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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 8 February 2016 |
| Ref: | **TSB Collective letter 10/11** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T SG11 Associates; and - To ITU Academia |
| Tel: | +41 22 730 5858 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg11@itu.int  |  |
| Subject: | **Joint meetings of Working Party 4/11, Rapporteurs’ groups of Q2, 10, 11, and 15/11 and ETSI TC INT; Sophia Antipolis, France, 21-24 March 2016** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the Joint meetings of Working Party 4/11 “Conformance and Interoperability (C&I) testing”, the rapporteurs meetings of Questions 2, 10, 11 and 15/11 and ETSI TC INT “Core Network and Interoperability Testing” which are to meet at ETSI headquarters, Sophia Antipolis, from 21 to 24 March 2016 inclusive.

I should like to inform you that the meetings will open at 0930 hours on the first day. Participant registration will begin at 0900 hours. Detailed information concerning the meeting rooms will be displayed at the venue. Additional information about the meeting, including meeting venue and logistics is set forth in **Annex A**. Information pertaining to the organization of the Rapporteurs meetings can be found in **Annex B**.

The draft **Agenda** of the meeting and its draft meeting plan, prepared in agreement with the Chairman of WP4/11 (Mr Martin Brand) and relevant Rapporteurs are set out in **Annex C** and **Annex D** respectively. Further enhancement to the meeting plan will be published on the SG11 home page.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 4

**ANNEX A**

(to TSB Collective letter 10/11)

## 1. Meeting Venue

The meetings will be held at:

ETSI Main Building

650 Route des Lucioles

06921 Sophia Antipolis

France

Phone:  +33 492 94 42 00 (switchboard)
Fax: +33 493 65 47 16

Check room allocation on display screens.

Building open hours 7.30 am to 8 pm (local French time)

**2. Meeting schedule**

The ETSI TC INT meeting will start on 22 March 2016 at 14:00 and end on 24 March 2016 at 13:00.

The ITU-T SG11-related meetings will start on 21 March at 9:30 and end on 24 March 2016 at 16:30.

The joint sessions will be indicated in the agenda for ITU-T WP4/11 and ETSI TC INT.

Distribution of badges will start half hour before the start of the meeting.

A draft meeting plan of ITU-T SG11-related meetings is provided in **ANNEX D**.

**3. Meeting Documents**

**DEADLINES FOR CONTRIBUTIONS to WP4/11:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 11 website and must therefore be received by TSB **not later than 11 March 2016**. Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line. The direct posting system allows ITU‑T members to reserve contribution numbers and to upload/revise contributions directly to the ITU‑T web server. Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents.  The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>).  The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**ETSI TC INT** **members** may find the Links to meeting documents and registration below:

<https://portal.etsi.org/webapp/MeetingCalendar/MeetingDetails.asp?m_id=17382>

ETSI TC INT members should reserve contribution numbers [HERE](https://portal.etsi.org/ngppapp/ContributionCreationType.aspx?MEETING_ID=17382&Tbid=715&Param=9pyVdvKfbx7E7CaAakG).

Note that contributions assigned to this meeting can be retrieved from the meeting details page or in docbox.

If in doubt or if your company is not an ETSI member contact INTSupport@etsi.org.

*NOTE: A new document repository will be set up by ETSI to allow everyone (ITU and ETSI Members) to share the documents. The Secretariats of both ETSI and ITU groups will inform delegates, using respective emailing lists, where the meeting documents can be accessed.*

**4. Work Methods and Facilities**

**PAPERLESS MEETINGS:** The meeting will be run paperless.

**WIRELESS LAN** You may log onto the ETSI network. For assistance please follow the instructions in this link: <http://portal.etsi.org/helpdesk/>(click on “Network Facilities” in menu).

**5. Registration and Visas**

**REGISTRATION:** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 24 February 2016**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU‑T website (**[**http://itu.int/ITU-T/studygroups/com11**](http://itu.int/ITU-T/studygroups/com11)**).**

Therefore, **ITU-T Members** may register using the following link [ITU-REGISTRATION](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000847) to register for the WP4/11, and Rapporteurs’groups of Q2/11, Q10/11, Q11/11 and Q15/11 meetings.

On the contrary, **ETSI TC INT Members** may register using the following link [ETSI-REGISTRATION](https://portal.etsi.org/webapp/meetingCalendar/MakeChoice.asp?m_id=17382&date=2016%2D03%2D21+09%3A00%3A00) to register for the TC INT meeting.

Please register as soon as possible and before 10 March 2016.

Please collect your badge at the registration desk or (in case of late arrival) at the reception.

