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| **Telecommunication Standardization Bureau** |  |
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Geneva, 25 May 2010

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| Ref: | **TSB Circular 113** FG Smart/HO | - To Administrations of Member States of the Union  - To ITU-T Sector Members  - To ITU-T Associates |
| Tel: Fax: E-mail: | +41 22 730 6356 +41 22 730 5853 [tsbfgsmart@itu.int](mailto:tsbfgsmart@itu.int) | **Copy:**  - To the Chairmen and Vice-Chairmen of  all ITU-T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau |

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| Subject: | **Creation of a new Focus Group on Smart Grid (FG Smart);**  **First meeting of the FG Smart, Geneva, Switzerland, 14-16 June 2010** |

Dear Sir/Madam,

1 I am pleased to announce the establishment of the ITU-T Focus Group on Smart Grid (FG Smart) further to the agreement by ITU-T TSAG at its meeting in Geneva, 8-11 February 2010 followed by the procedure specified in clause 2.1.2.2 of Recommendation ITU-T A.7.

2 The objective of the Focus Group is to collect and document information and concepts that would be helpful for developing Recommendations to support Smart Grid from a telecommunication perspective. The Focus Group encourages participation of all standards development organizations related to Smart Grid.

3 The Focus Group will operate under procedures set out in Recommendation ITU-T A.7. TSAG will serve as the parent group. The agreed Terms of Reference of the FG Smart are reproduced in **Annex 1**. Mr Les Brown (Lantiq, Germany) will be the chairman of the new Focus Group, assisted by vice-chairmen Ms Li Haihua (MIIT, China) and Messrs Hyungsoo Kim (Korea Telecom, Korea) and Yoshito Sakurai (Hitachi, Japan). I strongly believe that by establishing the Focus Group on Smart Grid, ITU-T will meet the expectations of its membership, and demonstrate its ability to address the topics requiring urgent attention.

4 The FG Smart is open to ITU Member States, Sector Members and Associates. It is also open to any individual from a country which 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.

5 The first meeting of the FG Smart is scheduled to take place at the ITU Headquarters in Geneva, Switzerland, from 14 to 16 June 2010 inclusive. This meeting is collocated with the meetings of the Focus Group on Cloud Computing and the Focus Group on Future Networks.

6 The items for discussion at the meeting will be made available on the Focus Group web page:  
<http://www.itu.int/ITU-T/focusgroups/smart/>. A draft agenda prepared by the Focus Group management is provided as **Annex 2**. Information related to the meeting as well as the contributions received will also be made available on the Focus Group web page.

The meeting will open at 0930 hours on 14 June 2010. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting room will be displayed on screens at the entrances to ITU headquarters. No registration fee is required for participating in this meeting.

The discussions will be held in English only.

The documents will be made publicly available for this meeting. In preparing documents, please use the basic template for the FG documents available from the Focus Group web page. Participants shall submit input documents to FG Smart in electronic format to TSB as follows:

- contact TSB at [tsbfgsmart@itu.int](mailto:tsbfgsmart@itu.int) to receive a number (nnnn) for each document

- prepare documents with a file name as follows: FG-Smart-I-nnnn (with the appropriate file extension)

- using an FTP client, upload the document to the document drop folder in the FG Smart FTP area, namely:   
 **Host name:** ifa.itu.int  
 **Path:** /t/fg/smart/docs/incoming  
Note: contents of the document drop box can be read with a web browser at: <http://ifa.itu.int/t/fg/smart/docs/incoming/>.

Documents will be processed by TSB and moved to the relevant read only folder: <http://ifa.itu.int/t/fg/smart/docs/1006-gva/in/>

In agreement with the Focus Group management, the extended deadline for document submission for this first meeting is **7 June 2010**. Please note that this is a paperless meeting.

7 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas and in the CICG (Geneva International Conference Centre) building. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

8 For your convenience, a hotel confirmation form is enclosed as **Annex 3** (see <http://www.itu.int/travel/> for the list of hotels).

9 To enable TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, I should be grateful if you would register via the on-line form at <http://www.itu.int/ITU-T/focusgroups/smart/> , as soon as possible, but **not later than 1 June 2010**. **Please note that pre-registration of participants to the meeting is carried out exclusively *online.*** To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form.

10 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested as soon as possible** and obtained from the office (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 by **ITU Member States, Sector Members or Associates**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of four weeks. Any such request should be made by official letter from the administration or entity you represent. This letter must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), bearing the words **“visa request”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members or ITU Associates.**

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annexes:** 3

ANNEX1(to TSB Circular 113)

**Terms of Reference of ITU-T Focus Group on Smart Grid**

**1 Scope**

The Focus Group (FG), established in accordance with Recommendation ITU-T A.7, aims to

* identify potential impacts on standards development;
* investigate future ITU-T study items and related actions;
* familiarize ITU-T and standardization communities with emerging attributes of smart grid, and
* encourage collaboration between ITU-T and smart grid communities;

The Focus Group will collaborate with worldwide smart grid communities (e.g., research institutes, forums, academia) including other SDOs and consortia.

**2 Rationale**

According to the agreement of the October 2009 high level industry representatives meeting (WTSA Resolution 68), ITU-T study groups were invited to accelerate their work to support smart grid. The term “smart grid” is used for a concept of “intelligent” electricity networks aiming to save energy and to reduce CO2 emissions.

Further, in WTSA-08 Resolution 73 (Information and communication technologies and climate change) ITU-T called for the development of appropriate Recommendations within its mandate and competency in order to support the reduction of CO2 emissions and the impacts of climate change.

A smart grid concept will need harmonized support from telecommunication/ICT and electric power technologies and may result in the need for flexible network and service capabilities to accommodate demands.

