|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | | Geneva, 25 July 2023 | |
| Ref: | **TSB Collective letter 3/15**  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](mailto:tsbsg15@itu.int) | |
| Web: | <https://itu.int/go/tsg15> | |
| **Subject**: | **Meeting of Study Group 15; Geneva, 20 November – 1 December 2023** | | | |

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 held at ITU headquarters and CICG (The International Conference Centre Geneva), Geneva, from 20 November to 1 December 2023, inclusive.

Note that the entire meeting will run in English only with no interpretation.

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).

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by the Chairman of the Study Group 15, Mr Glenn Parsons (Canada), are set out in **Annex B**.

**Key deadlines**:

|  |  |
| --- | --- |
| 20 September 2023 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 9 October 2023 | - Submit (e-)fellowship requests (via the forms on the study group homepage; see details in Annex A) |
| 20 October 2023 | - Pre-registration (via the online registration form on the study group homepage)  - Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 7 November 2023 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Seizo Onoe Director of the Telecommunication Standardization Bureau | 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.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms. Detailed information is available on‑site and on the ITU‑T website ([ICT Services (itu.int)](https://www.itu.int/en/general-secretariat/ICT-Services/Pages/default.aspx)).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges.   
The e-lockers are located in the ITU Tower entrance floor and first basement, as well as on the ground floor of the Montbrillant building.

**PRINTERS** are available in the delegates’ lounges and near all major meeting rooms. To avoid the need to install drivers on delegates’ computers, documents may be printed by e-mailing them to the desired printer. Details at: <https://itu.int/go/e-print>.

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

REMOTE PARTICIPATION: Remote observation will be provided on a best-effort basis for all study group plenary sessions. Interactive remote participation will be provided on a best-effort basis for some sessions. In order to access sessions remotely, delegates must register for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, at 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. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the Chairman’s discretion.  
**REAL-TIME CAPTIONING:** Real-time captioning will be provided on a best-effort basis for all study group plenary sessions.

**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 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, including function, interpretation requests and fellowships 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](mailto: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**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the **e-fellowship**.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. For in-person fellowships, up to two partial fellowships per country may be awarded, subject to available funding. A partial in-person fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate **daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). In case two partial in-person fellowships are requested, *at least one* should be an *air ticket*. The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

Request forms for both types of fellowship are available from the [study group homepage](https://itu.int/go/tsg15). **Fellowship requests must be received by 9 October 2023 at the latest**, sent by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting.

**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. Once your registration has been approved by your organization’s registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, 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](mailto: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

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.

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