INTERNATIONAL TELECOMMUNICATION UNION
TELECOMMUNICATION STANDARDIZATION BUREAU

Geneva, 12 May 2015

Ref:	**TSB Circular 152** FG IMT-2020/MA	- To Administrations of Member States of the Union; - To ITU Sector Members; - To ITU Associates; - To ITU Academia
Tel:	+41 22 730 6828	**Copy:**
Fax:	+41 22 730 5853	- To the Chairmen and Vice-Chairmen of all ITU-T Study Groups;
E-mail:	martin.adolph@itu.int	- To the Director of the Telecommunication Development Bureau; - To the Director of the Radiocommunication Bureau; - To the Directors of ITU Regional Offices; - To the Head of the ITU Liaison Office to the United Nations

Subject: **Creation of a new ITU-T Focus Group on IMT-2020 (FG IMT-2020) and first meeting of FG IMT-2020, San Diego, California, United States, 8-9 June 2015**

Dear Sir/Madam,

1   I am pleased to announce the establishment of the **ITU-T Focus Group on IMT-2020** (FG IMT-2020) further to the agreement by ITU-T Study Group 13 at its meeting in Geneva, 20 April - 1 May 2015.

2   In 2012, ITU established a programme on **International Mobile Telecommunications (IMT) for 2020 and beyond**, which provides the framework for "IMT-2020" research and development worldwide. ITU's Radiocommunication Sector (ITU-R) is coordinating the international standardization of IMT-2020 systems. ITU-T is expected to play a similar convening role for the technologies and architectures of wireline networks.

3   The new ITU-T Focus Group on IMT-2020 will provide the launching point for ITU-T's contribution to IMT-2020 standardization. FG IMT-2020's scope of activity will be concentrated in identifying the standardization needs of the wireline elements of IMT-2020 networks, building on an analysis of studies being undertaken by other entities. ITU-T standardization activity based on the findings of the Focus Group will prioritize the alignment of its IMT-2020 deliverables with those of ITU-R, ensuring that standardization work on the network aspects of IMT-2020 supports the further evolution of IMT.

4		The Focus Group will operate under procedures set out in [Recommendation ITU-T A.7](#). The agreed Terms of Reference are reproduced in **Annex 1**. ITU-T Study Group 13 appointed Mr Peter Ashwood-Smith, Huawei Technologies, Canada as Chairman of the Focus Group. Mr Yachen Wang, China Mobile, China; Mr Nam-Seok Ko, ETRI, Korea; Mr Hideo Imanaka, NTT, Japan; and Mr Luca Pesando, Telecom Italia, Italy were appointed as Vice-chairmen.

5		FG IMT-2020 is open to ITU Member States, Sector Members, Associates, Academia and 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. Anyone interested in updates and announcements related to the group is invited to [sign up here](#) (TIES or [free ITU Guest account](#) required).

First Meeting of FG IMT-2020

6		The first meeting of FG IMT-2020 is scheduled to take place at **Crowne Plaza San Diego - Mission Valley** in **San Diego, California, United States, from 8 to 9 June 2015**. Meeting logistics information, including a dedicated website for attendees to book their hotel rooms at a preferential rate, are available in **Annex 2**.

7		To enable ITU to make the necessary arrangements concerning the organization of the Focus Group meeting, please register as soon as possible, but **not later than 1 June 2015**. Please note that pre-registration of participants to the meeting is carried out exclusively *online* at http://itu.int/en/ITU-T/focusgroups/imt-2020/. To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on the registration form.

8		Remote participation will be available for the meeting. Detailed instructions will be made available to registered participants.

9		Information related to the meeting as well as the contributions received will be provided on the Focus Group website: http://itu.int/en/ITU-T/focusgroups/imt-2020/. The meeting will open at 0900 hours on 8 June 2015.

10		Input documents will be made publicly available for this meeting. In preparing documents, please use the basic template available from the Focus Group web page.

11		The deadline for document submission for this meeting is **1 June 2015**. Please note that this is a paperless meeting.