*NOTE 1: Both members of ITU-T SG11 as well as ETSI TC INT are allowed to participate to the joint sessions among ETSI TC INT and ITU-T SG11-related meetings.*

*NOTE 2: Non ETSI members are usually not permitted to attend ETSI meetings unless authorized by the Chairman. ITU delegates are invited to contact Ms Helene Schmidt at (**helene.schmidt@.etsi.org**) in case they wish to attend specific sessions only pertaining to ETSI TC INT meeting.*

*NOTE 3: Non ITU-T SG11 members are usually not permitted to attend ITU-T SG11 meetings unless authorized by the Chairman. ETSI delegates are invited to contact Mr Stefano Polidori at (**stefano.polidori@itu.int**) in case they wish to attend specific sessions only pertaining to ITU-T SG11-related meetings.*

Delegates who require a personal invitation letter for their visa application should fill in the form available at: <http://portal.etsi.org/meetings/visa/visa.htm>. Please select “INT” in the drop down list under *“Technical Body/Plugtests/Workshop”*. In case of any problem please contact Helene Schmidt at *helene.schmidt@.etsi.org*.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Four weeks | 29 February 2016 | - requests for visa support letters |
|  | 24 February 201610 March 2016 | - pre-registration- final deadline for registration |
| 12 calendar days | 11 March 2016 | - final deadline for contributions for WP4/11 meeting |
| 7 calendar days | 13 March 2016 | - final deadline for contributions to Rapporteur meetings |

**6. Power and plugs**

Voltage 220 V French style plug.

**7. Security and respect rules**

Please note that ETSI cannot be held responsible for any loss of or damage to equipment so you should keep your personal belongings with you at all times. Locks for laptops are available at Helpdesk.

Delegates should wear their badges at all times while they are in ETSI.

**8. Local information**

[Map of the area, hotels, car rental etc.](http://portal.etsi.org/meetings/home.asp)

**9. Persons with accessibility needs**

Contact MeetingsFacilities@etsi.org if you need special care on-site (wheelchair access etc.)

**10. Support on site**

Meeting Support at + 33 (0)4 92 94 42 56 MeetingsFacilities@etsi.org.

**ANNEX B**

(to TSB Collective letter 10/11)

**Information for Rapporteur meetings**

In accordance with the results of last SG11 meeting (Geneva, 2-11 December 2015) please be informed that Rapporteur meetings of Q2/11, Q10/11, Q11/11, and Q15/11 are to be held at ETSI headquarters during 21-24 March 2016.

The various rapporteurs meetings will be organized according to the draft schedule to be found in ANNEX D. Updates to this schedule will be posted as soon as available on SG11 webpage: <http://itu.int/ITU-T/studygroups/com11>

Meetings will open at 0930 hours on the first day. Participants’ registration will begin at 0900 hours. Detailed information concerning the meeting rooms will be displayed at the venue.

To enable TSB to make the necessary arrangements, please **register** as soon as possible [online](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000847) at <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000847>.

## How to contribute to the Rapporteurs meetings

**To** **contribute** to the meetings, please send via email ([see contacts below](#_Rapporteurs’_contacts)) to the responsible Rapporteur, preferably 7 calendar days before the first day of the Rapporteurs meeting concerned (13 March 2016) or directly submit your Contributions by uploading them to the related FTP area as provided below:

## Location of meeting documents:

Question 2/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp1/q2/2016-03-France/>

Question 10/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp4/q10/2016-03-France/>

Question 11/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp4/q11/2016-03-France/>

Question 15/11:  [https://www.itu.int/ifa/t/2013/sg11/exchange/wp4/q15/2016-03-France/](https://www.itu.int/ifa/t/2013/sg11/exchange/wp4/q14/2015-July-Geneva/)

Please use the provided set of **templates** to prepare your contribution. The templates are accessible from each ITU-T study group web page, under “Delegate resources”
(<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

## Rapporteurs’ contacts

|  |  |
| --- | --- |
| **Question** | **Rapporteur / Associate Rapporteur** **Associate** |
| 2/11 | Martin Brand (Associate Rapporteur)martin.brand@a1telekom.at  |
| 10/11 | Martin Brand (Rapporteur)martin.brand@a1telekom.at |
| 11/11 | Martin Brand (Rapporteur)martin.brand@a1telekom.at |
| 15/11 | Eva Ibarrola (Rapporteur)eva.ibarrola@ehu.es  |

Please see [Annex A](#Adress_E) for further information regarding meeting venue, hotels, documents, registration and visas.

**ANNEX C**

(to TSB Collective letter 10/11)

**Draft Agenda of WP4/11 meeting**

The Terms of reference for the meeting are:

* To discuss the progress of work on:
* Finalizing benchmarking work plan by consenting ITU-T Q.3932.4;
* SIP-IMS conformity testing status;
* living list of key technologies, reference table and pilot projects on C&I;
* testing specifications for VoLTE interconnection;
* Revise and develop ToRs for current and new questions of WP4/11 for the next study period.

**ANNEX D**

(to TSB Collective letter 10/11)

Draft Timetable for the joint WP4/11, Question 2, 10, 11 & 15 Rapporteurs’ and ETSI TC INT meetings
*(21-24 March 2016)*

|  | **Mon 21 March** | **Tue 22 March** | **Wed 23 March** | **Thu 24 March** |
| --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **WP4/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |
| **Q2/11** | **C** |  |  |  | **X** | **X** |  |  | **X** |  |  |  |  |  |  |  |
| **Q10/11** | **C** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q11/11** | **C** |  | **X** | **X** |  |  |  |  |  | **X** | **X** | **X** |  |  |  |  |
| **Q15/11** | **C** |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |

***Session 1: 0930 – 1100; Session 2: 1130-1300; Session 3: 1430-1600; Session 4: 1630-18******:00***

*NOTE: C represents a coordination session*

*NOTE: The joint meetings with ETSI TC INT are not indicated in the above time table, which is a draft and will be finalized in coordination with ETSI TC INT time plan.*

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