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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 13 November 2019 |
| Ref: | **TSB Collective letter 5/15**SG15/HO | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 15; - To ITU Academia |
| Tel: | +41 22 730 6356 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg15@itu.int  |
| Web: | <http://itu.int/go/tsg15>  |
| Subject: | **Meeting of Study Group 15; Geneva, 27 January – 7 February 2020** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 15 (Networks, Technologies and Infrastructures for Transport, Access and Home), which will be held at ITU headquarters, Geneva, from 27 January to 7 February 2020, inclusive.

I draw your attention to two important updates: meeting registration now requires focal point approval, and the process for requesting fellowships and visas has changed. Please see Annex A and [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068) for details.

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](http://handle.itu.int/11.1002/apps/meeting-rooms).

**Key deadlines**:

|  |  |
| --- | --- |
| 27 November 2019 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 16 December 2019 | - Submit fellowship requests (via the online registration form; see details in **Annex A**)- Submit interpretation requests (via the online registration form) |
| 6 January 2020 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/15/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in **Annex A**) |
| 14 January 2020 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by
Mr Stephen Trowbridge (USA), are set out in **Annex B**.

IEEE 802.1 and 802.3 are planning to meet in ITU headquarters (20-24 January) with a joint IEEE 802 and ITU-T Study Group 15 workshop being planned for Saturday, 25 January.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)* Chaesub LeeDirector of the TelecommunicationStandardization Bureau | Title: Latest meeting information - Description: This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg15 ITU-T SG15 |
| 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](http://itu.int/net/ITU-T/ddp/); 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/[TIES account holders](http://www.itu.int/TIES/).

**INTERPRETATION**: Due to budget restrictions,interpretationwill 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 (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**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’ computer, documents may be “e‑printed” by e-mailing them to the desired printer.
Details at: <http://itu.int/go/e-print>.

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

**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 new registration system requires focal-point approval for all registration 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. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS**: Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received by 16 December 2019 at the latest, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of written contributions; equitable distribution among countries and regions; and gender balance.

**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. 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), 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: <http://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: <http://itu.int/travel/>.

ANNEX B
Draft agenda and time plan

|  |  |
| --- | --- |
| 1. Opening of Meeting
 |  |
| 1. Opening Remarks
 |  |
| 1. Approval of Agenda
 |  |
| 1. Feedback and Status Reports on Interim Activities (since July 2019)
 |
| * 1. Approval of the Third SG15 meeting reports (July 2019)
 |  |
| * 1. TSAG matters of interest to SG15
 |  |
| * 1. SG15 interim activities (matters of interest to Plenary)
 |  |
| * 1. SG15 liaison Rapporteurs
 |  |
| * 1. Status on SG15’s promotion and coordination roles
 |  |
| * 1. Status of draft Recommendations consented
 |  |
| 1. Objectives for this meeting
 |  |
| 1. WTSA-2020 preparation
 |  |
| 1. Work Plan for this Meeting
 |  |
| 1. Conduct of and facilities available for the meeting
 |  |
| 1. Documents and their allocation
 |  |
| 1. Miscellaneous
 |  |
| 1. Reports of working parties
 |  |
| * 1. Matters for resolution at study group level
 |  |
| * 1. Intellectual Property Rights Inquiry
 |  |
| * 1. Approval of draft new/revised Recommendations according to Resolution 1 (TAP) and Recommendation ITU-T A.8 (AAP)
 |  |
| * 1. Determination of draft new/revised Recommendations according to Resolution 1 (TAP)
 |  |
| * 1. Consent of Recommendations proposed for approval per Recommendation ITU-T A.8
 |  |
| * 1. Agreement of other texts
 |  |
| * 1. Work Programme
 |  |
| * 1. Liaison and interaction with other groups
 |  |
| * 1. Interim Rapporteur/WP activities
 |  |
| * 1. Texts for deletion, if any
 |  |
| 1. Structure and Leadership of SG15
 |  |
| 1. Guidance for the work of SG15
 |  |
| 1. Reports on SG15’s liaison, promotion, coordination and other roles
2. Future Activities
 |  |
| * 1. 6th SG15 Plenary 7-18 September 2020 (Tentative)
 |
| 1. Miscellaneous
 |  |
| 1. Review of Draft Report of 5th Meeting of ITU-T SG15
 |  |
| 1. Closing
 |  |

NOTE ‒ Updates to the agenda can be found in TD434/PLEN.

