Fifth meeting of the FG IdM
IBM Cambridge-Boston 27-30 August 2007

Dear Sir/Madam,

1   In agreement with the decisions made at the fourth FG IdM meeting (Kudan Kaikan, Tokyo, Japan, 17-20 August 2007), the fifth meeting of the FG IdM is scheduled to take place at, IBM Cambridge-Boston, 27-30 August 2007, inclusive at the kind invitation of IBM Research.

The Terms of Reference for the Focus Group on Identity Management (FG IdM) are available at:
http://itu.int/ITU-T/studygroups/com17/fgidm/tor.html

2.   The items for discussion at the meeting are:

   (1)   Living List of Standards Bodies, Fora and Consortium as well as Lexicon/Glossy of Terms Report

   (2)   Use Cases Gap Analysis Report

   (3)   Requirements derived from the Use Cases

   (4)   The trusted global identity management Framework

Specifically, contributions are invited to:

   (1)   Finalize and enhance the Living List and Lexicon Report. The aim of the Lexicon Report is to place all terms used in the other three Reports in a consolidated document that can be referenced by the other Reports. The aim of the Living List is to create and organize a list of relevant organization working in the field of Identity Management.

   (2)   Finalize the Use Case Gap Analysis Report, especially contributions that validate the current gaps and contributions that expand on the immature gaps as stated in the Draft Report.

   (3)   Improve and enhance the outline of the Requirement Report. The aim is to develop a Report describing requirements that are based on the Use Case Gap Analysis Report as well as other documents such as those submitted at previous Focus Group Meetings.

   (4)   Further develop the outline for the Framework Report. The aim is to develop a Report that describes a trusted global identity management framework which is based on the information contained in the Requirements Report as well as other information submitted to the Focus Group.

The emphasis for this meeting will be on contributions related to items #3 and #4 above.

3   The meeting will open at 09:30 hours on 27 Aug 2007. Participant registration will begin at 08:30 hours. Please note that all participants must register via the ITU-T FG IdM web site (http://www.itu.int/ITU-T/studygroups/com17/fgidm/index.html) as soon as possible and not later than **20 August**. The registered participants will receive their badge from the host on the morning of the 1st day (27 Aug 2007) of the FG IdM meeting.

Updates related to the meeting will be made available on:

   1. Focus Group web page: http://itu.int/itu-t/studygroups/com17/fgidm and

   2. Focus Group wiki:
        http://www.ituwiki.com/index.php?title=Focus_Group_on_Identity_Management

4   The discussions will be held in English only. Please note that this is a paperless meeting.

5   All contributions to the meeting should be sent to the following electronic email address: trutkowski@verisign.com. The template to be used can be downloaded from the FG IdM website at:

http://itu.int/ITU-T/studygroups/com17/fgidm/docs/fgidmtemplate.doc
It is suggested that inputs to the FG IdM meeting be submitted not later than **20 Aug 2007**.

6   Wireless LAN facilities and power will be available in the meeting rooms.

7   For your convenience, local arrangements for the meeting can be found in the **Annex** and its attachments. In particular a list of suggested hotels is given in **Attachment 2** to the Annex. Attendees are responsible for making their own hotel reservations.

7   In order to enable the host to make the necessary arrangements concerning the logistics of the meeting, please register online by the **20 Aug 2007**

8   Passports and visas
If you need an invitation letter for a visa application, please contact Ms Melita Thomas.
Ms Melita Thomas will provide the information required in **Attachment 3a** and **3b** to the Annex.
Please contact Melita via e-mail at melita@us.ibm.com or via phone +1 512-838-9665

ANNEXES: 1
<<Local Arrangement for the FG IdM Meeting in Boston-Cambridge MA. USA>>

ANNEX

Local Arrangement for the FG IdM Meeting in Boston-Cambridge MA. USA

1. **Meeting venue:**
   IBM/Lotus Building
   1 Rogers Street
   Cambridge MA 02142

   Main number (617) 577-8500
   Security (617) 693-5560

2. **Meeting schedule:**

   From 9:30 AM on 27 August 2007 to 3:00PM on 30 August 2007

   The meeting will open at 09:30 hours on 27 August, 2007.

3. **Registration:**

   Participant on-site registration will begin at 8:30 hours, 27 August, 2007 on the 1st floor of the IBM building at 1 Rogers Street Cambridge MA in room CMA-1RS-01-Lecture Hall 1300A.

4. **Wireless LAN:**

   Wireless LAN facilities are available in all meeting rooms on the 1st floor of the IBM building. WiFi access and power will be available in the meeting rooms.

5. **Electrical Appliances**

   USA operates on 110 volts for electrical appliances. The frequency is 60 Hz. The type of power outlet/connector used in USA is A type which is two parallel pronged type. If your plug type is different, please bring plug adapter to A type.

