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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 13 July 2016 | |
| Ref: | **TSB Circular 230** | | - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU Academia;  - ITU-T Associates;  - Regional telecommunication organizations;  - Intergovernmental organizations operating satellite systems;  - The United Nations;  - Specialized Agencies of the United Nations and the International Atomic Energy Agency | |
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|  |  | | **Copy:**  - Chairmen and Vice-Chairmen of ITU-T study groups/TSAG;  - Director of the Telecommunication  Development Bureau;  - Director of the Radiocommunication Bureau | |
| Subject: | **World Telecommunication Standardization Assembly (WTSA-16) Yasmine Hammamet, Tunisia, 25 October – 3 November 2016** | | | |

Dear Sir/Madam,

The Secretary-General of ITU, by [invitation letters](http://www.itu.int/en/ITU-T/wtsa16/Pages/invitation-letters.aspx) of 7 March 2016, has announced that at the   
kind invitation of the Government of the Republic of Tunisia, the World Telecommunication Standardization Assembly (WTSA‑16) will take place in Yasmine Hammamet, Tunisia, from   
25 October to 3 November 2016, preceded by the Global Standards Symposium on 24 October 2016.

On 4November 2016, also in Yasmine Hammamet, a leadership meeting will take place with the newly elected ITU-T chairmen and vice-chairmen.

I now have the pleasure to provide you with the relevant information concerning the Assembly.

# 1 Websites

The WTSA website is <http://itu.int/en/ITU-T/wtsa16>; the website of the Tunisian host is <http://www.wtsa16.tn>.

# 2 Venue

The Assembly will be held at the [Medina Hotel and Convention & Exhibition Center](http://www.medina.com.tn/en/medinaevents/index.html). The opening meeting will take place on Tuesday, 25 October 2016, at 1100 hours and will be preceded by a meeting of heads of delegation at 0930 hours.

# 3 Duties and functions of the Assembly

The agenda of the World Telecommunication Standardization Assembly will be based on the functions and duties of the Assembly as set forth in Article 18 of the ITU Constitution and Article 13 of the ITU Convention.

# 4 Conditions for invitation and admission

The conditions for invitation and admission to the World Telecommunication Standardization Assembly are specified in Article 25 of the ITU Convention.

# 5 Draft structure of the Assembly

The World Telecommunication Standardization Assembly shall conduct its work by setting up committees in accordance with Section 1 of [Resolution 1](http://www.itu.int/pub/T-RES-T.1-2012) (Rev. Dubai, 2012). A provisional committee structure is outlined in **Annex 1**, this structure being subject to review by the meeting of heads of delegation prior to the opening of the Assembly.

# 6 Items for consideration by the Plenary Meeting

The following items will be included in the agenda of the Plenary Meeting:

– approval of the work programme for WTSA-16;

– appointment of the chairman and vice-chairmen of the Assembly;

– establishment of committees of WTSA-16;

– appointment of the chairmen and vice-chairmen of the committees;

– allocation of documents;

– examination of reports, including proposals submitted relating to the activities of study groups;

– reports of Committees 2 (Budget Control Committee), 3 (Committee on Working Methods of ITU-T) and 4 (Committee on the ITU-T Work Programme and Organization);

– appointment of the chairmen and vice-chairmen of ITU-T study groups, TSAG and SCV ([Standardization Committee for Vocabulary](http://www.itu.int/en/ITU-T/committees/scv/Pages/default.aspx)) established by WTSA‑16;

– report of the conclusions of the Global Standards Symposium.

# 7 Contributions

7.1 Delegations are invited to submit contributions to WTSA-16 four weeks before the opening of WTSA-16 (Monday, 26 September 2016), noting that, as decided in PP-10 Resolution 165, there is a firm submission deadline of fourteen calendar days prior to the opening of WTSA-16 (Monday, 10 October 2016 at 2359 hours Geneva time)[[1]](#footnote-1).