12		We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the United States. The visa must be obtained from the office (embassy or consulate) representing the United States in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

13		We would like to draw the attention of the Focus Group participants that a separate event, the 22nd meeting of **ITU-R Working Party 5D on IMT Systems**, will take place in San Diego in a different location from 10 to 18 June 2015. More information about this ITU-R meeting is available in [ITU-R SG05 Circular 55](#).

Future Meetings of FG IMT-2020

14   The second meeting of FG IMT-2020 will take place at ITU headquarters in Geneva, Switzerland, from **13 to 14 July 2015**. Future meetings are _planned_ from 14 to 16 September 2015 in Milan, Italy, and from 27 to 29 October 2015 in Beijing, China. For meeting announcements and updates please sign up here (TIES or free ITU Guest account required), or consult the Focus Group website: http://itu.int/en/ITU-T/focusgroups/imt-2020/.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

Annexes: 2

ANNEX 1
(to TSB Circular 152)

Terms of Reference of the Focus Group IMT-2020

1. Rationale and scope

The rapid adoption of mobile broadband services and growing expectations from users for superior mobile broadband experiences are motivating industry, academia and governments to explore how to meet these demands.

In early 2012, ITU embarked on a programme on *"International Mobile Telecommunications (IMT) for 2020 and beyond"*, setting the stage for IMT-2020 research, development, and marketing activities around the world.

ITU-T Study Group 13 is mandated to study the requirements, architectures, capabilities and mechanisms of future networks including mobile. There is a desire to establish an open platform for experts representing ITU members and non-members in order to gain deep understanding of the IMT-2020 agenda and to explore if there is a gap to be filled by ITU-T Study Group 13 studies, from non-radio transmission related network perspective. Recognising activities being undertaken around the world, it is necessary to identify the specific areas for ITU-T Study Group 13, in order for ITU-T Study Group 13 to make constructive contributions to IMT-2020, together with other standardization bodies. This Focus Group will not have any radio transmission related aspect in its work scope.

At the current early stage of IMT-2020 journey, the outcomes of this Focus Group will consist of defining the visions and objectives and performing gap analysis by focusing on use cases and high level requirements and other aspects related to IMT-2020, in order to identify goals for ITU-T Study Group 13 on IMT-2020.

2. ITU-T Focus Group on IMT-2020 (FG IMT-2020)

2.1 Objective

The objective of the Focus Group is to produce materials of gap analysis of IMT-2020 in order to identify the relevant scope of ITU-T Recommendations on the fixed network of IMT-2020. The gap analysis may be accompanied by high level technical aspects such as use cases, requirements and other aspects. The Focus Group also serves as an open platform for network architecture experts representing ITU members and non-members to move forward in the IMT-2020 direction.

2.2 Specific tasks and deliverables
Perform a gap analysis and identify necessary areas for standards on non-radio network supporting IMT-2020 by;

Collecting, categorizing and proposing high-level use cases for IMT-2020 and their requirements, and

Proposing and describing high level requirements and other aspects of non-radio network supporting IMT-2020.

2.3 Parent group

ITU-T Study Group 13 is the parent group of this Focus Group.

2.4 Relationships

The Focus Group will work in close cooperation with related ITU-T and ITU-R study groups, standards developing organizations, industry forums and consortia, research and development communities.

2.5 Leadership

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

2.6 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.

It is important to mention that the participation in this Focus Group has to be based on contributions and active participations.

2.7 General financing

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

2.8 Administrative support

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

2.9 Meetings

The Focus Group will conduct regular meetings. Location and dates of the meetings will be determined by the Focus Group and announced by electronic means (e.g. e-mail, website, etc.) at least six weeks in advance.

The Focus Group will endeavour to utilise remote collaboration tools to the maximum extent. Focus Group meetings will be accompanied by thematic workshops as appropriate.

2.10 Duration and milestones of the Focus Group

The Focus Group lifetime is until the SG13 meeting (December 2015), but extensible if necessary by decision of the parent group.

A preliminary set of milestones includes:
- June 2015: 1st meeting;
- July 2015: 2nd meeting.

2.11 Working language

The working language is English.

