|  |  |  |  |
| --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **国际电信联盟**  **电信标准化局** | |  |
|  | | 2023年7月25日，日内瓦 | |
| 文号： | **电信标准化局第3/15号集体函**  SG15/HO | 致：  - 国际电联各成员国主管部门；  - ITU-T部门成员；  - 第15研究组ITU-T部门准成员；  - 国际电联学术成员 | |
| 电话： | +41 22 730 6356 |
| 传真： | +41 22 730 5853 |
| 电子邮件： | [tsbsg15@itu.int](mailto:tsbsg15@itu.int) |
| 网址： | <https://itu.int/go/tsg15> |
| 事由： | **第15研究组会议，2023年11月20日 – 12月1日，日内瓦** | | |

尊敬的先生/女士：

我谨在此高兴地邀请您参加第15研究组（传输、接入和入户的网络、技术和基础设施）的下一次会议，会议计划于2023年11月20日至12月1日（含）在日内瓦国际电联总部和日内瓦国际会议中心（CICG）举行。

整场会议将仅以英文进行，不提供口译服务。

会议将于第一天上午9时30分开始，与会者的注册工作将自08:30起在[Montbrillant办公楼入口处](https://www.itu.int/en/about/Documents/itu-plan.pdf)进行。有关每日会议厅安排的信息将在国际电联总部各处的电视屏幕上显示，也可点击[此处](http://handle.itu.int/11.1002/apps/meeting-rooms)在线查询。

**附件A**提供了会议实用信息。第15研究组主席Glenn Parsons先生（加拿大）起草的**会议议程和时间计划**草案载于**附件B**。

**重要的截止日期：**

|  |  |
| --- | --- |
| 2023年9月20日 | - [提交ITU-T成员文稿（通过文件直传）](http://itu.int/net/ITU-T/ddp/)（需翻译的文稿） |
| 2023年10月9日 | - 提交（远程）与会补贴申请（通过研究组主页上的表格；详见附件A） |
| 2023年10月20日 | - 预注册（通过研究组主页上的在线注册表格）  - 向会议东道国提交签证协办函申请（通过在线注册表格；详见附件A） |
| 2023年11月7日 | - [提交ITU-T成员文稿（通过文件直传）](http://www.itu.int/net/ITU-T/ddp/) |

祝您与会顺利且富有成效。

|  |  |
| --- | --- |
| 顺致敬意！  Icon  Description automatically generated电信标准化局主任 尾上诚藏 | A qr code with black dots  Description automatically generated ITU-T SG15 |
| 最新会议信息 |

**附件：**2件

附件A  
会议实用信息

**工作方法和设施**

**文件的提交和获取**：会议将为无纸化会议。成员文稿应通过[文件直传](http://itu.int/net/ITU-T/ddp/)提交；临时文件草案应使用[相应模板](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx)通过电子邮件提交给研究组秘书处。会议文件可在研究组主页获取，但仅限于拥有TIES访问权限的[国际电联用户账户](http://www.itu.int/TIES/)的ITU-T成员。

**无线局域网**设施将在国际电联的所有会议厅提供，供代表使用。详细信息可在现场和ITU-T网站（[ICT Services (itu.int)](https://www.itu.int/en/general-secretariat/ICT-Services/Pages/default.aspx)）获取。

**电子储物箱：**在会议期间供代表使用。请用代表持有的ITU-T RFID胸卡开关电子储物箱。  
电子储物箱设在国际电联塔楼入口层和地下一层以及Montbrillant大楼地面层。

**打印机**设在代表休息室和所有主要会议室附近。为避免需在代表计算机上安装驱动程序，文件可通过电子邮件将其传给所用的打印机进行打印。详见：<https://itu.int/go/e-print>。

**借用手提电脑：**国际电联服务台（[servicedesk@itu.int](mailto:servicedesk@itu.int)）将为代表提供几部手提电脑，按先到先得的原则，供代表使用。

**远程参会**：将在力所能及的基础上为研究组的所有全体会议提供远程关注。某些会议将尽力提供互动式远程参与。代表们只有在注册了相应的会议后，才能远程参加这些会议。与会者应该了解，按照惯例，会议不会因为远程参会者无法连线、听不到或无法被听到而推迟或中断，一切听从主席的酌情安排。如果认为远程参会者的语音质量不佳，主席可以打断远程参会者的发言，并且在有迹象表明问题得到解决之前，可以不让该与会者发言。鼓励与会者使用会议聊天工具，以促进会议期间的有效时间管理，由主席酌情决定。

