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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 23 November 2017 |
| Ref: | **TSB Collective letter 2/15**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 |
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| Email: | tsbsg15@itu.int  |
| Web: | <http://itu.int/go/tsg15>  |
| Subject: | **Meeting of Study Group 15; Geneva, 29 January – 9 February 2018** |

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 will be held at ITU headquarters, Geneva from 29 January to 9 February 2018, inclusive.

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).

**Key deadlines**:

|  |  |
| --- | --- |
| 29 November 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 18 December 2017 | - Submit fellowship requests (application form and guidelines can be found [here](http://www.itu.int/en/ITU-T/studygroups/2017-2020/15/Documents/SG15_Fellowships.docx))- Submit interpretation requests (via online pre-registration form) |
| 2 January 2018 | - Pre-registration (online via the [study group homepage](http://www.itu.int/en/ITU-T/studygroups/2017-2020/15/Pages/default.aspx))- 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)) |
| 16 January 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/)  |

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, Dr Stephen Trowbridge (USA), are set out in **Annexes B** and **C**, respectively.

IEEE 802.1 and 802.3 are planning to meet in ITU headquarters (22-26 January) with a joint IEEE 802 and ITU-T Study Group 15 workshop being planned for Saturday, 27 January.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | Title: Latest meeting information - Description: This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg15Latest meeting information |

**Annexes**: 3

**ANNEX A**

**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 email 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/[TIES account holders](http://www.itu.int/TIES/).

**INTEPRETATION**: Due to budget restrictions,interpretationwill be available for the closing plenary of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least six weeks before the first day of the meeting**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (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 delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area 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 delegates’ computer, documents may be “e‑printed” by emailing them to the desired printer.
Details at: <http://itu.int/go/e-print>.

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

**PRE-REGISTRATION, NEW DELEGATES AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-registration is to be done online via the study group home page **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation.

**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. A quick-start guide for newcomers is available [here](http://www.itu.int/en/ITU-T/info/Documents/Newcomer-Guide-201701.pdf).

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf). Requests must be received **at least six weeks before the beginning of the meeting**. Pre-registration for the meeting is mandatory.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**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/>.

**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 should be sent to TSB by email (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).

**ANNEX B**

**Draft agenda for the second meeting of ITU-T Study Group 15**

**Geneva, 29 January – 9 February 2018**

1. Opening of meeting
2. Opening Remarks
3. Approval of agenda
4. Organization of Study Group 15:
	1. Appointment of rapporteurs and associate rapporteurs
5. Guidance for the work of SG15
6. Feedback and Status Reports on interim activities (since June 2017)
	1. Approval of the first SG15 meeting reports ([COM15-R1-4](https://www.itu.int/md/T17-SG15-R), June 2017)
	2. TSAG matters of interest to SG15
	3. SG15 interim activities (matters of interest to Plenary)
	4. Status on SG15’s liaison, promotion/coordination and other roles
	5. Status of draft Recommendations consented
	6. SG15 management matters of interest to Plenary
7. Objectives for this meeting
8. Time Plan for this meeting (Annex C)
9. Conduct of and facilities available for the meeting
10. Documents and their allocation
11. Miscellaneous
12. 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
	9. Texts for deletion, if any
13. Approval of any draft new/revised Recommendations referred back to SG during AAP
14. Reports on SG15’s liaison, Promotion and Coordination Group, and other roles
15. Future activities
16. Miscellaneous
17. Closing

NOTE - Updates to the agenda can be found in [[TD112/PLEN](https://www.itu.int/md/T17-SG15-180129-TD-PLEN-0112/en)].

