|  |  |
| --- | --- |
| **电信标准化局** | **logo_C_** |
|  |  |

2012年12月14日，日内瓦

|  |  |  |
| --- | --- | --- |
| 文号： | **电信标准化局第1/11号集体函** |  |
| 电话： 传真：  电子 邮件： | +41 22 730 5858 +41 22 730 5853  [tsbsg11@itu.int](mailto:tsbsg11@itu.int) | 致：   * 国际电联各成员国主管部门， * ITU-T部门成员， * 参加第11研究组工作的ITU-T 部门准成员和 * ITU-T学术成员 |

|  |  |
| --- | --- |
| 事由： | **第11研究组的会议 2013年2月25日-3月1日，日内瓦** |

尊敬的先生/女士：

我高兴地邀请您出席第11研究组（信令要求、协议及测试规范）将自2013年2月25日至3月1日在日内瓦国际电联总部召开的会议。（见电信标准化局2011年9月23日第230号通函）

我谨通知您，第一天的会议将自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。有关该会议的更多信息见本函**附件A**。

经第11研究组主席（冯伟先生）同意起草的会议**议程**草案见本函**附件B**。经第11研究组主席同意起草的**时间表**草案见本函**附件C**。

祝您与会顺利且富有成效。

顺致敬意！

电信标准化局主任  
 马尔科姆•琼森

**附件：**3件

附件 A

起草文稿

**提交文稿的截止日期：**电信标准化顾问组（TSAG）在2011年2月的会议上同意下述做法：将继续试行在ITU-T会议召开日至少12（十二）个日历日以前提交文稿的截止日期。此类文稿将在第11研究组的网站上发布，因而必须在**2013年2月12日之前**寄达电信标准化局。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。

**文件直接传送（direct posting）/提交**：现已在网上设置了一个文稿直传系统。该系统方便ITU-T成员保留文稿号，并直接将文稿上传至ITU-T的网上服务器或直接进行修改。有关使用新的文稿直传系统的进一步信息和指南见以下网址：<http://itu.int/net/ITU-T/ddp/>。

**模板：**请使用提供的一套模版起草您的文稿。这些模版可以在ITU-T各研究组网页中的“代表资源”（Delegate Resources）（[http://itu.int/ITU-T/studygroups/templates](http://www.itu.int/ITU-T/studygroups/templates/index.html)）处找到。应在所有文件的首页上注明文稿联系人的姓名、传真号码和电话号码以及电子邮件地址。

工作方法与设施

**口译服务**将根据请求在相关会议的开幕全体会议和闭幕全体会议上提供。请注意，对于那些安排口译服务的会议，只有当成员国**至少在会议召开日的一个月前**通过报名表或通过向电信标准化局（TSB）发出书面请求时，才可提供口译服务。为便于电信标准化局对口译服务做出必要安排，请务必遵守此截止日期。

**无纸会议：**经第11研究组主席冯伟先生同意，研究组将采取进一步措施，努力实现电子化工作环境。因此，会议将为无纸会议。

**无线局域网**设施在国际电联的所有会议厅和日内瓦国际会议中心（CICG）均可提供，供代表使用。详尽信息见ITU-T网站（[http://itu.int/ITU-T/edh/faqs-support.html](http://www.itu.int/ITU-T/edh/faqs-support.html)）。

**电子储物箱：**Montbrillant办公楼零层设有电子储物箱。您的国际电联RFID胸卡可用来开关电子储物箱。该箱仅可在您出席会议期间使用，所以请务必在会议最后一天的23:59之前将其清空。

**借用手提电脑：**国际电联计算机使用问询台（Service Desk（[servicedesk@itu.int](mailto:servicedesk@itu.int)））准备了数量有限的几部手提电脑，按先来后到的顺序，供没有手提电脑的代表使用。

**打印机：**在塔楼地下二层网吧处、Montbrillant办公楼的零层以及会场附近均备有打印机，供希望打印文件的代表使用。

**电子打印：**除使用需在使用者的电脑或设备上安装的打印机排队“传统”打印方法外，亦可通过电子邮件打印文件（“电子打印”（e-print））。方法很简单：将希望打印的文件作为附件附于一份电子邮件，将邮件发给希望使用的打印机的电子邮件地址（打印机电邮地址中需有打印机的编号：[printername@eprint.itu.int](mailto:printername@eprint.itu.int)）。无需安装驱动器即可打印。欲了解详情，见<http://itu.int/ITU-T/go/e-print>。