**实时字幕：**将力所能及地为研究组所有全体会议提供实时字幕。

**预注册、新代表、与会补贴和签证协办**

**预注册：**与会者必须进行预注册，请**至少在会议开始前一个月**通过研究组主页完成在线预注册。根据[电信标准化局第68号通函](https://www.itu.int/md/T17-TSB-CIR-0068)，ITU-T注册系统要求注册申请需经联系人批准；[电信标准化局第118号通函](https://www.itu.int/md/T17-TSB-CIR-0118)介绍了如何设置对这些申请的自动批准。注册表中的一些备选项仅适用于成员国，包括：职务、口译申请和与会补贴申请。请成员尽可能吸收女性代表加入。

**新代表：**将邀请出席会议的新代表参加入门介绍，包括抵达时的迎新简介、引导参观国际电联总部以及参加一个有关ITU-T工作的情况介绍会。如欲参加，请联系：[ITU-Tmembership@itu.int](mailto:ITU-Tmembership@itu.int)。针对新代表的快速指南见[此处](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf)。

**与会补贴：**为促进[符合条件的国家](https://www.itu.int/en/fellowships/Documents/2022/ListEligibleCountries2022.pdf)的代表与会，本次会议提供**两种**与会补贴：

• 传统的面对面会议与会补贴；和

• 远程与会补贴。

远程与会补贴可用于报销会议期间的网络连接费用。对于面对面会议的与会补贴，视可用资金情况，可向每个国家发放不超过两份非全额与会补贴。面对面会议非全额与会补贴包括a)**机票**（从代表所属国到会议地点最直接/经济路线的一张往返经济舱机票），或b)适当的**每日生活津贴**（用于支付食宿和杂费）。如果申请两份面对面会议非全额与会补贴，至少一份应为机票。申请者所属组织负责支付剩余的参会费用。

根据全权代表大会第213号决议（2018年，迪拜），鼓励在提名与会补贴候选人时考虑到性别平衡以及残疾人和有具体需求人士的参与。发放与会补贴的标准包括：国际电联的可用预算、积极参会程度（包括提交相关书面文稿）；不同国家和区域间的公平分配；残疾人和有具体需求人士的申请；性别平衡。

两种与会补贴的申请表均可在[研究组主页](https://itu.int/go/tsg15)上获取。**与会补贴申请必须最迟在2023年10月9日前收到**，通过电子邮件发至[fellowships@itu.int](mailto:fellowships@itu.int)或通过传真发至：+41 22 730 57 78。**需要先进行注册（由联系人批准），然后才能提交与会补贴申请**，因此强烈建议至少在会议开始七周前进行会议注册并启动申请程序。

**签证支持：**如有需要，必须在到达瑞士之前向驻贵国的瑞士代表机构（使馆或领事馆）申请签证。如果贵国没有此类机构，则请向驻出发国最近的此类机构申请。截止日期各不相同，因此建议直接与相关代表机构联系并尽早申请。

如果遇到问题，国际电联可根据您所代表的主管部门或实体提出的正式请求与相关瑞士当局接触，以便为发放签证提供方便。一旦贵组织的注册联系人批准了您的注册，通常会延迟15天才会签发签证申请函。因此，申请应在**不晚于会议召开日的一个月**前通过勾选注册表中相应的方框提出。如有问题，请发送电子邮件至国际电联差旅科([travel@itu.int](mailto:travel@itu.int))，并请注明“**签证协办**（visa support）”字样。