**Study Group 15 draft workplan, Geneva, 27 January - 7 February 2020 (first week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday, 27 January** | **Tuesday, 28 January** | **Wednesday, 29 January** | **Thursday, 30 January** | **Friday, 31 January** |
| Q/15 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 |
| **SG15 Plen** |  | x |  |  |  |  | # |  |  |  |  | F | # |  |  |  |  |  | # |  |  |  |  | § |  |  |  |  |  |  |
| **WP1 Plen** |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q1/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q2/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q4/15** |  |  |  | x | x |  | x | x | x | x | x |  | x | x | x | x | x |  | x | x | x | x | x | x | x | x | x | x | x |  |
| **Q15/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q18/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  | x | x | x | x | x |  | x | x | x | x |  |
| **WP2 Plen** |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q5/15** |  |  |  | x | x |  |  | x | x | x | x |  |  | x | A | x | x |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q6/15** |  |  |  | x | x |  |  | x | x | x | x |  |  | x | A | x | x |  |  | B | B | x | x | § |  | x | x | x | x |  |
| **Q7/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A |  |  |  |  | B | B |  |  | § |  |  |  |  |  |  |
| **Q8/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q16/15** |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x | ? |  | x | x | x | x | ? |  | x | x | x | x |  |
| **Q17/15** |  |  |  | x | x |  |  | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **WP3 Plen** |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q10/15** |  |  |  | x |  |  |  | x | x | x |  |  |  |  |  | x | x |  |  | x | x |  |  | § |  | x | x | x |  |  |
| **Q11/15** |  |  |  | x | x |  |  | x | x | x | M |  |  | x | x | x | H |  |  | B | B | x | N | § |  | x | x | x | J |  |
| **Q12/15** |  |  |  | x | x |  |  | x | x | x | M |  |  | D | D | x | H |  |  | B | B | x | N | § |  | I | I | x | J |  |
| **Q13/15** |  |  |  | x | x | x | x | x | x | x | x |  | x | x | x | x | x | x | x | B | B | x | N | x | x | x | x | x | x |  |
| **Q14/15** |  |  |  | x | x |  |  | x | x | x | x |  |  | D | D | x | x |  |  | B | B | x | x | § |  | I | I | x | x |  |
| Session times: 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800→ |
| § Networking event (to be confirmed). | ? Evening session(s) (if required). | # Breakfast tutorial(s) (if required). |

**Study Group 15 draft workplan, Geneva, 27 January - 7 February 2020 (second week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday, 3 February** | **Tuesday, 4 February** | **Wednesday, 5 February** | **Thursday, 6 February** | **Friday, 7 February** |
| Q/15 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 |
| **SG15 Plen** |  |  |  |  |  |  |  |  |  |  |  | E |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x |  |  |
| **WP1 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |
| **Q1/15** |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |  |  |  | Y |  |  |  |  |  |  |  |  |
| **Q2/15** |  | x | x | x | x |  |  | x | x | x |  |  |  | x | x | x | x |  |  | x | x | Y |  |  |  |  |  |  |  |  |
| **Q4/15** | x | x | x | x | x |  | x | x | x | x | x |  | x | x | x | x | x |  | x | x | x | Y |  |  |  |  |  |  |  |  |
| **Q15/15** |  |  |  | x | L |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  | Y |  |  |  |  |  |  |  |  |
| **Q18/15** |  | x | x | x | L |  |  | x | x | x | x |  |  | x | x |  |  |  |  |  |  | Y |  |  |  |  |  |  |  |  |
| **WP2 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |
| **Q5/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/15** |  |  |  |  |  |  |  |  | C | C | x |  |  | x | x | x | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/15** |  | x | x | x | x |  |  | x | C | C |  |  |  |  |  |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/15** |  | x | x | x | x |  |  | x | x | x | x |  |  | x | x |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |
| **Q10/15** |  | x | x | x | x |  |  |  | x |  |  |  |  | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/15** |  | x | x | x | x |  |  | G | G | x | x |  |  | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/15** |  | x | x | K | K |  |  | G | G | x | x |  |  | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/15** |  | x | x | x | x | x | x | x | x | x | x |  | x | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q14/15** |  | x | x | K | K |  |  | x | x | x | x |  |  | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Session times: 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800→ |

Notes:

|  |  |
| --- | --- |
| A | Joint Q5, Q6 and Q7/15 Topics of G.654.E fibre |
| B | Joint Q6, 7, 11, 12, 13, 14/15 Topics of common interest (the Questions will meet independently if the joint meeting closes before the end of P2) |
| C | Joint Q6, Q7/15 Terms of Reference |
| D | Joint Q12, 14/15 Topics of common interest on ASON, SDN, cloud and media |
| E | Promotion and Coordination Group |
| F | Joint Coordination Activity on IMT2020 (JCA-IMT2020) |
| G | Joint Q11, 12/15 IMT2020/5G (Q11 and Q12 will meet independently if the joint meeting closes before the end of P2) |
| H | Joint Q11, 12/15 IMT2020/5G (Q11 and Q12 will meet independently if the joint meeting closes before the end of P4) |
| I | Joint Q12, 14/15 Management control aspects of IMT-2020/5G transport  |
| J | Joint Q11, 12/15 IMT2020/5G (Q11 and Q12 will meet independently if the joint meeting closes before the end of P4) |
| K | Joint Q12, 14/15 Topics of common interest on ASON, SDN, cloud and media |
| L | Joint Q15 and Q18 on potential merging of the groups |
| M | Joint Q11, 12/15 IMT2020/5G (Q11 and Q12 will meet independently if the joint meeting closes before the end of P4) |
| N | Joint Q11, 12, 13/15 IMT2020/5G and Synchronization (Q11, Q12 and Q13 will meet independently if the joint meeting closes before the end of P4) |
|  |  |
|  |  |
|  |  |
| W | WP3/15 Chairmen and Rapporteurs only − Report preparation |
| Y | WP1/15 Chairmen and Rapporteurs only − Report preparation |
| Z | WP2/15 Chairmen and Rapporteurs only − Report preparation to check documents for consent and Liaisons |

NOTE ‒ Updates to the workplan can be found in TD327/GEN.

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