman of ITU-T Study Group 20, Mr Hyoung Jun Kim (Republic of Korea), is set out in **Annex B**.

**Key deadlines**:

|  |  |
| --- | --- |
| 6 May 2024 | - [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 20 May 2024 | - Submit fellowship requests or e-fellowship requests (via the forms on the [study group homepage](https://itu.int/go/tsg20); see details in Annex A)  - Submit interpretation requests (via the online registration form) |
| 31 May 2024 | - Pre-registration (via the online registration form on the [study group homepage](https://itu.int/go/tsg20))  - Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 18 June 2024 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG20) |
| 19 June 2024 | - Submit the form in Annex 2 of TSB Circular [162](https://www.itu.int/md/T22-TSB-CIR-0052/) concerning TAP Decision at TAP Member State consultation on draft new Recommendations ITU-T Y Y.4607 (ex Y.DRI-reqts), Y.4225 (ex Y.dt-ITS), Y.4221 (ex Y.ElecMon-Reqts), Y.4496 (ex Y.RA-PHE), Y.4497 (ex Y.Smart-SBS), Y.4498 (ex Y.energy-data), Y.4499 (ex Y.UIM-cs-framework) and Y.4488 (ex Y.IoT-SPWE) |

Please also be informed that the ITU-T SG20 meeting will be collocated with the following:

- The *Joint Coordination Activity on Internet of Things and Smart Cities and Communities* ([JCA-IoT and SC&C](https://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx)) meeting will take place on 2 July 2024 from 1600 to 1800 hours, Geneva Time, in Geneva, Switzerland. Please note that registration for the JCA-IoT and SC&C meeting is mandatory (via the online registration form available [here](https://www.itu.int/net4/CRM/xreg/web/registration.aspx?Event=C-00013518)).

- The *ITU-T SG20 Newcomers’ session* will take place on 2 July 2024 from 1800 to 2000 hours, Geneva Time, in Geneva, Switzerland. Kindly register [here](https://www.itu.int/net4/CRM/xreg/web/registration.aspx?Event=C-00013518).

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Seizo Onoe  Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg20 ITU-T SG20 |
| Latest meeting information |

**Annexes**: 2

ANNEX A  
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:The meeting will be run paperless. Member contributions should be submitted using [Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG20); draft TDs should be submitted by e-mail to the study group secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage and is restricted to ITU-T Members who have an [ITU user account](https://www.itu.int/TIES/) with TIES access.

**INTERPRETATION:** Due to budget restrictions, interpretation will be available for the closing plenary of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form at least six weeks before the first day of the meeting.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms. Detailed information is available on-site and on the ITU-T website (<https://www.itu.int/en/general-secretariat/ICT-Services/Pages/default.aspx>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e-lockers are located in the ITU Tower entrance floor and first basement, as well as on the ground floor of the Montbrillant building.

**PRINTERS** are available in the delegates’ lounges and near all [major meeting rooms](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on delegates’ computers, documents may be “e‑printed” by e-mailing them to the desired printer.  
Details at: <https://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) on a first-come, first‑served basis.

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis. The opening and closing plenary sessions, including the liaison statement session, will be supported by real-time webcast only. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

In order to access sessions remotely, delegates must register for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, at the Chair’s discretion. If the voice quality of a remote participant is considered insufficient, the Chair may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the Chair’s discretion.

**ACCESSIBILITY**: Real-time captioning will be provided for the opening and closing plenaries of SG20, including the liaison statement session, which are expected to discuss accessibility.

**PRE-REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the study group home page **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States, including function, interpretation requests and fellowships requests. The membership is invited to include women in their delegations whenever possible.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU-T. If you would like to participate, please contact [ITU-Tmembership@itu.int](mailto:ITU-Tmembership@itu.int). A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the **e-fellowship**.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. For in-person fellowships, up to two partial fellowships per country may be awarded, subject to available funding. A partial in-person fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate **daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). In case two partial in-person fellowships are requested, *at least one* should be an *air ticket*. The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

Request forms for both types of fellowship are available from the [study group homepage](https://itu.int/go/tsg20). **Fellowship requests must be received by 20 May 2024 at the latest**, sent by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting.

**VISA SUPPORT**: If required, visas must be requested before the date of arrival in Switzerland from the 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

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. Once your registration has been approved by your organization's registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section ([travel@itu.int](mailto:travel@itu.int)), bearing the words "**visa support**".

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <https://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS**: A number of Geneva hotels offer preferential rates for delegates attending ITU meetings, and provide a card giving free access to Geneva's public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <https://itu.int/travel/>.

