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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 25 May 2010

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| Ref: | **TSB Circular 114**FG Cloud/BGS | - To Administrations of Member States of the Union- To ITU-T Sector Members;- To ITU-T Associates; |
| Tel:Fax:E-mail: | +41 22 730 5994+41 22 730 5853tsbfgcloud@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 Cloud Computing (FG Cloud);** **First meeting of the FG Cloud, Geneva, Switzerland, 14-16 June 2010** |

Dear Sir/Madam,

1 I am pleased to announce the establishment of the ITU-T Focus Group on Cloud Computing (FG Cloud) 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 Cloud Computing from a telecommunication perspective. The Focus Group encourages participation of all standards development organizations related to Cloud Computing.

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 Cloud are reproduced in **Annex 1**. Mr Vladimir Belenkovich (Russian Federation) will be the chairman of the new Focus Group, assisted by vice-chairmen Ms Monique Morrow (Cisco Systems) and Messrs Jamil Chawki (France Telecom Orange, France), Kangchan Lee (ETRI, Korea), Mingdong Li (ZTE Corporation, China) and Koji Nakao (KDDI, Japan). I strongly believe that by establishing the Focus Group on Cloud Computing, ITU-T will meet the expectations of its membership, and demonstrate its ability to address the topics requiring urgent attention.

4 The FG Cloud 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 Cloud 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 Smart Grid 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/cloud/>. 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 Cloud in electronic format to TSB as follows:

- contact TSB at tsbfgcloud@itu.int to receive a number (nnnn) for each document

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

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

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

In agreement with the Focus Group management, the 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/cloud/> , 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), 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 114)

**Terms of Reference of ITU-T Focus Group on Cloud Computing**

1. **Scope**

The Focus Group, established in accordance with Recommendation ITU-T A.7 will, from the standardization view points and within the competences of ITU-T, contribute with the telecommunication aspects, i.e. the transport via telecommunications networks, security aspects of telecommunications, service requirements, etc., in order to support services/applications of “cloud computing” making use of telecommunication networks; specifically:

* identify potential impacts on standards development and priorities for standards needed to promote and facilitate telecommunication/ICT support for cloud computing
* investigate the need for future study items for fixed and mobile networks in the scope of ITU‑T
* analyze which components would benefit most from interoperability and standardization
* familiarize ITU-T and standardization communities with emerging attributes and challenges of telecommunication/ICT support for cloud computing
* analyze the rate of change for cloud computing attributes, functions and features for the purpose of assessing the appropriate timing of standardization of telecommunication/ICT in support of cloud computing

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

1. **Rationale**

According to the agreement of the fourth World Telecommunication Policy Forum (Lisbon, 2009) and the October 2009 meeting of the high level industry representatives (WTSA Resolution 68), ITU-T study groups were invited to accelerate their work related to cloud and grid computing, noting that increased services and applications using cloud and grid computing may result in the need for new levels of flexibility in networks to accommodate unforeseen and elastic demands. Also, a recently published ITU-T Technology Watch Report titled “Distributed Computing: Utilities, Grids and Clouds” describes the advent of clouds and grids, the applications they enable, and their potential impact on future standardization.

Cloud computing involves a new "as a Service" delivery models for:

* Infrastructure "IaaS" (virtualization, data center, servers, storage, networking...)
* Platforms "PaaS" (on demand management, information system, security...)
* Software "SaaS" (applications...)

Cloud computing may offer several key benefits that effectively relate to economics. Applications might be deployed faster and simpler without upfront capital costs for servers and storage. For this reason, many enterprises, governments and network/service providers in the world are now considering to adopt cloud computing into their services in order to provide more efficient and cost effective network services.

The Focus Group will interact with these various activities in order to familiarize ITU-T with emerging aspects of cloud computing, in particular with the view of possible requirements on telecommunication/ICT.

It is to be noted that already there are many examples of cloud computing service offerings available.

1. **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 cloud computing services/applications from a telecommunication/ICT perspective. To achieve this objective, the Focus Group will

* update living list of standards bodies, forums and consortia dealing with aspects of “cloud computing”
* gather new ideas relevant to and identify potential study areas to support cloud computing
* collect visions and value propositions for cloud computing in terms of telecommunication/ICT
* provide terminology and taxonomy for cloud computing and reuse existing terminology and taxonomy as far as possible
* assess stability and timing of cloud computing implications on telecommunication/ICT networking requirements
* analyze telecommunication/ICT networking requirements functions and capabilities to support cloud computing services/applications.
* suggest future ITU-T study items and related actions
* identify potential impacts on standards development within the scope of the ITU-T, e.g., for

– NGN including mobile and overlaying platforms

– Transport layer technologies

– Terminals and application aspects over integrated broadband cable and television networks

– ICT and climate change

– Management and control including signalling

– Interface of networks and Interoperability

– QoS and security

– Distributed media-rich processing and intelligent media coding

– Identity management

1. **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 cloud computing sector.
ISO/IEC/JTC 1/SC 38/Study Group on Cloud Computing is of particular relevance for this Focus Group.

1. **Specific tasks and deliverables**
* Benefits of cloud computing from telecommunication/ICT perspectives
* Gap analysis of ITU-T standards for telecommunication/ICT to support cloud computing
* Collect and summarize vision and value propositions of cloud computing with a focus on telecommunication/ICT aspects
* Leverage expertise within the ITU-T in building telecom networks to take advantage of cloud concepts and capabilities
* 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).
* Terminology and taxonomy and to develop new definition when necessary
* Analysis of telecommunication/ICT networking requirements functions and capabilities to support cloud computing services/applications (for both fixed and mobile)
* Use cases of services and reference models for telecommunication/ICT to support cloud computing
* Roadmap to guide further developments of relevant ITU-T Recommendations.
1. **Parent group**

The parent group is TSAG.

1. **Leadership**

See clause 2.3 of Recommendation ITU-T A.7

1. **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.

1. **Administrative support**

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

1. **General financing of the FG**

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

1. **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.

1. **Technical Contributions**

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

1. **Working language**

The working language will be English.

1. **Approval of deliverables**

Approval of deliverables will be taken by consensus.

1. **Working guidelines**

Working procedures will follow the procedures of Rapporteur meetings. No additional working guidelines are defined.

1. **Progress reports**

See clause 11 of Recommendation ITU-T A.7.

1. **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.

1. **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 8-11 February 2011
1. **Patent Policy**

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

ANNEX2(to TSB Circular 114)

**Draft meeting agenda**

1. Leadership positions: FG management panel
2. Working methods
3. Tools
4. Focus group structure
5. Relationships
6. Review of contributions
7. Promotion
8. SDO/Forums presentations

ANNEX 3
(to TSB Circular 114)

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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 -------------------------------------- from ------------------------- to -----------------------Cloud Computing*

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