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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 3 May 2013

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| Ref: | TSB-SG12-RGMA-2/13 |  |
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| Tel:Fax:E-mail: | +41 22 730 63 56+41 22 730 58 53tsbsg12@itu.int |  |
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| Subject: | **Meeting of Question 4/12(Geneva, 15 July 2013 to 17 July 2013)** |

Dear Sir, Madam,

In accordance with the request of the Rapporteur, Mr Hans Wilhelm Gierlich (HEAD acoustics, Germany), in agreement with decisions of Study Group 12 and its management, I would like to inform you of the rapporteur group meeting of Q4/12 (Hands-free communication and user interfaces in vehicles) that is planned to take place at Geneva, from 15 July 2013 until 17 July 2013, hosted by ITU.

Details for planning attendance to this meeting are found in the Annex hereinafter.

Yours faithfully,

Hiroshi OTA
ITU-T Study Group 12 Secretariat
Telecommunication Standardization Bureau

ANNEX

Rapporteur Group meeting information

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| Identification | ITU-T Study Group(s) | 12 |
| Question(s) | 4/12 |
| Question title | Hands-free communication and user interfaces in vehicles |
| Rapporteur(s) | Mr Hans Wilhelm Gierlich (HEAD acoustics, Germany) |
| Rapporteur details | h.w.gierlich@head-acoustics.de |
| Logistic information | Meeting venue | Geneva |
| Host | ITU |
| On-site registration start time | 15 July 2013 | 0830 hours |
| Starting date, time | 15 July 2013 | 1400 hours |
| Ending date, time | 17 July 2013 | 1730 hours |
| Invitation letter | N/A |
| Registration | <http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/Pages/meetings.aspx>  |
| Practical information | <http://www.itu.int/en/ITU-T/info/Pages/resources.aspx>  |
| Name of meeting contact | Hiroshi OTA |
| Contact details | Tel: +41 22 730 6356; Fax: +41 22 730 5853; E-mail: hiroshi.ota@itu.int  |
| Work planning | Details related to the event and will be kept updated, as necessary, at: | <http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/Pages/meetings.aspx>  |
| Q4/12 work plan | <http://www.itu.int/itu-t/workprog/wp_search.aspx?sg=12>  |
| Objectives | * P.VSSR (ex. FG.VSSR) (Planned to be discussed from 14:00 on 15 July to 16:00 on 16 July)
* P.UIA (Planned to be discussed from 9:30 - 17:30 on 17 July)
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Note – Detailed meeting room information will be provided in the registration area

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