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| **电信标准化局** | **logo_C_** |
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2010年12月22日，日内瓦

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| 文号： | **电信标准化局第6/9号集体函** |  |
| 电话： 传真：  电子 邮件： | +41 22 730 6071 +41 22 730 5853  [tsbsg9@itu.int](mailto:tsbsg9@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9研究组 工作的ITU-T部门准成员 |

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| 事由： | **第9研究组的会议 2011年3月14-18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2011年的会议安排（见<http://itu.int/events/upcomingevents.asp?sector=ITU-T>），我谨通知您，第9研究组（电视及声音传输与综合宽带有线网络）将自2011年3月14-18日在日内瓦国际电联总部召开会议。请注意，本次会议将与第16研究组的会议（2011年3月14-25日）同步召开。

第一天的会议将于09:30开始。与会者的注册工作将自08:30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9研究组主席（Arthur Webster先生）与电信标准化局协商后起草的议程草案见本函**附件1**。

4 由第9研究组管理层与电信标准化局协商后起草的时间表草案见本函**附件2**。

5 请注意，继TSAG在2010年2月8-11日的会议上进行磋商之后，并在与ITU-T研究组主席达成一致的基础上，电信标准化局目前应试行受理会议召开日的至少**十二（12）**个日历日以前收到的文稿。这类文稿将在第9研究组网站上发布，因而必须在**2011年3月1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 至少两个月之前收到的文稿，可以应要求予以翻译。

欢迎与会者以第9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：[tsbsg9@itu.int](mailto:tsbsg9@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“代表资源”（Delegate Resources）（[http://www.itu.int/ITU‑T/studygroups/templates/index.html](http://www.itu.int/ITUT/studygroups/templates/index.html)）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。

6 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](mailto:tsbreg@itu.int)）的方式尽早、但**不迟于2011年2月13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。

**7 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/com09/index.asp**](http://www.itu.int/ITU-T/studygroups/com09/index.asp)。

8 第9研究组与其主席Arthur Webster先生达成一致意见，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](mailto: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。]

9 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。

10 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代表的与会。申请时必须得到相关国际电联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**2011年2月13日**之前（会议召开日的一个月之前）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。

11 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>）。

12 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。

13 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](mailto: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 letter 6/9)

**Draft Agenda for the Plenary sessions of Study Group 9**

***(Geneva, 14-18 March 2011)***

1. Opening of the meeting, approval of agenda and documentation

- Agenda

- Document for the meeting, Work plan

2. Feedback on interim activities since last meeting

2.1 WP 1 and WP 2 meeting (November 2010)

2.2 Rapporteurs' Group meetings

- Q8/9 Rapporteur’s meeting (December 2010 (IPTV-GSI), February 2011)

- Joint Qs 8 &10/9 Rapporteurs’ meeting (January 2011)

- Q4/9 Rapporteur’s meeting (February 2011)

3. Report on other Groups/Workshops

- ITU Plenipotentiary Conference (October 2010)

- Focus Groups ‘meetings on ‘Smart Grid’ and ‘Cloud Computing’ (December 2010, January 2011)

- Others

4. Intellectual Property Rights inquiry

5. “Consent” on draft Recommendations proposed for approval in accordance with  
Recommendation A.8

6. Approval of Working Parties reports, Question meetings report and Outgoing Liaison statements

7. New/amended new Questions (if any)

8. New appointment and change of appointment of Rapporteur(s), Associate Rapporteur(s)

9. Update of SG 9 Work Programme

10. Date and place of the next meeting

11. Future Interim activities

12. Other

13. Closing

ANNEX 2  
(to TSB Collective letter 6/9)

***Draft work programme for the meeting of Study Group 9***

***(Geneva, 14 - 18 March 2011)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **14 March Monday** | | | | **15 March Tuesday** | | | | **16 March Wednesday** | | | | **17 March Thursday** | | | | **18 March Friday** | |
| A.M | | P.M. | | A.M. | | P.M. | | A.M. | | P.M. | | A.M. | | P.M. | | A.M. | P.M. |
| Plenary | X1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |
| WP1, WP2 |  | X2 |  |  |  |  |  |  |  |  |  |  |  |  | X2 | X2 |  |  |
| Joint SG 9 & SG 16 |  |  |  |  |  |  |  |  | X3 |  |  |  |  |  |  |  |  |  |
| Qs. 1, 6 11 &13 |  |  |  |  | X |  | X |  |  |  | X | X |  |  |  |  |  |  |
| Qs. 2 & 12 |  |  | Q2 | Q 12 | Q2 | Qs2& 12 |  |  |  | Q 12 | Qs 2&12 |  | Qs2&12 | Q2 |  |  |  |  |
| Q.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q.4 |  |  | X | X4 |  |  |  | X4 |  |  | X | X | X |  |  |  |  |  |
| Q.5 |  |  |  |  |  |  | X |  |  | X |  |  |  |  |  |  |  |  |
| Q.8 |  |  |  |  |  |  | X | X |  | X | X |  |  |  |  |  |  |  |
| Joint Qs. 5,7, 8. & 10. |  |  | X | X | X | X |  |  |  |  |  | X | X |  |  |  |  |  |
| Q.14 |  |  |  |  |  |  | X | X |  |  |  |  | X | X |  |  |  |  |

1 SG 9 Opening Plenary: The Plenary starts at 09:30 (the Closing Plenary starts at 09:00).

2 WP1, WP2: Meetings will be held sequentially.

3 Joint Plenary with SG 16: Tentatively scheduled on Wednesday 09:30-10:45

- **Session Time Schedule:**

09:00-10:30 AM 1st session (Monday 09:30-10:30)

10:30-11:00 Coffee break

11:00-12:30 AM 2nd session

12:30-14:00 Lunch

14:00-15:30 PM 1st session

15:30-16:00 Coffee break

16:00-17:30 PM 2nd session

**- A meeting of the Study Group 9 Management Team is planned for Sunday 13 March 2011.**

ITU-T Study Group 16 is planned to meet collocated with Study Group 9 in Geneva, 14-25 March 2011, for details see TSB collective 6/16.

ANNEX 3  
 (to TSB Collective letter 6/9)

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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**

*SG/WP meeting ------------------------------------- from ------------------------- to ----------------------- 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 6/9)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 9 meeting**  **Geneva, Switzerland, 14-18 March 2011** | | | | | |  |
| **Please return to:** | | | **ITU/BDT**  **Geneva (Switzerland)** | | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** | | | |
| **Request for a partial fellowship to be submitted before 13 February 2011** | | | | | | | |
|  | | | | 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** | | |

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