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| [itu-logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 21 April 2017 | |
| **Ref:** | **TSB Circular 19** | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia | |
| **Tel:** | +41 22 730 5415 | |
| **Fax:** | +41 22 730 5853 | |
| **E-mail:** | [tsbfgdpm@itu.int](mailto:tsbfgdpm@itu.int) | | **Copy to:**  - To the Chairman and Vice-Chairmen of Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau | |
| **Subject:** | Creation of a new ITU-T Focus Group on Data Processing and Management to support IoT and Smart Cities & Communities (FG-DPM) and its first meeting; Geneva, Switzerland, 17-19 July 2017 | | | |

Dear Sir/Madam,

1 Further to the agreement by ITU-T Study Group 20 at its meeting in Dubai, 13-23 March 2017, I am pleased to announce the establishment of the [ITU-T Focus Group on Data Processing and Management to support IoT and Smart Cities & Communities (FG-DPM)](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx).

2 Within the context of IoT and SC&C, the new focus group will promote the establishment of trust-based data management frameworks, investigate existing and emerging technologies, and identify the challenges facing standardization activities in this field. Outputs of the focus group will be submitted to ITU-T Study Group 20 for further consideration. These might include, inter alia, draft technical reports/specifications to address DPM standardization gaps as well as definitions of terminology and taxonomy.

3 The Focus Group will operate under the procedures set out in [Recommendation ITU-T A.7](http://www.itu.int/rec/T-REC-A.7) and within the agreed Terms of Reference reproduced in **Annex 1**. ITU-T Study Group 20 appointed Mr Gyu Myoung Lee, KAIST, Korea (Rep. of), as Chairman of the focus group. The appointed Vice-Chairmen are: Mr Raphael Rollier (Swisscom), Ms Jiayu Bi (China Telecom), Mr Bilel Chabou (Tunisia), Mr Antonio Harris (CABASE, Argentina), Mr Robert Lewis-Lettington (UN-HABITAT),   
Mr Abdulhadi AbouAlmal (Etisalat), Mr Dave Faulkner (Climate Associates) and Mr Martin Brynskov (Chair of Open and Agile Smart Cities Initiative).

4 FG-DPM is open to ITU Member States, Sector Members, Associates, Academia and to any individual from a country that is a member of ITU and who is willing to contribute to the work; this includes individuals who are also members or representatives of interested standards development organizations. Anyone interested in updates and announcements related to this group is invited to subscribe to the FG-DPM mailing list. Details on how to subscribe can be found on the focus group homepage: [www.itu.int/en/ITU-T/focusgroups/dpm](http://www.itu.int/en/ITU-T/focusgroups/dpm).

**First meeting of FG-DPM**

6 The first meeting of FG-DPM will be held at ITU headquarters, Geneva, from 17 to 19 July 2017, inclusive, and will be collocated with the Rapporteur group meetings of its parent study group, ITU-T SG20, which will be held at the same venue from 17 to 28 July 2017.

7 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). Practical meeting information is set out in **Annex 2**. The meeting agenda and time plan will be available from the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx) in advance of the meeting. The discussions will be held in English only.

8 Written contributions to the work of FG-DPM are invited. These should be submitted to the ITU Secretariat ([tsbfgdpm@itu.int](mailto:tsbfgdpm@itu.int)) in electronic format using the templates available from the [FG‑DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx). **The deadline for written contributions is 10 July 2017**.

9 To enable ITU to make the necessary logistics arrangements, participants are invited to register online via the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx) as soon as possible, and **not later than 10 July 2017**. Registration is required for remote participation as well as on-site participation. Details for remote participation will be made available from the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx).

**Key deadlines**:

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| --- | --- |
| 17 June 2017 | - Submit requests for visa support letters (a request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)) |
| 10 July 2017 | - Pre-registration (online via the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx))  - Submit written contributions (by e-mail to [tsbfgdpm@itu.int](mailto:tsbfgdpm@itu.int)) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | Latest meeting information |

**Annexes: 2**

ANNEX 1

(to TSB Circular 19)

Terms of Reference:  
ITU-T Focus Group on Data Processing and Management to Support IoT and Smart Cities & Communities (FG-DPM)

# 1 Rationale and Scope

The accelerating population density in urban areas is increasing the pressure on the existing infrastructures to meet the needs of inhabitants. Accordingly, there is an increasing demand for connected cities with pervasive embedded devices, to improve quality of IoT and SC&C services. The seemingly profound evolution of these urban areas using interconnected objects helps conceive a “smart environment”, with an autonomous information infrastructure, with several data sources and more than 50 billion devices within the urban ecosystem.