**到访日内瓦：酒店、公共交通**

**到访日内瓦：**为在日内瓦参加国际电联会议的代表准备的实用信息可在以下网址查询：<http://itu.int/en/delegates-corner>。

**酒店折扣：**一些日内瓦酒店为出席国际电联会议的代表提供优惠价格，并提供一张免费使用日内瓦公共交通系统的交通卡。参与优惠活动的酒店名单以及如何取得折扣的指南见以下网址：<http://itu.int/travel/>。

ANNEX B  
Draft agenda and time plan

Draft agenda for the third meeting of ITU-T Study Group 15  
Geneva, 20 November to 1 December 2023

1. Opening of meeting
2. Opening Remarks
3. Approval of agenda
4. Organization of Study Group 15
5. Working methods
   1. TSAG matters of interest to SG15
   2. Guidance for the work of SG15
6. Feedback and Status Reports on interim activities (since April 2023)
   1. Approval of the second SG15 meeting reports ([COM15-R6-9](https://www.itu.int/md/T22-SG15-R), April 2023)
   2. SG15 interim activities (matters of interest to Plenary)
   3. Status on SG15’s liaison, innovation, marketing, promotion and other roles
   4. Status of draft Recommendations consented/determined
   5. SG15 management matters of interest to Plenary
7. Objectives for this meeting
8. Time Plan for this meeting (Annex B)
9. Meeting facilities and logistics
10. Documents and their allocation
11. Miscellaneous

Note: Items 1-11 will be covered in the opening plenary on 20 November, and Items 12-20 will be covered in the closing plenary on 1 December.

1. Reports of Working Parties
   1. Matters for resolution at study group level
   2. Intellectual Property Rights Inquiry
   3. Determination of draft new/revised Recommendations according to Resolution 1 (TAP)
   4. Consent of Recommendations proposed for approval using Recommendation ITU-T A.8
   5. Agreement of other texts
   6. Status of Recommendations (SG15 Work programme)
   7. Liaison and interaction with other groups
   8. Interim Rapporteur/WP activities
2. Approval of any draft new/revised Recommendations according to Resolution 1 (TAP)
3. Approval of any draft new/revised Recommendations referred back to SG during AAP
4. Leadership appointments for Study Group 15
5. OUI assignment update
6. Reports on SG15’s liaison, Promotion and Coordination Group, and other roles
7. Future activities
8. Miscellaneous
9. Closing

NOTE ‒ Updates to the agenda can be found in TD183/PLEN.

