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| **International Telecommunication Union** |  |
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17 May 2013

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| Subject: | **Meeting announcement: Multiple SG11 Rapporteurs’ meetings: Q1/11, 2/11, 3/11, 4/11, 5/11, 6/11, 14/11 (Geneva, 17-21 June) and 9/11 (Geneva, 24-28 June)** |

Dear Sir/Madam,

In accordance with the results of last Study Group 11 meeting (25 January-1 March 2013), and as preannounced in [TSB Collective letter 2/11](http://www.itu.int/md/T13-SG11-COL-0002/en), please be informed that Rapporteur meetings of Q1/11, 2/11, 3/11, 4/11, 5/11, 6/11, 14/11 (Geneva, 17-21 June) and 9/11 (Geneva, 24-28 June) are to be held at ITU Headquarters.

The meetings will open at 0930 hours on the first day. Participants’ registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

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=3000533) at <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000533> .

## 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 [[1]](#footnote-1)12 calendar days before the first day of the Rapporteurs meeting concerned (e.g. **4 June 2013** for *Q1, 2, 4, 6/11*; **5 June 2013** for *Q5, 14/11*; **6 June 2013** for *Q3/11*; and **12 June 2013** for *Q9/11*), or directly submit your Contributions by uploading them in the related FTP area as provided below:

## Location of meeting documents:

Question 1/11: <http://ifa.itu.int/t/2013/sg11/exchange/wp1/q1/2013-june-geneva/>

Question 2/11: <http://ifa.itu.int/t/2013/sg11/exchange/wp1/q2/2013-june-geneva/>

Question 3/11: <http://ifa.itu.int/t/2013/sg11/exchange/wp1/q3/2013-june-geneva/>

Question 4/11: <http://ifa.itu.int/t/2013/sg11/exchange/wp2/q4/2013-june-geneva/>

Question 5/11: <http://ifa.itu.int/t/2013/sg11/exchange/wp2/q5/2013-june-geneva/>

Question 6/11: <http://ifa.itu.int/t/2013/sg11/exchange/wp2/q6/2013-june-geneva/>

Question 14/11: <http://ifa.itu.int/t/2013/sg11/exchange/wp4/q14/2013-june-geneva/>

Question 9/11: <http://ifa.itu.int/t/2013/sg11/exchange/wp3/q9/2013-june-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

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| **Question** | **Rapporteur** | **Associate** |
| 1/11 | **Xiaojie Zhu**zhuxj@gsta.com  |  |
| 2/11 | **Hongjian Wu**wuhongjian@catr.cn | **Hideo Himeno**h-himeno@bc.jp.nec.com |
| 3/11 | **Viqar Shaikh**vshaikh@appcomsci.com |  |
| 4/11 | **Matt Lopez**matt@technicalcure.com |  |
| 5/11 | **Junfeng Ma**majunfeng@catr.cn |  |
| 6/11 | **Cathy Zhou**cathy.zhou@huawei.com |  |
| 14/11 | **Hideo Himeno**h-himeno@bc.jp.nec.com |  |
| 9/11 | **Shin-Gak Kang**sgkang@etri.re.kr | **Xiaoyong Han**hanxiaoyong@chinamobile.com |

The meeting will be run paperless and the discussions will be held in English only.

**Wireless-lan** facilities are available for use by delegates in all ITU meeting rooms (see <http://itu.int/ITU-T/edh/faqs-support.html>).

**E-Lockers** are available on the ground floor of the Montbrillant building. Your ITU RFID badge opens and closes the e-locker. Your e-locker is available only for the period of the meeting you are attending, so please ensure that you empty the locker before 23:59 on the last day of the meeting.

**Printers** are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms, for delegates who wish to print documents. In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to attach the documents to be printed to an email, that is sent to the desired printer email address (in the form printername@eprint.itu.int). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

For your convenience, a **hotel** reservation form is enclosed ([Annex 2](#_ANNEX_2_–)). A list of hotels can be found at <http://itu.int/travel/>

Please remember that citizens of some countries are required to obtain a **visa** in order to enter and spend time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of **four** weeks. Any such request must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) bearing the words **“visa request”**.

The draft timetable is set out in [**Annex 1**](#Duties) hereto.

The audio teleconference may be prepared upon request. If any participant is willing to use it, please notify to relevant rapporteurs prior to the meeting.

**Annexes: 2**

[ANNEX 1](#Duties) – Draft Timetable

[ANNEX 2](#_ANNEX_2_–) – HOTELS FORM

## ANNEX 1 – Draft Timetable

**Work plan of the Interim meetings of SG11 (June 2013)**

|  | **Monday 17** | **Tuesday 18** | **Wednesday 19** | **Thursday 20** | **Friday 21** |
| --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **WP1/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |
| **WP2/11** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |
| **Q1/11** | **X** |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/11** |  |  | **X** | **X** |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |
| **Q3/11** |  |  |  |  |  |  |  |  |  |  |  | **X** |  | **X** |  |  |  |  |  |  |
| **Q4/11** | **X** | **X** | **X** |  |  |  | **X** | **X** |  |  | **X** |  |  |  |  |  |  |  |  |  |
| **Q5/11** |  |  |  |  |  |  | **X** | **X** |  |  |  |  | **X** |  |  |  |  |  |  |  |
| **Q6/11** | **X** |  |  |  |  |  |  |  |  | **X** |  |  | **X** |  |  |  |  |  |  |  |
| **Q14/11** |  |  |  |  |  |  | **X** |  |  |  |  |  |  | **X** |  |  |  |  |  |  |

|  | **Monday 24** | **Tuesday 25** | **Wednesday 26** | **Thursday 27** | **Friday 28** |
| --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **Q9/11** |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  | **X** |  |  |  |  |  |  |

## ANNEX 2 – HOTELS FORM

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

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| **Description: itu-old** | **INTERNATIONAL TELECOMMUNICATION UNION** | **Description: itu-old** |

**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*  ---------------------------------------------------

1. Twelve (*12) calendar days is the deadline for Contributions to Study Group and Working Party meetings. The deadlines for Rapporteurs meetings are flexible and are left to the discretion of each Rapporteur as for the Rapporteurs meetings more relaxed rules apply (see Recommendation ITU-T A.1 § 2.3.4.13.* [↑](#footnote-ref-1)