注册、新代表和与会补贴

**注册：**为便于电信标准化局做出必要安排，请您通过信函、传真（+41 22 730 5853）或电子邮件（[tsbreg@itu.int](mailto:tsbreg@itu.int)）的方式在**2013年1月25日之前**将代表贵主管部门、部门成员、部门准成员、学术机构、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。同时亦请各主管部门注明其代表团团长的姓名（如果有副团长，亦盼一并注明）。

**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://itu.int/ITU-T/studygroups/com11**](http://itu.int/ITU-T/studygroups/com11)**）。**

**新代表：**我们为出席会议的新代表安排了**入门介绍（Mentoring Programme）** – 包括注册时的迎新简介、引导参观国际电联总部和有关ITU-T的情况介绍会。如欲参加，请在网上报名表的相应方框中打钩。

**与会补贴：**我们高兴地通知您，国际电联将视可用资金情况，向一相关主管部门提供一份全额与会补贴或两份非全额与会补贴，以促进最不发达国家或低收入发展中国家代表的与会（<http://itu.int/en/ITU-T/info/Pages/resources.aspx>）。申请与会补贴时必须得到相关国际电联成员国主管部门的授权。与会补贴申请表（请使用所附**表1**）必须在2013年1月25日之前填妥并交回国际电联。

**（会前）重要截止日期**

会议召开的两个月前： - 提交需翻译的文稿

会议召开的一个月前： - 申请与会补贴

- 要求在全体会议的开幕会议和/或闭幕会议上提供口译服务

- 申请签证

会议召开的12个日历日前：- 提交文稿的最后截止日期

到访日内瓦：酒店和签证

**酒店：**为方便起见，本函附有一份酒店确认表（表2）。酒店一览表见：[http://itu.int/travel/](http://www.itu.int/travel/)。

**签证：**我们谨提醒您，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，则请向驻出发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有权能的瑞士当局接触，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，并必须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**”）。

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/11)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 11 meeting**  **Geneva, Switzerland, 25 February-1 March 2013** | | | | | |  |
| **Please return to:** | | | **ITU**  **Geneva (Switzerland)** | | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one full fellowship or two partial fellowships to be submitted before 25 January 2013** | | | | | | | |
|  | | | | Participation of women is encouraged | | |  | |
| Registration Confirmation I.D. No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://www.itu.int/ITU-T/studygroups/com11>)  **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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **Please select your preference** | | | | | | | | |
| 1. **□** One full fellowship     or **□** two partial fellowships (per eligible country). | | | | | | | | |
| 1. In case of two partial fellowships, choose one of the following: | | | | | | | | |
| **□ Economy class air ticket (duty station / Geneva / duty station).**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** | | | | | | | | |
|  | | | | | | | | |
| **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.**  **N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING.** | | | | | | | | |
| **Signature** | | | | | | **Date** | | |

**FORM 2 - HOTELS**

(to TSB Collective letter 1/11)

|  |
| --- |
| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

|  |  |  |
| --- | --- | --- |
|  | **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 B**

(to TSB Collective letter 1/11)

**Meeting of Study Group 11  
Geneva, 25 February-1 March 2013**

**Draft Agenda**

|  |  |  |
| --- | --- | --- |
| **#** | **Agenda items** |  |
|  | Opening of the meeting   * 1. Approval of the agenda   2. Approval of the work plan for the meeting   3. Document allocation   4. Recommendation matters |  |
|  | Feedback on interim activities since last meeting |  |
|  | Overview of WTSA-12 results (Mandates, Questions, Leadership) |  |
|  | SG 11 organization (including Working Party structure) |  |
|  | Report from other Groups/Workshops   * 1. Focus Group M2M Service Layer |  |
|  | AOB for opening Plenary |  |
|  | Intellectual Property Rights (IPR) inquiry |  |
|  | “Consent” of draft Recommendations proposed for approval (Recommendation A.8) and approval of other deliverables   * 1. Recommendations   2. Supplements   3. Handbooks |  |
|  | Approval of Working Parties reports and Outgoing Liaison statements |  |
|  | New/Revised Questions (if any) |  |
|  | New appointment of Rapporteur(s), Associate Rapporteur(s), liaison officers |  |
|  | Update of SG 11 Work Programme |  |
|  | Date and place of the next meeting |  |
|  | Future Interim activities (Working Parties and Rapporteur meetings) |  |
|  | AOB for closing Plenary |  |
|  | Closing |  |

