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| **电信标准化局** | **logo_C_** |
|  |  |

 2010年3月30日，日内瓦

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| 文号： | **电信标准化局第4/15号集体函** |  |
| 电话：传真：电子邮件： | +41 22 730 5515+41 22 730 5853tsbsg15@itu.int  |  致国际电联各成员国主管部门、ITU-T部门成员和参加第15研究组工作的ITU-T部门准成员 |

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| 事由： | 第15研究组会议2010年5月31日 - 6月11日，日内瓦 |

尊敬的先生/女士：

1 根据国际电联电信标准化部门2010年的会议安排（见2009年12月14日电信标准化局第80号通函），我谨通知您，第15研究组（光传输网络和接入网络基础设施）将于2010年5月31日至6月11日在日内瓦国际电联总部召开会议。

第一天的会议将于09:30开始。与会者的注册工作将自08:00起在Montbrillant大楼入口处开始。有关会议厅安排的具体信息将在国际电联总部入口处的电视屏幕上显示。

2 根据现行有关规定，该会议将提供口译服务。

3 由第15研究组主席（Yoichi Maeda）起草的议程草案见本函**附件1**。

4 由第15研究组管理班子起草的时间表草案见本函**附件2**。

5 欢迎与会者参加第15研究组会前一周在同一会址召开的ITU-T/IEEE关于以太网传输未来发展的联合讲习班和IEEE 802中期会议，其间将对共同关心的以太网问题进行讨论。进一步的信息和注册细节可在ITU-T第15研究组网页**<http://www.itu.int/ITU-T/studygroups/com15/index.asp>**“讲习班和研讨会”一栏下查询。

6 请注意，根据2010年2月8-11日电信标准化顾问组（TSAG）会议讨论，并经ITU-T研究组主席同意，现开始试行要求在规定的会议召开日的至少12（十二）个日历日前将文稿提交电信标准化局。这些文稿将发布在第15研究组的网站上，因此必须在**2010年5月18日之前**寄达电信标准化局。按照现行规定，对于在会议开始日至少两个月前收到的文稿，可以应要求予以翻译。

欢迎与会者以第15研究组主页上提供的网上提交表格或电子邮件的方式向以下地址提交文稿：**tsbsg15@itu.int**。详尽指南见ITU-T网站。

我们大力提倡您使用已制作出的一套模版，它们既能够使ITU-T文件的格式保持一致，又可以方便文件制作、提高效率。这些模版可以在ITU-T各研究组网页中的“指南、工具和模版”（Guides, Tools and Templates）（[http://www.itu.int/ITU-T/studygroups/templates/index.html](http://www.itu.int/ITU-T/studygroups/templates/index.html%29%20%20%E5%A4%84%E6%89%BE%E5%88%B0)）处找到。

为了解决与文稿有关的问题，请在文稿上注明联系人的姓名、传真和电话号码以及电子邮件地址。因此，务请在所有文件的首页注明这些细节。

7 为了便于电信标准化局进行文件制作和会议组织方面的必要安排，我希望您能通过信函、传真（号码：+41 22 730 5853）或电子邮件（tsbreg@itu.int）的方式尽早、但**不迟于2010年4月30日**将代表贵主管部门、部门成员、部门准成员、区域性组织和/或国际组织或其它实体出席会议的人员名单发至我处，同时，希望各主管部门注明其代表团团长（如果有副团长，亦盼一并注明）的姓名。

**8 请注意，ITU-T会议的与会者只能通过ITU-T网址进行网上预注册：**[**http://www.itu.int/ITU-T/studygroups/com15/index.asp**](http://www.itu.int/ITU-T/studygroups/com15/index.asp)。

9 第15研究组与其主席Yoichi Maeda达成一致意见，将采取进一步的步骤，努力实现**全电子化**的工作环境，因此，会议将以**无纸**会议的形式进行。

塔楼地下二层的网吧处和Monbrillant办公楼的二层均配有打印机，供希望打印文件的代表使用。此外，计算机使用问询台（Helpdesk Service（helpdesk@itu.int））也准备了若干部手提电脑（数量有限），供没有手提电脑的代表使用。

10 请注意，对于安排有口译服务的会议，只有当成员国**至少在会议召开的一个月前**通过报名表或向电信标准化局（TSB）提出专门要求时，才可能提供口译服务。务请遵守报名表规定的截止日期，以便于电信标准化局做出口译方面的必要安排。

11 我们高兴地通知您，国际电联将提供数量有限的若干份非全额与会补贴（或是经济舱机票，或是住宿费和用于支付餐饮和杂项费用的每日生活补贴），以促进最不发达国家或低收入发展中国家的代表与会。申请时必须得到国际电联相关成员国主管部门的授权，而且一国仅能有一人申请。**附件4**中的与会补贴申请表应在**2010年4月30日**之前填妥并交回国际电联。请注意，在2008年世界电信标准化全会（WTSA-08）上，各代表团团长做出了承诺，他们将向其正副主席候选人提供必要的资源，以便相关人员在四年任职期内能够履行职责，因此他们已认识到，正副主席不会从国际电联得到任何财务资助。

