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| [itu-logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 7 June 2017 | |
| **Ref:** | **TSB Circular 33** | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia;  - Attendees of the ITU workshop on Security Aspects of Blockchain (Geneva, 21 March 2017)​ | |
| **Tel:** | +41 22 730 6828 | |
| **Fax:** | +41 22 730 5853 | |
| **E-mail:** | [tsbfgdlt@itu.int](mailto:tsbfgdlt@itu.int) | | **Copy to:**  - The Chairman and Vice-Chairmen of Study Groups;  - The Director of the Telecommunication Development Bureau;  - The Director of the Radiocommunication Bureau | |
| **Subject:** | **Creation of a new ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT) and its first meeting: Geneva, Switzerland, 17-19 October 2017** | | | |

Dear Sir/Madam,

1 Further to the agreement by ITU-T TSAG at its meeting in Geneva from 1 to 4 May 2017,   
I am pleased to announce the establishment of the [ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT)](https://itu.int/en/ITU-T/focusgroups/dlt/).

2 FG DLT will identify and analyse DLT-based applications and services, draw up best practices and guidance which support the implementation of those applications and services on a global scale, and propose a way forward for related standardization work in ITU-T Study Groups.

3 FG DLT 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**.

4 TSAG appointed Mr David Watrin (Swisscom) as FG DLT Chairman.

The appointment of vice-chairman will take place at the first meeting, and shall be primarily based upon demonstrated competence both in technical content of the group and in the management skills required. Please note that vice-chairmanships are also open to non-members.

5 **FG DLT 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 DLT mailing list**. Details on how to subscribe can be found on the FG DLT homepage: <https://itu.int/en/ITU-T/focusgroups/dlt/>.

**First meeting of FG DLT**

6 The first meeting of FG DLT will be held at ITU headquarters, **Geneva**, Switzerland, from **17 to 19 October 2017** inclusive.

7 In concurrence with the FG DLT Chairman, the **objectives of the first meeting** will include: (1) a general discussion on DLT and their standardization questions; (2) a discussion on the FG DLT structure, expected deliverables, responsibilities, timeline; (3) review of contributions and initial development of deliverables.

8 **Contributions are invited** on (1) DLT state of the art, e.g., terms, definitions, concepts, (standards) ecosystem; and (2) specific use cases and their standardization questions. Written contributions should be submitted to the ITU Secretariat ([tsbfgdlt@itu.int](mailto:tsbfgdlt@itu.int)) in electronic format using the templates available from the [FG DLT homepage](https://itu.int/en/ITU-T/focusgroups/dlt/). **The deadline is 10 October 2017.**

9 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 DLT homepage](https://itu.int/en/ITU-T/focusgroups/dlt/) in advance of the meeting. The discussions will be held in English only.

10 To enable ITU to make the necessary logistics arrangements, participants are invited to register online via the [FG DLT homepage](https://itu.int/en/ITU-T/focusgroups/dlt/) as soon as possible, and **not later than 10 October 2017**. Registration is required for remote participation as well as on-site participation. Details for **remote participation** will be made available on the [FG DLT homepage](https://itu.int/en/ITU-T/focusgroups/dlt/).

**Key deadlines:**

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| 17 September 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 October 2017 | - Pre-registration (online via the [FG DLT homepage](https://itu.int/en/ITU-T/focusgroups/dlt/))  - Submit written contributions (by e-mail to [tsbfgdlt@itu.int](mailto:tsbfgdlt@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

Terms of Reference:   
ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT)

**1. Rationale and Scope**

Recently Distributed Ledger Technology (DLT) has become one of disruptive innovations with great potential to change our economy, culture and society fundamentally. DLT is an open, distributed, secure ledger that can record all transactions or online activities among relevant entities efficiently and in a verifiable manner.

DLT is in theory secure by design and an example of a distributed computing system with high fault tolerance. Decentralised consensus can therefore be achieved with a DLT.

It enables innovative financial/non-financial decentralized applications/service, such as e-services and IoT-based services, which eliminate the need for third party intermediaries. The outcome of this FG could be applicable to e-services.

This makes DLT suitable for the recording of events, payment transaction records, and other records management activities, identity management, transaction processing, and proving data provenance.

The FG DLT will be an open platform for relevant stakeholders – such as telecom regulators, financial regulators, services providers, platform providers, network operators; international organizations and industry forums and consortia – to share knowledge, best practices and lessons learned in the field with the objective of identifying the standardized frameworks needed to support the scaling up of applications and services based on DLT globally.

A FG DLT, as proposed under the auspices of TSAG, could address a number of topics of DLT, for example, use-cases and applications, requirements for the implementation, regulatory and policy aspects, security and privacy aspects, among many other aspects.

A FG DLT could consist of several Working groups that deal with those issues and topics mentioned above.

**2. ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT)**

The ITU-T FG DLT will analyse applications and services based on DLT that can be standardized by ITU-T study groups, identify best practices and guidance which could support the implementation of such applications and services on a global scale and identify a way forward that ITU-T SGs need to study in order to meet the urgent market needs.

It will develop a security standardization roadmap for interoperable services based on DLT taking into consideration the activities currently undertaken by the various relevant groups, standards developing organizations (SDOs) and forums and a regulatory toolkit which may be used by national policymakers and regulatory authorities from ITU Member States.

