



General Secretariat (SG)

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To Administrations of Member States of ITU in
Asia-Pacific Region

ITU Sector Members in Asia-Pacific Region

Copy:

Chairmen and Vice-Chairmen of ITU Study
Groups
Directors of the Radiocommunication,
Standardization and Development Bureaux

Subject: **Third APT Preparatory Meeting for the World Telecommunication Standardization Assembly (WTSA-12), 19-21 March 2012, and
Third APT Preparatory Meeting for the World Conference on International Telecommunications (WCIT-12), 22-24 March 2012**

Dear Sir/Madam,

1 By means of this letter, the ITU has the pleasure to invite your administration or organization to attend the Third APT Preparatory Meetings for the World Telecommunication Standardization Assembly (WTSA-12), 19-21 March 2012 and for the World Conference on International Telecommunications (WCIT-12), 22-24 March 2012 in Cairns, Australia.

2 The meetings are organized by the Asia-Pacific Telecommunity (APT) and supported by the ITU. The Department of Broadband, Communications & the Digital Economy of Australia is the host. The meetings will take place at the *Novotel Palm Cove Resort* in Queensland. Participation in the APT Third Preparatory Meetings for WTSA-12 and WCIT-12 is free and **restricted** to ITU Member States and Sector Members of Asia-Pacific Region, and representatives of other regional organizations. ITU will be represented at the meeting by Malcolm Johnson, Director, Telecommunication Standardization Bureau.

3 The ITU World Telecommunication Standardization Assembly (WTSA-12) will be held in Dubai, United Arab Emirates, 20-29 November 2012, and will be preceded by the Global Standards Symposium (GSS-12) (<http://www.itu.int/en/ITU-T/wtsa-12/pages/default.aspx>). The APT Regional Preparatory Meeting for WTSA-12 (19-21 March 2012) will provide information about WTSA and aims at coordinating the views of the region on issues considered to be of particular relevance for consolidation and presentation as regional proposals at the Assembly. The Preparatory Meeting for WTSA-12 is open only to ITU-T Sector Members.

4 The first-ever World Conference on International Telecommunications (WCIT-12) will be held from 3-14 December 2012, also in Dubai (<http://www.itu.int/en/wcit-12/Pages/default.aspx>). The International Telecommunication Regulations (ITRs) will be revised at WCIT-12. The APT Regional Preparatory Meeting for WCIT-12 (22-24 March 2012) will provide important information about this event and its preparations, including background on the issues to be discussed and the ITRs aiming at coordinating regional views which will be presented at the Conference.

5 Draft agendas for the Preparatory Meetings for WTSA-12 and WCIT-12 and further information about the meetings will be available at the APT website www.apt.int. The information will be updated as new or modified information becomes available.

6 Discussions will be held in English only. [Please note that this will be a paperless meeting](#) and in order to facilitate meeting management and document handling process, ITU encourages the use of electronic documents during the meeting. [Electronic copies of the meeting documents will be made available on the website](#). Delegates are encouraged to bring their laptop computers for the meeting.

7 **Fellowships:** APT will provide one full fellowship covering return air ticket and daily allowance for each eligible developing country. Please note that the fellowship is subject to budget availability and upon receiving the official request from your Administration. You are requested to contact APT Secretariat directly for fellowship arrangements. While the provision of fellowship is limited to only one participant per country, the number of delegates from a country is not limited provided the expenses are borne by the country.

8 **Registration:** Please note that registration of participants for the meeting can be done online at the following website: <http://www.apt.int/content/attendance-form>. To make the necessary arrangements concerning the organization of WTSA-12 and WCIT-12 Preparatory Meetings, we should be grateful if you would register as soon as possible, but not later than **20 February 2012**.

9 **Visas:** There may be visa requirements for citizens of some countries to enter Australia. Where this is the case, the visa must be requested and obtained from the office (embassy or consulate) representing Australia in your country. Participants who need support from the host country to obtain an entry visa should contact Ms Felicity Morrison (felicity.morrison@dbcde.gov.au) **before 20 February 2012**.

10 **Accommodation:** The APT secretariat and the host administration will make the hotel reservation at the venue of the meetings for those participants who indicate their hotel requirements in the Attendance Form or in the online registration form. Participants will have to settle their own bills.

Yours faithfully,

Dr. Hamadoun I. Touré
Secretary-General

Annex: Participants' information



Australian Government
Department of Broadband,
Communications and the Digital Economy



Third APT Preparatory Meeting for WTSA-12 (WTSA12-3)

19-21 March 2012, Cairns, Australia

Third APT Preparatory Meeting for WCIT-12 (WCIT12-3)

22-24 March 2012, Cairns, Australia

PARTICIPANTS' INFORMATION

Asia-Pacific Telecommunity (APT) is organizing the Third APT Preparatory Meeting for WTSA-12 and Third APT Preparatory Meeting for WCIT-12 in Cairns, Australia with support of the International Telecommunication Union (ITU). The meetings are hosted by the Department of Broadband, Communications, and the Digital Economy of the Government of Australia.