12 国际电联的主要会议厅和日内瓦国际会议中心（CICG）内均设有无线局域网设施，可供代表使用。国际电联Montbrillant办公楼内继续提供有线网络接入。详细信息见ITU-T网站（<http://www.itu.int/ITU-T/edh/faqs-support.html>）。

13 本函**附件3**中有**一份酒店确认表**（酒店一览表见<http://www.itu.int/travel/>），供参考。

14 我们谨在此提醒您，一些国家的公民需要获得签证才能入境瑞士并在此逗留。**签证必须至少在会议召开日的四（4）个星期前向驻贵国的瑞士代表机构（使馆或领事馆）申请，并随后领取**。如果贵国没有此类机构，则请向驻离贵国最近的国家的此类机构申请并领取。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，但仅限于在所述的四个星期内办理。此类请求必须说明申请签证人员的姓名和职务、出生日期、护照号码以及护照签发日期和失效日期。该请求需附有一份已批准该人员参加ITU-T所述会议的注册确认通知，而且必须通过传真（传真号码：+41 22 730 5853）或电子邮件（tsbreg@itu.int）发至电信标准化局，上面注明“**visa request**”（“**签证申请**”）。

顺致敬意！

电信标准化局主任
 马尔科姆•琼森

**附件：4件**

ANNEX 1

(to TSB Collective 4/15)

**Draft agenda for the third meeting of ITU-T Study Group 15
(Optical and other transport network infrastructures)**

Geneva, 31 May – 11 June 2010

1. Opening of meeting
2. Approval of agenda
3. Feedback and Status Reports on interim activities (since October 2009)
	1. Approval of the second SG15 report (October 2009)
	2. TSAG meeting (matters of interest to SG15)
	3. SG15 interim activities (matters of interest to Plenary)
	4. Status on SG15’s liaison, innovation, marketing, promotion and other roles
	5. Status of draft Recommendations consented
	6. SG15 management team meeting (matters of interest to Plenary)
4. Objectives for this meeting
5. Work Plan for this meeting (Annex 2)
6. Conduct of and facilities available for the meeting
7. Documents and their allocation
8. Miscellaneous
9. Reports of Working Parties
	1. Matters for resolution at Study Group level
	2. Intellectual Property Rights Inquiry
	3. Consent on Recommendations proposed for approval using Recommendation ITU-T A.8
	4. Agreement on other texts
	5. Status of Recommendations (SG15 work programme)
	6. Liaison and interaction with other groups
	7. Interim Rapporteur/WP activities
	8. Texts for deletion, if any
10. Approval of any draft new/revised Recommendations referred back to SG during AAP
11. Reports on SG15’s liaison, innovation, marketing, promotion and other roles
12. Future activities
13. Miscellaneous
14. Closing

ANNEX 2

(to TSB Collective letter 4/15)

Study Group 15 Work Plan, 31 May-11 June 2010

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday31 May** | **Tuesday1 June** | **Wednesday 2 June** | **Thursday3 June** | **Friday4 June** | **Monday7 June** | **Tuesday8 June** | **Wednesday 9 June** | **Thursday10 June** | **Friday11 June** |
| Q/15 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **SG15 Plen** | x |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 18 |  |  |  |  |  |  |  |  | x | x | x | x |
| **WP1 Plen** |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |
| **Q1/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x |  | x | x | 10 | 11 |  | x | x | x | x | x | x |  |  |  |  |  |  |
| **Q4/15** |  |  | x | x | x | x | x | x |  | x | x | x | x |  | x | x | x | x | x | x | x | x | x | x | x | x |  | x | x | x | 11 |  | x | x | x | x | x | x |  |  |  |  |  |  |
| **WP2 Plen** |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | 16 |  |  |  |  |
| **Q5/15** |  |  |  |  | x | x | x | x |  | x | x | x | x | 13 | 14 | 14 | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/15** |  |  | x | x | x | x | x | 2 |  | x | x | x | x | 13 | x | x | 6 | x | x | x | x | x |  |  |  | 15 | 9 |  |  | 10 | x |  | x | x | x | x |  |  |  |  |  |  |  |  |
| **Q7/15** |  |  |  |  |  |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | 15 | 9 | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | 15 |  | x | x | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |
| **Q16/15** |  |  |  |  |  |  |  |  |  | x | x | x | x |  | 14 | 14 | x | x | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  | x | x | x | x |  | x | x |  |  |  |  |  |  |  |  |  |  |
| **Q18/15** |  |  | x | x | x | x | x | x |  |  |  |  |  |  | 14 | 14 | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3 Plen** |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |
| **Q3/15** |  |  |  |  | x | x |  | 2 |  | 3 | 3 |  |  |  | x | x |  |  | x | x |  |  | x | x | 8 | 8 | 9 | x | x |  |  |  |  |  |  | 12 |  |  |  |  |  |  |  |  |
| **Q9/15** |  |  |  |  | x | x | x | 2 |  | 3 | 3 |  |  |  | x | x |  |  | x | x |  |  | x | 7 | 8 | 8 | 9 | x | x | x | x |  | x | x | x | 12 |  |  |  |  |  |  |  |  |
| **Q10/15** |  |  |  |  |  |  | x | 2 |  | 3 | 3 |  |  |  |  |  |  |  |  | x |  |  |  |  | 8 | 8 | 9 |  |  | x |  |  |  | x |  | 12 |  |  |  |  |  |  |  |  |
| **Q11/15** |  |  | x | x |  |  | x | 2 |  | x | 4 | x | x |  |  |  | 6 | x | x | x | x | x |  |  | x | x | 9 | x | x |  |  |  |  |  |  | 12 |  |  |  |  |  |  |  |  |
| **Q12/15** |  |  | x | x | 1 | 1 | x | 2 |  | 3 | 3 | x | x |  | x | x | x | x | x | x | x | x | x | x | 8 | 8 | 9 | x | x | 10 | x |  | x | x |  | 12 |  |  |  |  |  |  |  |  |
| **Q13/15** |  |  | x | x | x | x | x | 2 |  | x | 4 | 5 | x |  | x | x | x | x | x | x | x | x | x | 7 | x | x | 9 | x | x | x | 11 |  | x | x |  | 12 |  |  |  |  |  |  |  |  |
| **Q14/15** |  |  | x | x | 1 | 1 | x | 2 |  | 3 | 3 | x | x |  | x | x | x | x | x | x | x | x | x | x | 8 | 8 | 9 | x | x | x | x |  | x | x |  | 12 |  |  |  |  |  |  |  |  |
| **Q15/15** |  |  | x | x | x | x | x | 2 |  | x | x | 5 | x |  | x | x | x | x | x | x | x | x |  |  |  |  | 9 |  |  |  |  |  |  |  |  | 12 |  |  |  |  |  |  |  |  |

