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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 13 July 2011

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| Ref: | **TSB Collective letter 7/15** |  |
| 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, to ITU-T Associates and to ITU-T Academia participating in the work of Study Group 15 |

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| Subject: | **Meeting of Study Group 15, Working Party 1/15 and Working Party 3/15Geneva, 16 September 2011** |

Dear Sir/Madam,

1 In accordance with the decisions taken at the last meeting of Study Group 15
(14-25 February 2011), I should like to inform you that Study Group 15 (Optical transport networks and access network infrastructures), Working Party 1/15 (Transport aspects of Access networks and home networking) and Working Party 3/15 (Transport network structures) are to meet at ITU headquarters, Geneva, on 16 September 2011 in order to take action on draft Recommendations.

The Study Group 15, Working Party 1/15 and Working Party 3/15 meetings will be run in series, starting at 1400 hours on 16 September 2011. The Q4/15 Rapporteur Group will meet for the preceding two weeks, opening at 0930 on 6 September 2011; and the one-day Q1/15 Rapporteur Group meeting will open at 0900 on 15 September 2011. 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 Chairmen of Study Group 15 (Yoichi Maeda), Working Party 1/15 (Tom Starr) and Working Party 3/15 (Stephen J. Trowbridge), is set out in **Annex 1**.

3 The draft timetable, as prepared by the Study Group 15 management team is set out in **Annex 2**.

4 An initial list of candidate texts for consent or agreement is provided in **Annex 3**.

5 TSAG, at its February 2011 meeting, agreed that the trial of a deadline of 12 (twelve) calendar days for submitting contributions to TSB meetings would continue. Such contributions will be published on the Study Group 15 website and must therefore be received by TSB **not later than 3 September 2011**. 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 19 August 2011**, the list of people who will be representing your Administration, Sector Member, Associate, Academia member, 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 take further steps towards 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 4** (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: 4**

ANNEX 1

(to TSB Collective letter 7/15)

**Draft agenda for the meeting of Study Group 15
(Optical and other transport network infrastructures)**

Geneva, 16 September 2011

1 Opening of meeting

2 Approval of agenda

3 Objectives for this meeting

4 Working Party 1/15 Plenary

5 Working Party 3/15 Plenary

6 Study Group 15 Plenary

6.1 Intellectual Property Rights inquiry

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

6.3 Agreement on other texts

6.4 Status of Recommendations (work programme)

6.5 Liaison and interaction with other groups

6.6 Interim Rapporteur activities

6.7 Texts for deletion, if any

7 Miscellaneous

8 Close

ANNEX 2

(to TSB Collective letter 7/15)

Study Group 15, Working Party 1/15 and Working Party 3/15 Work Plan,
6-16 September 2011

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday5 September** | **Tuesday6 September** | **Wednesday 7 September** | **Thursday8 September** | **Friday9 September** |
| **Question** | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **Q4/15** |  | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
|  | **Monday12 September** | **Tuesday13 September** | **Wednesday 14 September** | **Thursday15 September** | **Friday16 September** |
| **Question** | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **Plenaries: SG15, WP1/15, WP3/15** |  |  |  |  |   | X | X |
| **Q1/15** |  |  |  | X | X | X | X | X | X |  |
| **Q4/15** | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |  |

**Note**

SG15, WP1/15 and WP3/15 Plenaries will be run is series, starting at 1400 on 16 September 2011.ANNEX 3

(to TSB Collective letter 7/15)

 **Initial list of candidate texts for consent or agreement at the SG15 plenary,
Geneva, 16 September 2011**

Below is an initial list of candidate texts for consent or agreement. Updates to this list will be available in [TD552/WP1](http://www.itu.int/md/T09-SG15-111205-TD-WP1-0552/en) and [TD566/WP3](http://www.itu.int/md/T09-SG15-111205-TD-WP3-0566/en).

Initial list of WP1/15 texts for consent

|  |  |
| --- | --- |
| **Text** | **Title** |
| G.992.3 Cor. 3 | ADSL2 |
| G.993.2 integrated | VDSL2 |
| G.993.5 Amd. 2 | Self FEXT cancellation for VDSL2 |
| G.995.1 revised | **Overview of digital subscriber line (DSL) Recommendations** |
| G.997.1 Amd. 4 | PLOAM for DSL |
| G.997.1 Cor. 2 | PLOAM for DSL |
| G.9956 Amd. 1 | Narrowband OFDM PLC – DLL |
| G.9960 Amd. 1 | Unified high-speed wire-line based home networking transceivers |
| G.9960 Cor. 1 | Unified high-speed wire-line based home networking transceivers |
| G.9961 Amd. 2 | Unified high-speed wire-line based home networking transceivers – Data link layer |
| G.9961 Cor. 2 | Unified high-speed wire-line based home networking transceivers – Data link layer |
| G.9963(ex. G.hn-mimo) | Unified high-speed wire-line based home networking transceivers - MIMO |
| G.9973(ex. G.cmhn, G.phnt) | Protocol for identifying home network topology |

**Initial list of WP1/15 texts for determination**

|  |  |
| --- | --- |
| **Text** | **Title** |
| G.9964 | Unified high-speed wire-line based home networking transceivers - PSD |

Initial list of WP3/15 texts for consent

|  |  |
| --- | --- |
| **Text** | **Title** |
| G.7044/Y.1347(ex. G.hao) | Hitless adjustment of ODUflex (G.hao) |

ANNEX 4
 (to TSB Collective letter 7/15)

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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*  ---------------------------------------------------