The objectives of the Third APT Preparatory Meeting for WTSA-12 includes: review of the preparations to the WTSA-12 made by APT, ITU and other regional organizations, discussion on key issues for WTSA-12, and development of Preliminary APT Common Proposals (PACPs) for WTSA12 based on members' proposals.

The Third APT Preparatory Meeting for WCIT-12 will identify and discuss issues for WCIT-12 that are of interest the Asia-Pacific region considering the outcome of the meetings of the ITU Council Working Group on WCIT-12 (CWG-WCIT12). It will develop draft APT Common Proposals (ACPs) based on members' proposals.

1. MEETING WEBSITE

Meeting documents and related information regarding the above meetings will be available at the following meeting websites:

Third APT Preparatory Meeting for WTSA-12

<http://www.apr.int/2012-WTSA12-3>

Third APT Preparatory Meeting for WCIT-12

<http://www.apr.int/2012-WCIT12-3>

2. VENUE

The Preparatory Meetings will be held at *Novotel Rockford Palm Cove Resort, Cairns, Australia*.

Novotel Rockford Palm Cove Resort

Coral Coast Drive

Palm Cove QLD 4879

Australia

Tel: +61 7 4059 1234

Fax: +61 7 4059 1297

Email: events-palmcove@rockfordhotels.com.au

3. PARTICIPATION

All APT members, relevant International and Regional organisations and ITU members in the Asia Pacific Region can attend the meetings by completing the Attendance Form or by online registration through APT Website (<http://www.apr.int/content/attendance-form>).

Participation of Non-Members: Non-Members can attend the Meetings with "Observer" status by paying Registration Fee of US\$ 250 per person. Please contact APT Secretariat for the payment methods of the Registration Fees.

The Attendance Form should reach APT Secretariat not later than **20th February 2012**. Registration can be done online from APT Website (<http://www.appt.int/content/attendance-form>) or by sending the Attendance Form to APT Secretariat by e-mail aptastap@apt.int or by fax + 662 5737479.

4. HOTEL ACCOMMODATION

The **Novotel Rockford Palm Cove Resort** is recommended for all the participants to stay during the meeting period.

Room Type	Rate
Single with Breakfast	Aus \$ 108 / night
Twin / Double with 2x breakfast	Aus \$ 126 / night

Hotel reservations for non-fellowship participants should be made directly with the hotel as early as possible using the attached “Conference Accommodation Booking Form” in **Annex 1**. The hotel reservation should be made not later than **20th February 2012** to guarantee hotel accommodation. Please email complete form back to reservations@novotelpalmcove.com.au or alternatively you can fax it back to **+61 7 4059 1297** with a copy to aptastap@apt.int. For any additional enquiries on your reservation with the hotel please contact reservations on **+61 7 4059 1234** to be connected to the reservations team at the Novotel Palm Cove Resort.

The APT Secretariat will make room reservation for the fellowship participants only.

5. IMMIGRATION (VISA) REQUIREMENTS

Visa information is available from Australian Embassies, High Commissions and Consulates. Information is also available at www.immi.gov.au/visitors/pdf/general-events.pdf

Delegates holding passports from **Brunei Darussalam, Hong Kong (SAR), Japan, Malaysia, Singapore or the Republic of Korea** may apply online at www.eta.immi.gov.au/ or through participating airlines, travel agents or an Australian visa office overseas.

All other delegates need to submit a paper-based application for a Business (Short Stay) visa (subclass 456) which can be found at www.immi.gov.au/allforms/pdf/456.pdf

To locate your closest Australian visa office, please visit www.immi.gov.au/contacts/index.htm

Please ensure that the appropriate entry visa is obtained before travelling to Australia. If you need a letter from the host country (i.e. Australia) to assist in applying for a visa to attend the meeting, please contact the APT or Australian Secretariat (contact details are provided below).

You are advised to apply for your visa by **20 February 2012**. Approval to enter Australia may not be granted if you do not apply for your visa prior to this date.

6. ARRIVAL AND TRANSPORTATION

Novotel Rockford Palm Cove Resort is about 25 minutes north of Cairns International Airport.

The hotel will provide complementary Airport Transfer.

Please provide your flight number and arrival time on your accommodation booking form in the space provided

7. INSURANCE

Due to the procedural difficulties and budgetary constraints, APT is not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. APT therefore, request your administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

8. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the meeting and provisional meeting documents will be available at the APT Website at: <http://www.appt.int/2012-WTSA12-3> and <http://www.appt.int/2012-WCIT12-3>

Contributions from APT members, associate members, affiliate members, regional and international organizations are welcome. You are requested to use the proper document template for your contribution. Document templates for all meetings are available at the meeting website.