7.2 Delegations are requested to prepare contributions using the ITU [Conference Proposals Interface (CPI)](https://www.itu.int/net4/Proposals/CPI/WTSA16) and submit them to [wtsa-doc@itu.int](mailto:wtsa-doc@itu.int). The user interface of the CPI is user-friendly; nevertheless, a [User Guide](https://www.itu.int/en/ITU-T/wtsa16/Documents/CPI/WTSA-16_CPI-UserGuide.docx) is available from the main page of CPI. Contributions, together with other documents, are posted on ITU’s [Document Management System](http://www.itu.int/md/T13-WTSA.16-C/en) (DMS).

7.3 The ITU Secretariat will make the contributions immediately available *as received* (in general by the next working day) from the [WTSA-16 documents website](http://www.itu.int/en/ITU-T/wtsa16/Pages/documents.aspx). Simultaneously, the ITU Secretariat will check the contributions and then upload them to <http://itu.int/md/T13-WTSA.16-C>.

7.4 The Plenipotentiary Conference (Busan, 2014) decided at its seventeenth plenary meeting (see <http://itu.int/md/S14-PP-C-0175/en>) “to provide public access to all input and output documents of all conferences and assemblies of the Union starting from the beginning of year 2015 unless where disclosure would cause potential harm to a legitimate private or public interest that outweighs the benefits of accessibility.” In accordance with this decision, all documents to WTSA‑16 are being made publicly available unless the submitter of the document advises the ITU Secretariat otherwise.

**8 Document distribution**

8.1 The following documents will be published as preparatory documents for WTSA‑16:

a) reports on the work of each of the ITU-T study groups;

b) report of the Review Committee (RevCom);

c) report on the activities of the Telecommunication Standardization Advisory Group (TSAG);

d) reports by the Director of TSB on:

1) activities of ITU-T since WTSA-12 including the WTSA Action Plan;

2) structure and staffing of the Telecommunication Standardization Bureau (TSB);

3) ITU-T expenditure during the study period 2013-2016;

4) estimated financial needs of ITU‑T up to WTSA‑20;

e) reports on any matters considered necessary in the light of the ITU Constitution and Convention and Council decisions;

f) Recommendations submitted by ITU-T study groups and TSAG for approval by WTSA-16.

8.2 The above documents will be posted on the WTSA-16 website as soon as they are available. There is an electronic notification service that can inform members as soon as new documents have been posted on the website, available at <http://itu.int/online/mm/scripts/notify>.

8.3 WTSA-16 and GSS-16 will be paperless. Exceptions can be made upon request for persons with disabilities (see next section).

8.4 Accessibility needs: please request, as soon as possible, any reasonable specific assistance needed by email to [wtsa-reg@itu.int](mailto:wtsa-reg@itu.int). The ITU secretariat will meet the expressed requirements to the best of its ability, subject to availability of resources.

8.5 A wireless LAN will be available to access all documents online during the Assembly. In order to obtain electronic access to documents of the Assembly, and also to benefit from the electronic notification service, it is necessary to have a TIES account. Please see <http://itu.int/ties/> for TIES registration information.

# 9 Proceedings of WTSA-16

9.1 A few hours after the closing of WTSA-16 on Thursday 3 November 2016, the ITU Secretariat will publish the "Draft Proceedings of WTSA-16", containing the new set of WTSA Resolutions, Opinion(s) and ITU-T A-series Recommendations.

9.2 The draft and final Proceedings of WTSA-16 will also be made available online for free and for public access in six languages.

# 10 Tribute to former collaborators in ITU-T activities

10.1 In accordance with tradition, a tribute will be paid at WTSA-16 to ITU-T collaborators deceased since WTSA-12. Similarly, wishes for a long and happy retirement will be addressed to ITU-T collaborators who have retired since WTSA-12.

10.2 In order to uphold this tradition, I would be grateful if you could let me know by 30 September 2016 the names, titles and functions of any nationals of your country who you would wish to have mentioned in either tribute.

# 11 Global Standards Symposium

Immediately before WTSA-16, on Monday, 24 October 2016, ITU-T will organize a one-day Global Standards Symposium (GSS-16). Details of this event will be communicated in due time by a separate Circular, but I would already like to invite all delegates to participate in this important symposium, which will be organized in line with Plenipotentiary Resolution 122 (Rev. Guadalajara, 2010).