**ANNEX C
Study Group 15 draft time plan, Geneva, 29 January – 9 February (first week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday, 29 January** | **Tuesday, 30 January** | **Wednesday, 31 January** | **Thursday, 1 February** | **Friday, 2 February** |
| 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** |  |  |  | x | x |  |  | x | x | x | x |  |  | x | x | 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 |  |
| **Q15/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q18/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  | x | x | x | x | x |  | x | x | x | x |  |
| **WP2 Plen** |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q5/15** |  |  |  | x | x |  |  | x | x | x | x |  |  | x | x | A | x |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q6/15** |  |  |  | x | x |  |  | x | x | x | x |  |  | x | x | A | x |  |  | B | B | x | x | § |  | x | x | x | x |  |
| **Q7/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | B | B |  |  | § |  |  |  |  |  |  |
| **Q8/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q16/15** |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x | ? |  | x | x | x | x | ? |  | x | x | x | x |  |
| **Q17/15** |  |  |  | x | x |  |  | x | x | x | x |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **WP3 Plen** |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  |  |  |  |
| **Q3/15** |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  | § |  |  |  | x | x |  |
| **Q9/15** |  |  |  | x |  |  |  |  |  | G |  |  |  | x | x | x | x |  |  | B | B | x | x | § |  |  |  | x | x |  |
| **Q10/15** |  |  |  |  | x |  |  |  |  | G | C |  |  |  |  | x | F |  |  | x | x |  |  | § |  | x | x | x | x |  |
| **Q11/15** |  |  |  |  | x |  |  | O | O | x | C |  |  | x | E |  |  |  |  | B | B | x | x | § |  | x | x | J | J |  |
| **Q12/15** |  |  |  | x | x |  |  | O | O | x | x |  |  | D | D | x | x |  |  | B | B | H | H | § |  | I | I | J | J |  |
| **Q13/15** |  |  |  | x | x | x | x | x | x | x | x | x | x | x | E | x | F | x | x | x | x | x | x | x | x | x | x | J | J | x |
| **Q14/15** |  |  |  | x | x |  |  | x | x | G | C |  |  | D | D | x | F |  |  | B | B | H | H | § |  | I | I | x |  |  |
| Sessions 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, 29 January – 9 February (second week)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday, 5 February** | **Tuesday, 6 February** | **Wednesday, 7 February** | **Thursday, 8 February** | **Friday, 9 February** |
| 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** |  |  |  |  |  |  |  |  |  |  |  | N |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x |  |  |
| **WP1 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |
| **Q1/15** |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |  |  |  | Y |  |  |  |  |  |  |  |  |
| **Q2/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Y |  |  |  |  |  |  |  |  |
| **Q4/15** |  | x | x | x | x | L |  | x | x | x | x |  |  | x | x | x | x |  |  | x | x | Y |  |  |  |  |  |  |  |  |
| **Q15/15** |  |  |  | x | x |  |  | x | x | x | x |  |  | x | x | x | x |  |  |  |  | Y |  |  |  |  |  |  |  |  |
| **Q18/15** |  | x | x | x | x | L |  | x | x | x | x |  |  | x | x |  |  |  |  |  |  | Y |  |  |  |  |  |  |  |  |
| **WP2 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |
| **Q5/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q6/15** |  |  |  |  |  |  |  |  |  | x | x |  |  | x | x | x | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q7/15** |  | x | x | x | x |  |  | x | x |  |  |  |  |  |  |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/15** |  | x | x | x | x |  |  | x | x | x | x |  |  | x | x |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q16/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q17/15** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Z |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3 Plen** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |
| **Q3/15** |  | x | x | x | x |  |  | x | x |  |  |  |  |  |  |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q9/15** |  |  |  | x | x |  |  |  |  |  |  |  |  |  | x | x | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q10/15** |  | x | x | x | x |  |  |  |  | x | x |  |  | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/15** |  | x | x |  |  |  |  | M | M | x | x |  |  | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/15** |  | x | x | K | K |  |  | M | M |  |  |  |  | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q13/15** | x | x | x | x | x | x | x | x | x | x | x |  | x | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q14/15** |  | x | x | K | K |  |  | x | x | x | x |  |  | x | x |  | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sessions times: 0 - 0830-0930; 1 - 0930-1045; 2 - 1115-1230; 3 - 1430-1545; 4 - 1615-1730; 5 - 1800→ |

Notes:

|  |  |
| --- | --- |
| A | Joint Q5, Q6/15: Fibre specifications |
| B | Joint Q6, 7, 9, 11, 12, 14/15 Issues related to 25/50G DWDM interfaces, G.metro, OTN B100G and DWDM networking |
| C | Joint Q10, 11, 14/15 Functional model for the Ethernet PHY, including G.8023: Q10 and Q11 will meet independently if the meeting finishes before 17:30.Q14 will meet independently once the contribution(s) of interest to Q14 have been discussed |
| D | Joint Q12, 14/15 ASON, SDN and cloud |
| E | Joint Q11, 13/15 Issues related to synchronization over TDM networks: Q11 and Q13 will meet independently if no contributions are received |
| F | Joint Q13, 14/15 Management of Synchronization |
| G | Joint Q9, Q10, 14/15 Ethernet and MPLS-TP; Q10/15 and Q14/15 will meet independently if the joint meeting finishes before 15:45 |
| H | Joint Q12, 14/15 Management control aspects of IMT-2020/5G transport |
| I | Joint Q12, 14/15 ASON, SDN and cloud |
| J | Joint Q11, 12, 13/15 IMT2020/5G with a focus on synchronization issues. Q13 will meet independently after conclusion of discussion on synchronization related issues |
| K | Joint Q12, 14/15 ASON, SDN and cloud |
| L | Joint Q4 and 18/15 |
| M | Joint Q11, 12/15 IMT2020/5G |
| N | Promotion and Coordination Group |
| O | Joint Q11, 12/15 IMT2020/5G transport |
|  |  |
| 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 timetable can be found in [[TD105/GEN](https://www.itu.int/md/T17-SG15-180129-TD-GEN-0105/en)].

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