   And if your appliances operate on a different voltage, please bring your own transformers.

6. **Visa support:**

   If you need an invitation letter for a VISA or VISA supporting documents, please send "VISA Application Form" (*Attachment-3a and 3b*) to VISA support contact person below. The dead line is 10 August 2007.

7. **Contact:**

   General Contact and For VISA support:

Melita Thomas
IBM
E-mail:melita@us.ibm.com
Tel: +1 512-838-9665
Fax: +1 512-838-8868

8.   Misc.:

IBM will provide morning and afternoon Breaks during the meeting.

Attachments:

Attachment-1 Access from Boston Logan International Airport

Attachment-2 Hotel List

Attachment-3a VISA Application Form

Attachment-3b Curriculum Vitae

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Attachment 1:

Access from Airport to the accommodation

General

Massachusetts Bay Transportation Authority provides bus, boat, subway and commuter rail information. For schedule, fare, and travel route information, please refer to http://www.mbta.com/

The IBM Cambridge site is located near the Lechmere stop (end of the green line).

http://www.thrall.net/maps/mbta.html?t=m&l=1+rogers+street%2C+cambridge+ma&z=15

A helpful link for Boston transportation information is:

http://www.boston-online.com/Transportation/

Also see for MapQuest directions

http://www.mapquest.com/maps/map.adp?country=US&countryid=US&addtohistory=&searchtab=address&searchtype=address&address=1+Rogers+Street&city=Cambridge&state=MA&zipcode=02142&search=++Search

Taxi

Taxis from Logan International can be expensive (between $30 and $45) and sometimes in traffic be quite long. Suggest that you take the metro from Logan International Airport into the Cambridge area. Please see the below URL for more information

http://www.boston-online.com/Transportation/

Attachment 2:

Accommodation:

Please ask for the IBM Rates when reserving a room

Holiday Inn Express Boston Cambridge
250 Monsignor Obrien Hwy., Cambridge, MA 02141
888-887-7690
Rate this hotel 104 USD

Hyatt Regency Cambridge
575 Memorial Dr., Cambridge, MA 02139
800-233-1234
Rate this hotel 105-169 USD

Royal Sonesta Hotel
40 Edwin Land Blvd., Cambridge, MA 02142
800-766-3782
Rate this hotel 125-160 USD

Marlowe
25 Edwin H Land Blvd., Cambridge, MA 02141
800-825-7040
Rate this hotel 129-170 USD

Attachment-3a
VISA Application Form

for

FG-IdM meeting in Cambridge-Boston USA

27-30 August, 2007

Participants who need an invitation letter and/or visa supporting documents for entering USA shall <u>fill out</u> the "VISA APPLICATION FORM" **COMPLETELY** in block letters (English) and send it along with a "Copy of passport (page containing photograph)" and "CURRICULUM VITAE (attach 3b)" to the following contact person by fax and/or e-mail **no later than <u>14 August 2007</u>**.(We are not sure to be able to support if delayed.)

Contact person: Melita Thomas (Ms.)
                                IBM
                    E-mail:melita@us.ibm.com
                    Tel: +1 512-838-9665
                    Fax: +1 512-838-8868

  * For those having Chinese nationality, please write clearly your "***full name***" and your "***company name***" below in both Chinese and English.

1. FULL NAME

(Mr. / Ms.) _____ _____ _____ (English)

         (Given Name)   (Middle Name)   (Family Name)

         _____ _____ _____ (Chinese*)

  Male or Female:

2. PASSPORT INFORMATION

Nationality: _____   Age:

Passport number: _____   Date of expiry: _____/_____/_____

                                        (Day / Month / Year)

Date of birth: _____/_____ /_____   Place of birth: _____

                        (Day / Month / Year)

3. COMPANY NAME, JOB TITLE and COMPANY ADDRESS

Company name(English) _____

Company name(Chinese*) _____

Job Title/Department: _____

Company address: _____

4. TELEPHONE NUMBER, FAX NUMBER and E-MAIL ADDRESS

Telephone number: _____   Fax number: _____

E-mail address: (integrant)   _____

5. STAYING PLACE in Boston (HOTEL)   _____

6. FLIGHT INFORMATION (TO/FROM Boston)

    Arrival

        Flight No.   _____ ___

        Time/Date/Month   _____/_____/_____

    Departure

        Flight No.   _____

        Time/Date/Month   _____/_____/_____

For visa application, planned flight schedule is also acceptable, in case your flight is not fixed.

Please inform us by fax and/or e-mail immediately after fixing.

===== The end of this document =====

Attachment-3b

CURRICULUM VITAE

1. FULL NAME	
2. HOME ADDRESS	
3. HOME TELEPHONE NUMBER	
4. NATIONALITY	

5. WORK EXPERIENCE

6. EDUCATION

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