While traditional urban information databases and analytics architectures and infrastructures remain essential, with the growing data management demands, specific capabilities and capacities are required to be able to handle diverse and complex data streams from different sources. This data needs to be processed and managed properly to maximize its value in a secure manner, while complementing it with other information sources.

It is important to note that any imperfections within the data processing and management framework can adversely affect the quality of services, pose risks associated with security and could hinder the overall urban planning and decision making process.

In light of the above, urban areas increasingly require defined and comprehensive data processing and management frameworks and guidelines which incorporate reasonable measures to achieve a layered, data-centric paradigm to support SC&C, therefore the Focus Group will conduct research, identify and study characteristics of effective SC&C data management systems, urban data-driven strategies will be enabled by data analytics incorporated into data management structure using emerging technologies to support data management and emerging trends including blockchain related to IoT.

Implementing feasible data management guidelines and standards can make the collection, storage, retrieval, and processing of large amounts of data fast and cost-effective, while addressing data complexities.

Taking into account the data interoperability, classification, format and security issues that affect various stakeholders, this Focus Group would play a role in providing a platform to share views, to develop a series of deliverables, and showcasing initiatives, projects, and standards activities linked to data processing and management and establishment of IoT ecosystem solutions for data focused cities.

This Focus Group is expected to develop a standardization roadmap for data management, taking into consideration the activities currently undertaken by the various standards developing organizations (SDOs) and forums.

This “Focus Group on Data Processing and Management to support IoT and Smart Cities & Communities” (FG-DPM) will promote the establishment of data management frameworks and will invite non ITU-T members to participate in its work.

# 2 Objectives

‒ To study, review and survey existing technologies, platforms, guidelines and standards for data processing and management including data format in support of the mandate of SG20;

‒ To recognize and highlight the various perspectives for the future of data-driven eco-environments;

‒ To promote security and trust within data management frameworks;

‒ To identify and study data protection techniques;

‒ To facilitate cross-cutting data interoperability issues and point the way to the development of efficient and scalable approaches to managing systems data;

‒ To study meta-data;

‒ To study trust in data management frameworks including digital identification and certification;

‒ To investigate the role of emerging technologies to support data management and emerging trends including blockchain;

‒ To identify challenges in the standardization activities for data processing and management;

‒ To establish liaisons and relationships with other organizations which could contribute to the standardization activities for data processing and management.

# 3 Structure

The FG-DPM may establish sub-groups if needed.

# 4 Specific Tasks and Deliverables

‒ To gather documentation on initiatives pertaining to data processing and management from stakeholders. The aim of this task is to develop use cases for presentation to the relevant Questions of Study Group 20 and other relevant study groups and to identify existing standards and data processing and management frameworks employed across smart cities.

‒ To develop a guide containing the required definitions of terminologies and taxonomy for data processing and management. This guide can also help identify the various stakeholders involved and with an interest in data processing and data management.

‒ To assist with the development of regulatory toolkits that may be utilized by policymakers to support data privacy and security.

‒ To organise thematic workshops and forums on data processing and management, which will serve as a platform to explore best practices in this area. These workshops and forums are expected to bring together all stakeholders, including policy makers, ICT sector members, national telecommunication authorities, academia, SDOs, UN agencies to discuss the future of IoT data-driven smart cities and communities.

‒ To draft technical reports and specifications which address the standardization gaps and identify future standardization work for ITU-T study groups in the area of data management (as described in the objectives) and future data infrastructures.

‒ To communicate the final list of deliverables to SG20, at least four calendar weeks before the parent group’s next meeting.

# 5 Relationships

This Focus Group will work closely with SG20 through collocated meetings where and when possible and will work in close coordination with all ITU-T Study Groups as appropriate.