# 12 Hotels and practical information

Hotel information is available from the host country website at <http://www.wtsa16.tn/hotels.html>. The host will provide transport for all WTSA-16 delegates upon arrival at the Tunis Carthage International Airport to those hotels in Yasmine Hammamet that the host has labelled as "official" (and back), as well as transport from these hotels to the conference centre and back.

# 13 Participant registration for WTSA-16 and GSS-16

13.1 Registration for WTSA-16 will be carried out exclusively online on the WTSA-16 website (<http://itu.int/en/ITU-T/wtsa-16>).

13.2 To facilitate the registration process and to ensure the security of the system, it is necessary that a focal point be designated by your Administration/Entity. The focal point will be responsible for the submission of all participant registration requests. A username and password are required to access the online system.

13.3 Those Administrations and entities for which the focal point is not the same as the one designated as the TIES Focal Point in the Global Directory (see <http://itu.int/GlobalDirectory/index.htm>) should provide contact details to the ITU Secretariat by   
e-mail ([wtsa-reg@itu.int](mailto:wtsa-reg@itu.int)) or by fax (+41 22 730 5853).

13.4 Focal point information is published on the registration page of the WTSA-16 website.

# 14 Visa requirements

Please note that visas cannot be obtained through the ITU Secretariat. For complete details of visa requirements, participants are advised to consult the website of the host country at <http://www.wtsa16.tn/visa.html>*.*

# 15 Fellowships

15.1 Within the budget available, fellowships may be granted for WTSA-16 to delegates from Least Developed Countries (LDCs) and developing countries with a GDP per capita less than   
USD 2000, with priority given to Least Developed Countries (see up-to-date list at   
<http://www.itu.int/en/ITU-T/info/Pages/resources.aspx>).

15.2 Either one full or two partial fellowships per eligible Member State will be awarded based on available funding. A full fellowship includes one return economy class air ticket by the most direct/economical route from the country of origin to the location of the meeting as well as a daily allowance to cover accommodation, meals and incidental expenses. A partial fellowship includes one return economy class air ticket by the most direct/economical route from the country of origin to the location of the meeting or a daily allowance to cover accommodation, meals and incidental expenses. While the provision of fellowships is limited to only one full or two partial fellowships per country, the number of delegates from a country is not limited, provided that the expenses of additional delegates are borne by the member.

15.3 Participants requiring a fellowship are requested to complete the fellowship request form that can be found in Annex 2 and return it no later than 25 August 2016 to the ITU secretariat at [fellowships@itu.int](mailto:fellowships@itu.int). An application must be authorized by the relevant Administration of the ITU Member State. Requests for fellowships arriving after the deadline will not be considered.

I look forward to seeing you in Yasmine Hammamet.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau  
 **Annexes: 2**

ANNEX 1  
(To TSB Circular 230)

Draft structure of the Assembly  
(excerpt from WTSA Resolution 1)

**1.1** The World Telecommunication Standardization Assembly (WTSA), in undertaking the duties assigned to it in Article 18 of the ITU Constitution, Article 13 of the ITU Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each assembly by setting up committees and group(s) to address organization, work programme, budget control and editorial matters, and to consider other specific matters if required.

**1.2** It shall establish a Steering Committee, presided over by the chairman of the assembly, and composed of the vice-chairman of the assembly and the chairmen and vice-chairmen of the committees and any group(s) created by the assembly.

**1.3** WTSA shall establish Resolutions which define working methods and identify priority issues. Prior to and during the development process the following questions should be taken into consideration:

a) if an existing Plenipotentiary Conference Resolution identifies a priority issue, the need for a similar WTSA Resolution should be questioned;

b) if an existing Resolution identifies a priority issue, the need to recycle this Resolution at various conferences or assemblies should be questioned;

c) if only editorial updates are required to a WTSA Resolution, the need to produce a revised version should be questioned.

