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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 30 July 2020 |
| Ref: | **TSB Collective letter 6/15**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**: | **Virtual meeting of Study Group 15, 7-18 September 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 is planned to be run fully virtual from 7 to 18 September 2020, inclusive.

As a consequence of the current COVID-19 pandemic, and in coordination with the ITU-T Study Group 15 Chairman, management team and TSB, this meeting replaces the one originally planned to be held in Geneva on the same dates.

Note that no fellowships will be awarded, and the entire meeting will run in English only with no interpretation.

The meeting will open at 1300 hours, Geneva time, on the first day using the [MyMeetings remote participation tool](https://remote.itu.int/). Documentation, remote participation details and other related information can be found on the home page of [the study group](https://www.itu.int/en/ITU-T/studygroups/2017-2020/15/Pages/default.aspx). For any technical issues with the remote participation tool, contact tsbemeetings@itu.int.

Normally meeting days will be organized in two sessions extending from 1300-1700 Geneva time. Individual questions may have some variation from this schedule as indicated in the agendas for the questions.

**Registration is mandatory** for the virtual SG15 meeting.

Daily session information will be available online at the MyMeetings site referenced above.

**Key deadlines**:

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| 7 July 2020 | - [Submit ITU-T Member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG15) for which translation is requested |
| 7 August 2020 | - Registration (via the online registration form on the study group homepage at: <https://itu.int/go/tsg15> ) |
| 25 August 2020 | - [Submit ITU-T Member contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG15) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by Study Group 15 Chairman Mr Stephen Trowbridge (USA), are set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,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 who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**WORKING LANGUAGE**: The entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions such as working party and study group plenaries. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

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

**REGISTRATION**: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. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/15/Pages/default.aspx). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the study group chairman.

ANNEX B
Draft agenda and time plan

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| 1. Opening of Meeting
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| 1. Opening Remarks
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| 1. Approval of Agenda
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| 1. Feedback and Status Reports on Interim Activities (since February 2020)
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| * 1. Approval of the Fifth SG15 meeting reports (January/February 2020)
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| * 1. TSAG matters of interest to SG15
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| * 1. SG15 interim activities (matters of interest to Plenary)
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| * 1. SG15 liaison Rapporteurs
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| * 1. Status on SG15’s promotion and coordination roles
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| * 1. Status of draft Recommendations consented
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| 1. Objectives for this meeting
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| 1. WTSA-2020 preparation
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| 1. Work Plan for this Meeting
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| 1. Conduct of and facilities available for the meeting
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| 1. Documents and their allocation
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| 1. Miscellaneous
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| 1. Reports of working parties
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| * 1. Matters for resolution at study group level
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| * 1. Intellectual Property Rights Inquiry
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| * 1. Approval of draft new/revised Recommendations according to Resolution 1 (TAP) and Recommendation ITU-T A.8 (AAP)
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| * 1. Determination of draft new/revised Recommendations according to Resolution 1 (TAP)
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| * 1. Consent of Recommendations proposed for approval per Recommendation ITU-T A.8
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| * 1. Agreement of other texts
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| * 1. Work Programme
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| * 1. Liaison and interaction with other groups
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| * 1. Interim Rapporteur/WP activities
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| * 1. Texts for deletion, if any
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| 1. Structure and Leadership of SG15
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| 1. Guidance for the work of SG15
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| 1. Reports on SG15’s liaison, promotion, coordination and other roles
2. Future Activities
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| 1. Miscellaneous
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| 1. Review of Draft Report of 6th Meeting of ITU-T SG15
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| 1. Closing
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NOTE ‒ Updates to the agenda can be found in TD533/PLEN.

**Study Group 15 draft workplan, Geneva, 7-18 September 2020 (first week)**



**Study Group 15 draft workplan, Geneva, 7-18 September 2020 (second week)**



Notes:



NOTE ‒ Updates to the workplan can be found in TD395/GEN.

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