Geneva, 6 March 2012

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| **Telecommunication Standardization Bureau** |  |
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| Ref:  Tel:  Fax: | **TSB Circular 265**  +41 22 730 5875 +41 22 730 5853 | - To Administrations of Member States of the Union |
| E-mail: | [tsbreg@itu.int](mailto:tsbreg@itu.int) | **Copy to:**  - ITU-T Sector Members  - ITU-T Associates  - ITU-T Academia  - Chairmen and vice-chairmen of all ITU-T study groups  - Director of the Telecommunication Development Bureau  - Director of the Radiocommunication Bureau |

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| Subject: | **Designation of focal points for ITU-T study group and TSAG meetings (2012-2016)** |

Dear Madam,  
Dear Sir,

The Telecommunication Standardization Advisory Group (TSAG) agreed, at its meeting of 10-13 January 2012, that a circular should be issued to request each member of ITU-T to designate its focal point(s) for ITU-T study group and TSAG meetings. The focal point(s) is/are responsible for coordinating the registration requests of the respective administration/organization (see §7.5 of the TSAG Chairman’s report (TD 359)).

Accordingly, Member States, ITU-T Sector Members, ITU-T Associates, ITU-T Academia, regional and/or international organizations and other members are requested to designate one or more Designated Focal Point(s) (DFPs) to facilitate the registration of their representatives at ITU-T meetings.

The new DFP mechanism will integrate smoothly with the existing Event Delegate Registration System (EDRS) and will enhance the online delegate registration process for ITU-T meetings. DFP will not be used for meetings open to non-members.

To launch the new DFP mechanism, ITU-T members are strongly encouraged to designate one or more DFP(s) by completing the attached form (see Annex) and submitting it to the TSB secretariat not later than **1 May 2012.** If a form is not received, the DFP(s) will be derived from the ITU Global Directory. Once designated, and after the aforementioned date, each DFP will receive an information note containing detailed instructions, together with the username and password, for accessing the online system.

After receiving the information note, any member will still be able to modify its DFP or indicate that it no longer wishes to have one by informing the ITU-T Registration Service (tsbreg@itu.int).

In future, any members that do not designate DFP(s) will need to provide a list of the people who will be representing them for each ITU-T meeting. Administrations are also requested to indicate the name of their head of delegation (and deputy head, if applicable). Each participant in the list provided by the member will be granted an individual username and password for registering themselves online, as in the past.

TSAG and SG chairmen and vice-chairmen will receive a personal password in order to facilitate their registration requests directly with the ITU-T Registration Service.

The new DFP mechanism will be introduced for the TSAG meeting of 2-4 July 2012. Online registration will start on 2 May 2012. Further details will be provided in the letter announcing the meeting.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annex:** 1

**Annex**

(to TSB Circular 265)

**2012-2016 TSAG and ITU-T Study Group activities**

DESIGNATED FOCAL POINTS FOR MEMBER STATES,

SECTOR MEMBERS, ASSOCIATES, ACADEMIA

and Other Organizations

REGISTRATION OF PARTICIPANTS

Registration for TSAG and ITU-T Study Group activities will be carried out exclusively on-line at the ITU-T Study Group website <http://www.itu.int/ITU-T/studygroups> . All focal point information should reach the ITU-T Delegate Registration Service on or before **1 May 2012**. Focal point information will then be published on the Study Group website on 2 May 2012.

Please indicate the Designated Focal Point by completing the following form:

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| Name of Member State: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Member: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Designated Focal Point:** | |
| First name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Last name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| e-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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***For submission of the above form, or for any additional information, please contact the***

***Standardization Bureau Secretariat by e-mail (***[***tsbreg@itu.int***](mailto:tsbreg@itu.int)***) or by fax (+41 22 730 5853).***

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