Smart grid principles may also be applied to the telecommunication/ICT system itself, consisting of networks and service platforms, in the course of providing services with more efficient use of energy not only for the core network and access domains but also for home networks.

The Focus Group will interact with the various research activities in order to familiarize ITU-T and standardization communities with the emerging attributes of smart grid.

**3 FG objective**

The objective of the Focus Group is to collect and document information and concepts that would be helpful for developing Recommendations to support smart grid from a telecommunication/ICT perspective. Therefore, the objective is limited to the telecommunication/ICT aspects of smart grid, i.e., things like the standardization of metering aspects of smart meter devices and work within the responsibilities of energy standardization bodies are out of scope.

To achieve this objective, the Focus Group will

* update living list of standards bodies, forums, and consortia dealing with smart grid
* collect visions and value propositions for the smart grid
* provide terminology and taxonomy necessary to support smart grid
* analyze communication networking requirement functions and capabilities to support smart grid
* gather new ideas relevant to and identify potential study areas to support smart grid
* identify use cases of smart grid that can be used to derive communication network requirements
* suggest future ITU-T study items and related actions
* identify potential impacts on standards development, e.g., for
  + ICT and climate change
  + Gaps of standards for communications networking to support smart grid.
  + NGN including mobile
  + Numbering, Naming and Addressing issues
  + Control requirements including signalling
  + Transport layer technologies including home network
  + Security and privacy
  + Home gateway and USN
  + PLC/PLT issues
  + Interoperability
  + Terminals and application aspects over integrated broadband cable and television networks

**4 Relations within and outside ITU-T**

The FG should work in close collaboration with all ITU-T study groups (e.g., through collocated meetings, see clause 11), for instance on the coordination of respective work programmes in order to avoid duplication and overlap of work, and on the coordination of seminars and workshops according to Recommendation ITU-T A.31.

The FG will also cooperate and coordinate its work with the other ITU sectors (ITU-R, ITU-D), and with other relevant bodies outside ITU-T (universities, research institutes, SDOs, forums/consortia, regulators, policy-makers) in accordance with Recommendation ITU-T A.7.

Special attention will be paid to collaboration with SDOs and the energy sector.

Of particular relevance for this Focus Group are the NIST Smart Grid Interoperability Panel and the JTC 1 Special Working Group on smart grid.

**5 Specific tasks and deliverables**

* A living list of standards bodies, forums, and consortia dealing with telecommunication/ICT aspects of smart grid, including information concerning their activities and documents in the context of smart grid standards framework
* Collect and summarize vision and value propositions of smart grid with a focus on telecommunication/ICT aspects
* Terminology and taxonomy
* Analysis of communications networking requirement functions and capabilities to support smart grid (including QoS/QoE, security and reliability)
* Contribute in this regard to the studies undertaken in response to WTSA Resolution 73 (ICTs and Climate Change) and Council Resolution 1307 (ICTs and Climate Change).
* Gap analysis of standards for communications networking to support smart grid
* Use cases of services and reference models for telecommunication/ICT to support smart grid
* Roadmap to guide further developments of relevant ITU-T Recommendations

**6 Parent group**

The parent group is TSAG.

**7 Leadership**

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

**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.

**9 Administrative support**

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

**10 General financing of the FG**

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

**11 Meetings**

The frequency and location of meetings will be determined by the Focus Group and the overall meetings plan should be announced as soon as possible. The Focus Group should use remote collaboration tools to the maximum extent, and collocation with existing meetings (e.g., study groups and research activities). The meetings will be announced by electronic means (e.g., e-mail and website, etc.) at least 4 weeks in advance.

**12 Technical Contributions**

Technical contributions are to be submitted at least 10 calendar days before the meeting takes place.

**13 Working language**

The working language will be English.

**14 Approval of deliverables**

Approval of deliverables will be taken by consensus.

**15 Working guidelines**

Working procedures will 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 by TSAG via ITU publications and other means, including communication with the other organizations and/or experts, technical journals and the World Wide Web.

**18 Milestones and duration of the FG**

The Focus Group lifetime is one year from the 1st meeting.

The following milestones are proposed:

* Holding of the first Focus Group meeting (14-16 June 2010)
* Presentation of the first draft of the deliverables as identified in clause 5 at the TSAG meeting in 8-11 February 2011

**19 Patent policy**

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

ANNEX2(to TSB Circular 113)

**Draft agenda for first meeting of Focus Group on Smart Grid**

**Geneva, 14 – 16 June 2010**

1. Welcome and introductions
2. Approval of draft agenda
3. Presentation of the ToR for the Focus Group
4. IPR statements
5. Discussion on publication of Focus Group output
6. Organizational issues
   1. Discussion and approval of Working Groups (WGs)
      1. Review and approval of the ToR for each Working Group
   2. Nomination and approval of Working Group leaders
   3. Working methods and electronic tools: contribution numbering (input/output documents) and document number request (tsbfgsmart@itu.int), ftp site, email lists (fgsmart@lists.itu.int), collaborative tools, Issues Lists, etc.
   4. Approval of the Work Plan for this meeting
7. Review of incoming Liaison Statements and other plenary related contributions
8. Allocation of contributions to Working Groups
9. Session with Joint Coordinating Activity on Home Networking (JCA-HN)
   1. Tuesday am?
10. Review and approval of reports from the Working Groups
11. Approval of outgoing Liaison Statements
    1. Identification of liaison officers
12. Next meeting(s) of the FG Smart Grid
13. Approval of the FG Smart Grid meeting report
14. Any other business
15. Closing of the meeting

Note – On Monday June 14, the meeting starts at 9:30 am. Start times other mornings will depend on the work load.

ANNEX 3  
(to TSB Circular 113)

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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**

*Focus Group on Smart Grid -------------------------------------- from ------------------------- to ----------*

*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*  ---------------------------------------------------