*Note: Items 1 to 6 are expected to be addressed in the opening Plenary (25 February 2013) and items 7 to 16 are expected to be addressed in the closing Plenary (1 March 2013).*

**ANNEX C**(to TSB Collective letter 1/11)

***Draft timetable of SG 11 meeting (Geneva, 25 February-1 March 2013)***

|  | **Monday 25** | | | | **Tuesday 26** | | | | **Wednesday 27** | | | | | **Thursday 28** | | | | **Friday 1** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **SG 11 Plenary** | **2** |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | **X** | **X** |
| **WPs/11** |  | **2** |  |  |  |  |  |  |  |  |  |  |  | |  | **3** | **3** |  |  |  |  |
| **Q1/11 (QA - ex Q1)** |  |  | **X** |  |  |  |  |  |  | **X** |  |  |  | |  |  |  |  |  |  |  |
| **Q2/11 (QB - ex Q2 & Q3)** |  |  |  | **X** | **X** | **X** |  |  |  |  | **X 3** |  |  | |  |  |  |  |  |  |  |
| **Q3/11 (QJ - ex Q13)** |  |  |  |  |  |  |  | **X** |  |  | **X** |  |  | |  |  |  |  |  |  |  |
| **Q4/11 (QC - ex Q4 & Q5)** |  |  | **X** | **X** | **X** | **X** |  |  | **X** | **X** |  |  | **X** | | **X** |  |  |  |  |  |  |
| **Q5/11 (QM - new)** |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  | |  |  |  |  |  |  |  |
| **Q6/11 (QL - ex Q16)** |  |  |  | **X** |  |  | **X** |  | **X** |  |  |  |  | |  |  |  |  |  |  |  |
| **Q7/11 (QE - ex Q7)** |  |  |  |  | **X** | **X** |  |  | **X** | **X** |  |  |  | |  |  |  |  |  |  |  |
| **Q8/11 (QD - ex Q6)** |  |  |  |  |  |  | **X** |  |  |  | **X** |  |  | |  |  |  |  |  |  |  |
| **Q9/11 (QK - ex Q15)** |  |  |  |  |  |  | **X** | **X** |  |  |  | **X** |  | |  |  |  |  |  |  |  |
| **Q10/11 (QH - ex Q10 & Q11)** |  |  |  |  |  |  | **X** | **X** | **X** | **X** |  |  |  | |  |  |  |  |  |  |  |
| **Q11/11 (QF - ex Q8)** |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| **Q12/11 (QI - ex Q12)** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  | |  |  |  |  |  |  |  |
| **Q13/11 (QG - ex Q9)** |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| **Q14/11 (QN - new)** |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  | |  |  |  |  |  |  |  |
| **Q15/11 (QO - new)** |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| **Newcomers orientation** |  | **4🡪** |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |

**Session 1: 0930 – 1100; Session 2: 1130-1300; Session 3: 1430-1600; Session 4: 1630-1800;**

|  |  |
| --- | --- |
| **1** | This work plan is tentative and will have to be harmonized taking into account WTSA-12 decisions |
| **2** | SG11 Opening Plenary: starts at 09:30 am. Working Party meetings will be held sequentially and will start as soon as SG11 opening Plenary closes. |
| **3** | WP closing plenary meetings will be held sequentially. |
| **4** | Newcomers’ orientation session will take place on Monday 25 February at 1230 – 1330, following WPs opening Plenary sessions. |
| **WPs:** | Working Parties. |
| **X:** | Represents a meeting session. |
| **🡪** | Represents a lunch/evening session |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_