2.12 Technical contributions

Contributions are to be submitted at least seven calendar days before the meeting takes place.

2.13 Intellectual property rights

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

2.14 Approval of deliverables

Approval of deliverables shall be taken by consensus.

2.15 Progress reports

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

2.16 Announcement of Focus Group formation

The formation of the Focus Group will be announced via TSB Circular to all ITU membership, via the ITU-T Newslog and other means, including communication with the other involved organizations.

2.17 Working guidelines

See clause 13 of Recommendation ITU-T A.7.

ANNEX 2

(to TSB Circular 152)

First meeting of ITU-T FG IMT-2020:

San Diego, California, United States, 8-9 June 2015

Practical information for participants

1   Event venue

Crowne Plaza San Diego - Mission Valley

Address: 2270 Hotel Circle North
              San Diego
              CA 92108
              United States

              Tel.:   +1 619 297 1101
              Fax: +1 619 297 6049
              E-mail: sales@cp-sandiego.com
              Web: http://www.ihg.com/crowneplaza/hotels/us/en/san-diego/sancp/hoteldetail

2   Hotels

A guest room block has been reserved at the event venue, **Crowne Plaza San Diego - Mission Valley**, from 7 June 2015 (check in) to 9 June 2015 (check out) (2 nights). These rooms will be extended three (3) days prior to and following the group's meeting dates, on a space and rate available basis.

Confirmed Rates:

Room	Single Rate	Double Rate
Run of House	**USD139.00 + Tax**	**USD139.00 + Tax**

Confirmed rates will be available until 25 May 2015.

Reservations

A dedicated website is now available for your attendees to book their hotel rooms online. Reservations can be made starting 11 May 2015 at this web address:

Booking website: https://resweb.passkey.com/go/24d07ea8

Booking hotline: +1 888 233 9527 (ask for International Telecommunication Union rate)

Parking

Overnight: USD12.00

Local: USD3.00 for the first hour and USD2.00 per hour up to a maximum USD14.00 per day.

3   Arrival and transportation

Airport

San Diego International Airport (SAN)
-      Distance from hotel: 5.5 MI/ 8.85 KM South West

- 5 North to 8 East exit Hotel Circle/Taylor Street exit. Left at light, left at stop sign, left and a quick right at light. Hotel will be up the street about 1/4 mile on your left.

Montgomery Field Airport (MYF)
- Distance from hotel: 6.7 MI/ 10.78 KM North East
- 163 South to Hotel Circle Exit. Take a left at the stop sign and our hotel will be on your right about a 1/4 mile down the street.

Train

Santa Fe Depot
- Distance from hotel: 5.6 MI/ 9.01 KM South East
- Interstate 8 west to 5 south, exit Front Street. Take a right on Ash and a left on Kettner to 1050 Kettner

4   Visa – Formalities for entering the United States

Information on U.S. Visas can be found here: http://travel.state.gov/content/visas/english.html

In case you need a letter to support your visa application, please register for the meeting as described in the Circular, and then kindly provide, **not later than 22 May 2015**, the confirmation number of your registration, your full name, affiliation, nationality and passport number to:

Ms Sharon London
ITU Field Office / New York
Tel.:   +41 22 730 5948
E-mail: Sharon.London@itu.int

5   Currency and exchange

    1.00 CHF – 1.071 USD
    1.00 EUR – 1.11 USD

For more info: http://www.xe.com/

6   Language

The official working language is English.

7   Climate

http://www.weather.com/weather/today/l/San+Diego+CA+USCA0982:1:US

8   Local time

Standard time zone: UTC/GMT -08:00

9   Telecommunications

The country code for the United States is +1 | San Diego Area Code is 619

10   Electricity

The following plugs/sockets are used: (Electrical Adapter may be necessary)

Voltage: 110

11   Health

No vaccinations are required.

12   Internet connectivity

Internet connection will be available at the meeting venue. Payment may be required at certain hotels.

13   Contact

For any further questions, please contact:

Mr Martin Adolph
ITU Telecommunication Standardization Bureau
Tel: +41 22 730 6828
E-mail: martin.adolph@itu.int

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