Contributions will be posted on APT Website prior to the starting of the meeting. Last date of receipt of your contributions by APT Secretariat is Tuesday, **5th March 2012**. Please send your contributions to aptastap@apt.int.

In order to facilitate efficient meeting management and document handling process, APT encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be available in softcopy as well as online. Members are encouraged to carry their Laptop computers for the meeting. A number of PCs and printers are also available at the meeting venue for use.

9. REGISTRATION DESK, MEETING AND SECRETARIAT ROOM

The Registration and Information Desk will be set up in the foyer of the *Coral Reef Ballroom* commencing from Monday 19th March 2012 at 0800 Hours. Participants who are attending only the Third APT Preparatory Meeting for WCIT-12 may register on 22th March 2012 at 0800 Hours.

The meetings will be held in the *Coral Reef Ballroom* of the Novotel Rockford Palm Cove Resort. Details of the breakout rooms and Secretariat Room will be posted in the hotel during the meeting.

10. PRACTICAL INFORMATION

About Cairns:

Cairns is the capital city of Far North Queensland. The 16th largest city in Australia, with a population of over 140,000 people, Cairns is continuing to be a favoured destination - for its rare mixture of ecological environments and its cosmopolitan, colorful coastal character. Cairns has grown from a small coastal town to a mecca for holiday makers from around the world. The City of Cairns plays host to two unique natural wonders of the World, the Great Barrier Reef and Daintree Rainforest.

Cairns is located 400km from the most northern part of the State of Queensland, it lies on the warm waters of Trinity Bay.

Weather:

Cairns is located in the tropics and has a warm humid climate. Cairns weather has 2 distinct seasons - a warm dry season from April to November and a wet season from November to March with tropical monsoons that includes tropical cyclones. The temperature in March is between 23 to 30.5 degrees Celsius on average.

Currency:

Participants are advised to check with their local bank or financial institution for the latest foreign exchange rates. The current rate (at the time of drafting this form) is:

AUD\$1= US\$1.0296 or US\$1.00 = AU\$0.971.

Information on the current rates is available at:

www.rba.gov.au/statistics/frequency/exchange-rates.html

Electricity:

The domestic main electricity supply in Australia is 240 Volt AC, 50Hz. The standard 3-pin earthed power outlets are rated at 10 Amps and are usually switched. The 3-flat-pin plug shown below is used in all states of Australia. Please bring the right adapter for your equipment.



Electrical Outlet

11. CONTACT INFORMATION

<p>Asia-Pacific Telecommunity 12/49 Soi 5, Chaengwattana Road Bangkok 10210, Thailand Tel: +662 5730044 ext 113 Fax: + 662 5737479 Email: aptastap@apt.int</p>	<p>Cybersecurity Policy and Asia-Pacific Engagement Section Department of Broadband, Communications and the Digital Economy GPO Box 2154 Canberra ACT 2601 Australia</p> <p>Tel: +61 2 6271 1000 ext 1688 Fax: +61 2 6271 1827 e-mail: asia.pacific@dbcde.gov.au</p>
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Annex 1 - Conference Accommodation Booking Form



PALM COVE RESORT

CONFERENCE ACCOMMODATION BOOKING FORM

GROUP CODE: DBCDE

Guest Name:	Arrival Date	Departure Date	Room Type Requested	Total Adults	Total Kids
Room Types	Rate / night	Breakfast Included	Room Descriptions		
Standard Room			2 X Double beds with combined lounge area, private bathroom facilities.		
Superior Room			2 X Double beds with combined lounge area, private bathroom facilities, laundry facilities		
Standard Suites			Kind Bedding, separate lounge and dining, private bathroom facilities.		
Superior Suite			King Bedding, separate lounge and dining, private bathroom facilities, kitchenette.		
2 Bedroom Superior Suite			2 bedrooms, separate combined lounge and dining, 2 bathrooms, kitchenette & laundry facilities.		
Contact Telephone number:					
Contact Email Address: (your confirmation will be sent to this email address)					
Postal address:					
Airport Transfers - Are included in your meeting package. Please provide details below if you require airport transfers					
Arrival Date:	Flight Number:	Time:			
No. of Adults	No. of Kids	Total cost:			
Departure Date:	Flight Number:	Time:			
No. of Adults	No. of Kids	Total cost:			

Credit card guarantee: - cancellation policy for all accommodation is 48 hours prior to arrival. If you cancel after this time one nights accommodation will be charge to this card. Please note this is not a credit card authority form, if you require on please contact the hotel. Funds will not be deducted unless your accommodation is cancelled as per our cancellation policy.

Credit Card Type: Expiry Date:..... /

Credit Card Number:

Signature:

Special Accommodation Requests: (cannot be guaranteed)

Please email complete form back to reservations@novotelpalmcove.com.au or alternatively you can fax it back to 07 4059 1297. For any additional enquiries please contact reservations on 07 4059 1234 to be connected to the reservations team at the Novotel Palm Cove Resort