ANNEX B

Draft Agenda

ITU-T Study Group 20 meeting

**Geneva, 1-12 July 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Item** | | | **Documents** |
| 1 | Opening of the meeting | | |  |
| 2 | Adoption of the agenda | | |  |
| 3 | Draft timetable | | |  |
| 4 | Approval of the report of the last SG20 meeting (Arusha, 13-22 September 2023) | | | [SG20-R11](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-SG20-R-0011) |
| 5 | Draft Recommendations for TAP approval | | | [TSB Circular 162](https://www.itu.int/md/T22-TSB-CIR-0162/en) |
| 5.1 | | ITU-T Y.4607 (ex Y.DRI-reqts) “Requirements for the interworking of autonomous urban delivery robots” | | [SG20-Report12](https://www.itu.int/md/T22-SG20-R-0012/en) |
| 5.2 | | ITU-T Y.4225 (ex Y.dt-ITS) “Requirements and capability framework of digital twin for intelligent transport system” | | [SG20-Report13](https://www.itu.int/md/T22-SG20-R-0013/en) |
| 5.3 | | ITU-T Y.4221 (ex Y.ElecMon-Reqts) “Requirements of IoT-based electric power infrastructure monitoring system” | | [SG20-Report](https://www.itu.int/md/T22-SG20-R-0014/en)14 |
| 5.4 | | ITU-T Y.4496 (ex Y.RA-PHE) “Requirements and reference architecture for a smart service for public health emergency system” | | [SG20-Report](https://www.itu.int/md/T22-SG20-R-0015/en)15 |
| 5.5 | | ITU-T Y.4497 (ex Y.Smart-SBS) “Requirements and functional architecture of smart sharing bicycle service” | | [SG20-Report](https://www.itu.int/md/T22-SG20-R-0016/en)16 |
| 5.6 | | ITU-T Y.4498 (ex Y.energy-data) “Framework for city-level energy data sharing and analytics among buildings” | | [SG20-Report1](https://www.itu.int/md/T22-SG20-R-0017/en)7 |
| 5.7 | | ITU-T Y.4499 (ex Y.UIM-cs-framework) “Framework for urban infrastructure monitoring based on crowdsourcing” | | [SG20-Report1](https://www.itu.int/md/T22-SG20-R-0018/en)8 |
| 5.8 | | ITU-T Y.4488 (ex Y.IoT-SPWE) “Requirements and functional architecture of data services provided via IoT-based technologies for the safety of working environments” | | [SG20-Report1](https://www.itu.int/md/T22-SG20-R-0019/en)9 |
| 6 | IPR roll call | | | Does anyone have knowledge of intellectual property rights issues, including patents, copyright for software or text, marks, the use of which may be required to implement or publish the Recommendation being considered? |
| 7 | List of Contributions | | |  |
| 7.1 | | Contributions addressed to QALL/20 | |  |
| 8 | Current and future stale work items | | |  |
| 9 | Highlights of TSAG (Geneva, 22 - 26 January 2024) relevant to ITU-T SG20 | | |  |
| 10 | TSAG and WTSA-24 preparations | | |  |
| 10.1 | | | Results of the preparatory sessions for WTSA-24 |  |
| 10.2 | | | Endorsed set of Questions for Study Group 20 |  |
| 10.3 | | | Adjusted SG20 mandate, lead roles and points of guidance |  |
| 10.4 | | | Action plan |  |
| 10.5 | | | WTSA Report I |  |
| 10.6 | | | WTSA Report II |  |
| 11 | Nomination of Rapporteur, Associate Rapporteurs and Liaison rapporteurs | | |  |
| 12 | A.4, A.5 and A.6 qualifications | | |  |
| 13 | ITU-T SG20 Regional groups | | |  |
| 13.1 | | ITU-T SG20 Regional Group for Africa (SG20RG-AFR) | |  |
| 13.2 | | ITU-T SG20 Regional Group for the Arab Region (SG20RG-ARB) | |  |
| 13.3 | | ITU-T SG20 Regional Group for Latin America (SG20RG-LATAM) | |  |
| 13.4 | | ITU-T SG20 Regional Group for Eastern Europe, Central Asia and Transcaucasia (SG20RG-EECAT) | |  |
| 13.5 | | ITU-T SG20 Regional Group for Asia and the Pacific (SG20RG-AP) | |  |
| 14 | ITU-T Study Group 20 Incoming Liaison Statements Report | | |  |
| 15 | Focus group on Artificial Intelligence (AI) and Internet of Things (IoT) for Digital Agriculture (FG-AI4A) | | |  |
| 16 | Action plans for implementation of WTSA-20 Resolution 78 (Rev. Geneva, 2022) and Resolution 98 (Rev. Geneva, 2022) (ICTs for e-health services; IoT and smart cities and communities for global development) | | |  |
| 17 | Promotion activities and bridging the standardization gap | | |  |
| 17.1 | | Workshops, Trainings and Forums of interest to SG20 | | [Digital transformation webinar series (all year)](https://www.itu.int/cities/standards4dt/) |
| 17.2 | | Newcomers’ welcome pack for ITU-T SG20 meeting | | ITU-T SG20 Newcomers’ session (Geneva, 2 July 2024) |
| 17.3 | | Information documents | |  |
| 18 | Joint Coordination Activity on IoT and SC&C | | | JCA-IoT and SC&C meeting (Geneva, 2 July 2024) |
| 19 | Collaboration matters and information sharing | | |  |
| 20 | Opening of Working Party 1/20 and Working Party 2/20 meetings | | |  |
| 21 | Report of the meeting of Working Party 1/20 (including its work programme) | | |  |
| 21.1 | | - Approval of Question reports (including approval of e-meetings and outgoing Liaison Statements) | |  |
| - Approval of new work items | |  |
| - Consent of Recommendations | |  |
| - Determination of Recommendations | |  |
| - Agreement of informative texts | |  |
| - Deletion of Recommendations | |  |
| 22 | Report of the meeting of Working Party 2/20 (including its work programme) | | |  |
| 22.1 | | - Approval of Question reports (including approval of e-meetings and outgoing Liaison Statements) | |  |
| - Approval of new work items | |  |
| - Consent of Recommendations | |  |
| - Determination of Recommendations | |  |
| - Agreement of informative texts | |  |
| - Deletion of Recommendations | |  |
| 23 | Future activities | | |  |
| 23.1 | | Planned meetings in 2025 | |  |
| 23.2 | | Planned e-meetings in 2024 and 2025 | |  |
| 24 | Other business | | |  |
| 25 | Closure of the meeting | | |  |

NOTE ‒ Updates to the agenda can be found in the [SG20 homepage](https://itu.int/go/tsg20).

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