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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 9 August 2010

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| Ref: | **TSB Collective letter 5/15** |  |
| Tel:Fax:E-mail: | +41 22 730 5515+41 22 730 5853tsbsg15@itu.int | To Administrations of Member States of the Union, to ITU-T Sector Members and to ITU-T Associates participating in the work of Study Group 15 |

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| Subject: | Meeting of Working Party 1/15Geneva, 22 October 2010 |

Dear Sir/Madam,

1 In accordance with the decisions taken at the last meeting of Study Group 15
(31 May-11 June 2010), I should like to inform you that Working Party 1/15 (Transport aspects of Access networks and home networking) is to meet at ITU headquarters, Geneva, on 22 October 2010 in order to take action (consent or determination) on draft Recommendations.

The Working Party 1/15 meeting will open at 1530 hours on 22 October 2010. The Q4/15 Rapporteur Group will meet earlier the same week, opening at 0930 hours on 18 October 2010. 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.

2 The draft agenda, as prepared by the Chairman of Working Party 1/15 (Tom Starr), is set out in **Annex 1**.

3 The draft timetable, as prepared by the Working Party 1/15 management team, is set out in **Annex 2**.

4 Additional information for the meeting is provided in **Annex 3**.

5 Please note that, following a discussion at the TSAG meeting, 8-11 February 2010, and in agreement with the ITU-T Study Group Chairmen, contributions should now be received, on a trial basis, by TSB at least 12 (twelve) calendar days before the date set for the opening of the meeting. Such contributions will be published on the Study Group 15 website and must therefore be received by TSB **not later than 9 October 2010**. Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

Participants are encouraged to submit contributions using the web-based submission form available on the Study Group 15 homepage, or by electronic mail to the following address: **tsbsg15@itu.int**. Detailed instructions can be found on the ITU-T website.

We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://www.itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

6 To enable TSB to make the necessary arrangements concerning the documentation for, and organization of, the meeting, I should be grateful if you would send me, by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int), as soon as possible but **not later than 21 September 2010**, the list of people who will be representing your Administration, Sector Member, Associate, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

7 **Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://www.itu.int/ITU-T/studygroups/com15/index.asp**](http://www.itu.int/ITU-T/studygroups/com15/index.asp)**).**

8 In agreement with its Chairman, Yoichi Maeda, Study Group 15 will continue working in a **fully electronic environment**. The meeting will therefore be run **paperless**.

Printers are available in the cyber café of the 2nd basement of the Tower building and 2nd floor of Montbrillant building for delegates who wish to print documents. In addition, the Helpdesk Service (helpdesk@itu.int) has prepared a limited number of laptops for those who do not have one.]

9 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas and in the CICG (Geneva International Conference Centre) building. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

10 For your convenience, **a hotel confirmation form** is enclosed as **Annex 3** (see <http://www.itu.int/travel/> for the list of hotels).

11 We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) 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 four 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 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) bearing the words **“visa request”**.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 3**

ANNEX 1

(to TSB Collective letter 5/15)

**Draft agenda for the WP1 meeting of ITU-T Study Group 15
(Transport aspects of Access networks and home networking)**

Geneva, 22 October 2010

1 Opening of meeting

2 Approval of agenda

3 Approval of the report of the last WP1/15 meeting

4 Objectives for this meeting

5

5.1 Intellectual Property Rights inquiry

5.2 Consent on Recommendations proposed for approval using Recommendation ITU-T A.8

5.3 Agreement on other texts

5.4 Status of Recommendations (work programme)

5.5 Liaison and interaction with other groups

5.6 Interim Rapporteur activities

5.7 Texts for deletion, if any

6 Miscellaneous

7 Close

ANNEX 2

(to TSB Collective letter 5/15)

Working Party 1/15 Work Plan, 18 – 22 October, 2010

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday18 Oct** | **Tuesday19 Oct** | **Wednesday 20 Oct** | **Thursday21 Oct** | **Friday22 Oct** |
| Question | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **WP1/15 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  | X |
| **Q4/15** | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |  |

The WP1/15 meeting opens at 1530 hours on 22 October, 2010. ANNEX 3
 (to TSB Collective letter 5/15)

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| *This confirmation form* ***should be sent direct*** *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*  ---------------------------------------------------