Draft time plan

**Study Group 15 draft time plan, Geneva, 20 November to 1 December 2023 (first week)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday, 20 November** | | | | | | **Tuesday, 21 November** | | | | | | | **Wednesday, 22 November** | | | | | | **Thursday, 23 November** | | | | | | | **Friday, 24 November** | | | | | |
| 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 |  |  |  |  | # |  |  | |  |  |  | # |  |  |  |  |  | # | |  |  |  |  |  |  |  |  |  |  |  |
| **WP1 Plen** |  |  | x |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/15** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/15** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Q3/15** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Q4/15** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **WP2 Plen** |  |  | x |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Q5/15** |  |  |  | x | x |  |  | x | x | | x | x |  |  | x | J | x | x |  |  | | x | x | x | x |  |  |  |  |  |  |  |
| **Q6/15** |  |  |  | x | x |  |  | x | x | | x | x |  |  | x | J | x | x |  |  | | A | L | x | x |  |  | x | x | x | x |  |
| **Q7/15** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | x | x | x | x |  |
| **Q8/15** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **WP3 Plen** |  |  | x |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Q10/15** |  |  |  | x | x |  |  | x | x | | x |  |  |  |  |  | x | x |  |  | | x | x |  |  |  |  | x | x |  |  |  |
| **Q11/15** |  |  |  | x | x |  |  | x | x | | x | x |  |  | x | x | x | x |  |  | | A | L | x | x |  |  | x | x | x | x |  |
| **Q12/15** |  |  |  | x | x |  |  | x | x | | x | x |  |  | C | C | x | x |  |  | | A | x | x | x |  |  | D | D | x | x |  |
| **Q13/15** |  |  |  | x | x | x | x | x | x | | x | x | x | x | x | x | x | x | x | x | | A | x | x | B | x | x | x | x | x | x |  |
| **Q14/15** |  |  |  | x | x |  |  | x | x | | x | x |  |  | C | C | x | x |  |  | | A | x | x | B |  |  | D | D | 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 time plan, Geneva, 20 November to 1 December 2023 (second week)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday, 27 November** | | | | | | **Tuesday, 28 November** | | | | | | **Wednesday, 29 November** | | | | | | **Thursday, 30 November** | | | | | | **Friday, 1 December** | | | | | |
| 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** |  |  |  |  |  | § | K |  |  |  |  | F |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x |  |  |
| **WP1 Plen** |  |  |  |  |  | § |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Y | x | x |  |  |  |  |  |  |
| **Q1/15** | x | x |  |  |  | § |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/15** |  | x | x | x | x | § |  | M | x | x | x |  |  | x | x | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |
| **Q3/15** |  | x | x | x | x | § |  | M | x | x | x |  |  | x | x | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |
| **Q4/15** |  | x | x | x | x | § |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2 Plen** |  |  |  |  |  | § |  |  |  |  |  |  |  |  |  |  | Z |  |  | x | x | x | x |  |  |  |  |  |  |  |
| **Q5/15** |  |  |  |  |  | § |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/15** |  | x | x | x | x | § |  | x | x | x | x |  |  | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/15** |  | x | x | x | x | § |  | x | x | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/15** |  | x | x | x | x | § |  | x | x | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3 Plen** |  |  |  |  |  | § |  |  |  |  |  |  |  |  |  |  | W |  |  | x | x | x | x |  |  |  |  |  |  |  |
| **Q10/15** |  | x | x | x | x | § |  |  | x |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/15** |  | x | G | x | x | § |  | x | x | x | x |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/15** |  | x | x | E | E | § |  | x | x | x | x |  |  | H | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/15** |  | x | G | x | x | § |  | x | x | x | x |  | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q14/15** |  | x | x | E | E | § |  | x | x | x | x |  |  | H | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Session times (except for Q2/15): 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800→  Session times of Q2/15: 1 - 9:00-10:30, 2 - 11:00-12:30, 3 - 13:30-15:00, 4 - 15:30- 17:00  § Networking event (to be confirmed). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Notes:

|  |  |
| --- | --- |
| A | Joint Q6, 11, 12, 13, 14/15 Liaisons and topics of common interest (the Questions will meet independently if the joint meeting closes before the end of P1) |
| B | Joint Q13, 14/15 Topics of common interest on synchronization (the Questions will meet independently if the joint meeting closes before the end of the period) |
| C | Joint Q12, 14/15 Topics of common interest on ASON, SDN, cloud and media |
| D | Joint Q12, 14/15 Topics of common interest on ASON, SDN, cloud and media |
| E | Joint Q12, 14/15 Topics of common interest on ASON, SDN, cloud and media |
| F | Promotion and Coordination Group |
| G | Joint Q11, 13/15 Topics of common interest on Synchronization (Q11 and Q13 will meet independently if the joint meeting closes before the end of the period) |
| H | Joint Q12, Q14/15 Review report of joint meetings |
| J | Joint Q5 and Q6/15 Topics of G.652 and G.654.E fibres |
| K | Preparation for WTSA-24 |
| L | Joint Q6, 11/15 B400G, 100G and 400G interfaces based on 100G per lane (the Questions will meet independently if the joint meeting closes before the end of P2) |
| M | Joint Q2 and Q3/15 Topics of common interest (9:00-10:45) |
|  |  |
| 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 time plan can be found in TD196/GEN.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_