This Focus Group will work closely with relevant study groups in ITU-T and will also invite non ITU-T members to participate in its work.

**2.1 Objectives**

To support the development of base materials for global standards for applications and services based on DLT, the objectives of this focus group include:

* Establish liaisons and relationships with other organizations which could contribute to the standardization activities based on DLT.
* Describe the ecosystem for applications and services based on DLT and identify the respective roles and responsibilities of the stakeholders in the ecosystem.
* Identify successful use cases for implementation of applications and services based on DLT.
* Suggest future ITU-T study items and related actions for various ITU-T study groups for example on:
  + Concepts, coverage, vision and use cases of services based on DLT.
  + Characteristics and requirements for services based on DLT.
  + Architectural framework and communication technologies of services based on DLT.
  + Analyse and evaluate the current status of DLT and its maturity.
  + Research security and privacy aspects related to applications and services based on DLT.
  + Examine means for extending on-line trust using DLT.
  + Provide a platform to share findings and for dialogue on policy and regulatory implications of DLT between enterprises working on DLT applications and regulators from various industrial/economic sectors.
  + Identify stakeholders with whom ITU-T could collaborate further on and potential collective action and specific next steps. ​

**2.2 Relationships**

This Focus Group will work in close collaboration with all ITU-T study groups, especially SG11, SG13, SG16, SG17 and SG20. This FG DLT will coordinate with FG on DPM and with the United for Smart Sustainable Cities (U4SSC) initiative under auspicious of ITU-T Study Group 20 as appropriate.

This FG DLT will collaborate with relevant entities, in accordance with Recommendation ITU-T A.7.

These entities include the following: financial institutions, telecommunications regulators, financial regulators, non-governmental organizations (NGOs), policy makers, SDOs, industry forums and consortia (such as ISO TC 307, ISO/IEC JTC 1, GSMA, SWIFT etc.), payment systems networks, remittances companies, ICT companies, academic institutions, research institutions and other relevant organizations.

**2.3 Specific Tasks and deliverables**

* Utilize the deliverables related to DLT that were produced by FG DFS and study gaps between those by FG DFS and what need to be achieved.
* Collect and document information on current initiatives and activities from the stakeholders involved in applications and services based on DLT. This will involve developing use cases and identifying standards related to services based on DLT across the world.
* Develop a document which reflects how technologies enable applications and services by the underlying nature of the ecosystem including best practices of policy and regulatory framework, risk assessment methodologies and business models being used.
* Develop a report on the definitions of terminologies and taxonomy for applications and services based on DLT and its ecosystem.
* Develop a report on the potential barriers for the deployment of services based on DLT.
* Study and analyse the implications of mandating interoperability and interconnection of services based on DLT. This will include the development of a standardization roadmap for interoperable services based on DLT taking into consideration the interoperability challenges and best practices.
* Study and analyse the implications of standards for cross border remittances.
* Study and analyse technology competitiveness issues that may hinder the deployment of services based on DLT.
* Develop a regulatory toolkit which can be used by policymakers and regulatory authorities for scaling up services based on DLT uptake.
* Organise regional thematic workshops in order to collect inputs from various stakeholders. The workshops will be a platform to investigate best practices for the harmonization of legal and regulatory framework for applications and services based on DLT globally. The workshops will bring together the Telecommunication Regulators, Financial Regulators, Policy makers and other relevant parties to identify issues and priorities, exchange information and best practices through peer learning and knowledge dissemination processes and identifying possible policy interventions enabling financial inclusion.
* Draft technical reports describing and addressing the standardization gaps and identifying future standardization work for ITU-T study groups in the area of services based on DLT.
* Send the final deliverables to the parent group, at least four calendar weeks before the parent group meeting.

**2.4 Parent group**

The parent group is TSAG.

**2.5 Leadership**

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

**2.6 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.

**2.7 Administrative support**

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

**2.8 General financing**

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

**2.9 Meetings**

The frequency and location of meetings will be determined by the Focus Group and the overall meetings plan will be announced as soon as possible. The Focus Group will work electronically using teleconferences and with face-to-face meetings. Meetings will be held as determined by the Focus Group and the meetings will be announced by electronic means (e.g., e-mail and website, etc.) at least four weeks in advance.

**2.10 Technical contributions**

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

**2.11 Working language**

The working language is English.

**2.12 Approval of deliverables**

Approval of deliverables shall be taken by consensus.

**2.13 Working guidelines**

See clause 13 of Recommendation ITU-T A.7.

**2.14 Progress reports**

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

**2.15 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 and other means, including communication with the other involved organizations.

**2.16 Milestones and duration of the Focus Group**

The Focus Group lifetime is one and half year from the first meeting, but extensible by decision of the parent group if necessary.

A preliminary set of milestones includes:

* First Focus Group meeting: Third quarter of 2017

**2.17 Patent policy**

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

ANNEX 2

**First meeting of ITU-T FG DLT:   
Geneva, Switzerland, 17-19 October 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 [tsbfgdlt@itu.int](mailto:tsbfgdlt@itu.int) by **10 October 2017** at the latest using the document template available on the [FG DLT homepage](https://itu.int/en/ITU-T/focusgroups/dlt/). Access to all input and output documents will be provided from the [FG DLT homepage](https://itu.int/en/ITU-T/focusgroups/dlt/) (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 DLT homepage](https://itu.int/en/ITU-T/focusgroups/dlt/) **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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