This FG-DPM will also collaborate (as required) with other relevant entities, in accordance with Recommendation ITU-T A.7.

These entities include municipalities, non-governmental organizations (NGOs), policy makers, SDOs, industry forums and consortia, companies, academic institutions, research institutions and other relevant organizations.

# 6 Parent group

The parent group is ITU-T Study Group 20 on Internet of Things and Smart Cities and Communities.

# 7 Leadership

See clause 2.3 of Recommendation ITU-T A.7.

**Chairman**: Mr Gyu Myoung Lee (KAIST)

**Vice-Chairman**: Mr Raphael Rollier (Swisscom)

**Vice-Chairman**: Ms Jiayu Bi (China Telecom)

**Vice-Chairman**: Mr Bilel Chabou (Tunisia)

**Vice-Chairman**: Mr Antonio Harris (CABASE, Argentina)

**Vice-Chairman**: Mr Robert Lewis-Lettington (UN-HABITAT)

**Vice-Chairman**: Mr Abdulhadi AbouAlmal (Etisalat)

**Vice-Chairman**: Mr Dave Faulkner (Climate Associates)

**Vice-Chairman**: Mr Martin Brynskov (Chair of Open and Agile Smart Cities Initiative)

# 8 Participation

See clause 3 of Recommendation ITU-T A.7. A list of participants will be maintained for reference purposes and reported to the parent group.

It is important to mention that the participation in this Focus Group has to be based on contributions and active participations.

# 9 Administrative support

See clause 5 of Recommendation ITU-T A.7.

# 10 General financing

See clauses 4 and 10.2 of Recommendation ITU-T A.7.

# 11 Meetings

The frequency and locations of meetings will be determined by the Focus Group management. The overall meetings plan will be announced after the approval of the terms of reference. The Focus Group will use remote collaboration tools to the maximum extent, and collocation with existing SG20 meetings is encouraged.

The meeting dates will be announced by electronic means (e.g., e-mail and website, etc.) at least four weeks in advance.

# 12 Technical contributions

Contributions are to be submitted at least twelve calendar days before the meeting takes place.

# 13 Working language

The working language is English.

# 14 Approval of deliverables

Approval of deliverables shall be taken by consensus.

# 15 Working guidelines

Working procedures shall follow the procedures of Rapporteur meetings. No additional working guidelines are defined.

# 16 Progress reports

See clause 11 of Recommendation ITU-T A.7.

# 17 Announcement of Focus Group formation

The formation of the Focus Group will be announced via TSB Circular to all ITU membership, via the ITU-T Newslog, press releases and other means, including communication with the other involved organizations.

# 18 Milestones and duration of the Focus Group

The Focus Group lifetime is set for one year from the first meeting (see ITU-T A7, clause 2.2).

# 19 Patent policy

See clause 9 of Recommendation ITU-T A.7.

ANNEX 2

(to TSB Circular 19)

**First meeting of ITU-T FG-DPM:  
Geneva, Switzerland, 17-19 July 2017**

**Practical meeting information for participants**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Written contributions are encouraged and should be submitted by e-mail to [tsbfgdpm@itu.int](mailto:tsbfgdpm@itu.int) by **10 July 2017** at the latest using the document template available on the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx). Access to all input and output documents will be provided from the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx) (TIES or Guest account required).

**WIRELESS LAN** facilities are available to participants throughout ITU headquarters (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 participants’ ITU-T RFID identity badges. The e‑lockers are located 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 participants’ computers, documents may be “e‑printed” by e-mailing them to the desired printer. Details at: <http://itu.int/go/e-print>.

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

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration for on-site or remote participation is to be done via the [FG-DPM homepage](http://www.itu.int/en/ITU-T/focusgroups/dpm/Pages/default.aspx) **at least one week before the start of the meeting**.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**VISITORS TO GENEVA**: Practical information for participants 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 participants 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/>.

**VISA SUPPORT**: If required, visas must be requested **at least one month 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. 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. Any such request must specify the name, function, date of birth, passport information, and registration confirmation for all applicants.

Requests for visa support should be sent to TSB by e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) or fax (+41 22 730 5853), bearing the words **“visa request”**. A request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

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