**1.4** WTSA shall establish a Budget Control Committee and an Editorial Committee, the tasks and responsibilities of which are set out in the General Rules of conferences, assemblies and meetings of the Union (General Rules, Nos. 69-74):

a) the "Budget Control Committee", *inter alia*, examines the estimated total expenditure of the assembly and estimates the financial needs of ITU‑T up to the next WTSA and the costs entailed by the execution of the decisions of the assembly;

b) the "Editorial Committee" perfects the wording of texts arising from WTSA deliberations, such as Resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union.

**1.5** in addition to the steering, budget control and editorial committees, the following two committees are set up:

a) The "Committee on Working Methods of ITU‑T", which submits to the plenary meeting reports including proposals on the ITU‑T working methods for implementation of the ITU‑T work programme, on the basis of the Telecommunication Standardization Advisory Group (TSAG) reports submitted to the assembly and the proposals of ITU Member States and ITU‑T Sector Members.

b) The "Committee on the ITU‑T Work Programme and Organization", which submits to the plenary meeting reports including proposals on the programme and organization of the work of ITU‑T consistent with ITU‑T strategy and priorities, on the basis of the TSAG reports submitted to the assembly and the proposals of ITU Member States and ITU‑T Sector Members. It shall specifically:

i) propose a set of study groups;

ii) review the Questions set for study or further study;

iii) produce a clear description of the general area of responsibility within which each study group may maintain existing and develop new Recommendations, in collaboration with other groups, as appropriate;

iv) allocate Questions to study groups, as appropriate;

v) decide, when a Question or group of closely related Questions concerns several study groups, whether:

− to accept the recommendation of TSAG;

− to entrust the study to a single study group; or

− to adopt an alternative arrangement;

vi) review, and adjust as necessary, the lists of Recommendations for which each study group is responsible;

vii) propose the establishment, where needed, of other groups in accordance with Nos. 191A and 191B of the Convention.

**1.6** The chairmen of study groups and the chairman of TSAG and the chairmen of other groups set up by WTSA should make themselves available to participate in the Committee on the Work Programme and Organization.

**1.7** The plenary meeting of a WTSA may set up other committees in accordance with No. 63 of the General Rules.

**1.8** All committees and groups referred to in 1.2 to 1.7 above shall normally cease to exist with the closing of WTSA except, if required and subject to the approval of the assembly and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of the assembly to complete its tasks as assigned by the assembly.

ANNEX 2  
(To TSB Circular 230)

FORM 1 - Fellowship Request

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|  | **World Telecommunication Standardization Assembly (WTSA-16)**  **Yasmine Hammamet, Tunisia, 25 October – 3 November** | | | | | |  |
| **Please return to:** | | **ITU  Geneva (Switzerland)** | | **E-mail:** [**fellowships@itu.int**](mailto:fellowships@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 August 2016** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation ID No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://itu.int/en/ITU-T/wtsa-16>)  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  (which ITU will do its best to accommodate)  1. □ One full fellowship or □ two partial fellowships (per eligible country)  2. In case of two partial fellowships, choose one of the following: | | | | | | | |
| **□ Economy class air ticket (duty station / Yasmine Hammamet / 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:** | | |

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

1. Plenipotentiary Resolution 165 (Guadalajara, 2010) “Deadlines for the submission of proposals and procedures for the registration of participants for conferences and assemblies of the Union” “resolves to establish a firm submission deadline for all contributions, with the exception of the deadlines outlined in recognizing a) and b) above, of no later than fourteen calendar days before the opening of conferences and assemblies of the Union, including plenipotentiary conferences, so as to ensure timely translation and their thorough consideration by delegations” (emphasis added). WTSA-12 Resolution 1 says:  
   “6.1 Contributions should be submitted not later than one month before the opening of WTSA, and at any event the submission deadline for all contributions to WTSA shall be not later than 14 calendar days before the opening of the WTSA in order to allow for their timely translation and thorough consideration by delegations. The Bureau shall immediately publish all contributions submitted to WTSA in their original language(s) on the WTSA website, even before their translation into the other official languages of the Union.” (emphasis added). [↑](#footnote-ref-1)