1. Joint Q12, 14/15 on ASON, Discovery, and DCN architecture topics. If the work can be accomplished in the first quarter, Q12 and 14 will meet separately during the 2nd quarter.
2. Joint Q3, 6, 7, 9, 10, 11, 12, 13, 14, 15/15 meeting - OTN Coordination Meeting #1. IEEE 802.3ba status will be included in this meeting.
3. Joint Q3, 9, 10, 12, 14/15 on Ethernet, MPLS-TP, and G.ptneq Topics, if needed. Otherwise Q9, 12, and 14/15 will meet separately during these periods.
4. Joint Q11, 13/15 on OTN timing transparency.
5. Joint Q13, 15/15 on jitter/wander test topics.
6. Joint Q6, 11 on interface rates.
7. Joint Q9, 13 on Selection of packet network links if needed. Otherwise Q9 and 13/15 will meet separately.
8. Joint Q3, 9, 10, 12, 14/15 meeting to review MPLS-TP Recommendation updates, if needed. If not needed, Q10, 12, and 14 will meet separately during these periods.
9. Joint Q3, 6, 7, 9, 10, 11, 12, 13, 14, 15/15 meeting - OTN Coordination Meeting #2, if required. This session will be cancelled if there are no issues requiring coordination later during the meeting. Note that this is scheduled for period 5 (18:00) in the Montbrillant building or the Tower and will mainly include Rapporteurs and Editors, although others who are interested may also attend.
10. Joint Q2, 6, 12 on G.sdapp
11. Joint Q2, 4, 13 on interconnection of core and access transport of time, SSM.
12. WP3 Rapporteurs only - Report Preparation.
13. Joint Q5/15, 6/15
14. Joint Q5/15, 16/15, 18/15
15. Joint Q6/15, 7/15, 8/15
16. WP 2/15 Chairman and Rapporteurs for Report preparation
17. SG15 innovation and marketing session (approx. 2 hours)
18. Review of liaisons, liaison reports and developing country issues (approx. 1.5 hours)

ANNEX 3
(to TSB Collective letter 4/15)

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| *This confirmation form* ***should be sent direct*** *to the hotel**of your choice* |

|  |  |  |
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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

***ITU-T Study Group 15 meeting
31 May to 11 June 2010 in Geneva***

*Confirmation of the reservation made on (date) ------------------------- with (hotel) --------------------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date) --------------------------- at (time) ------------- departing on (date) -------------------------------*

***GENEVA TRANSPORT CARD :*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -----------------------------------*

*No.* -------------------------------------------------------- *valid until* -------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

ANNEX 4
(to TSB Collective letter 4/15)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 15 meeting****Geneva, Switzerland, 31 May – 11 June 2010** |  |
| **Please return to:** | **ITU/BDT** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** |
| **Request for a partial fellowship to be submitted before 30 April 2010** |
|  | Participation of women is encouraged |  |
| **Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name of the Administration or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(family name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(given name)****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****PASSPORT INFORMATION :****Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In (place) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Valid until (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| CONDITIONS **(Please select your preference in “condition” 2 below)** |
| 1. One **partial** fellowship per eligible country.
 |
| 1. ITU will cover either one of the following:
 |
| □ **Economy class air ticket (duty station / Geneva / duty station).** |
| **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.**1. It is imperative that fellows be present from the first day to the end of the meeting.
 |
| **Signature of fellowship candidate:** | **Date:** |
| **TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.** |
| **Signature** | **Date** |