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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 1 August 2013

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| Ref: | TSB-SG12-RGMA-4/13 |  |
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| Tel:Fax:E-mail: | +41 22 730 63 56+41 22 730 58 53tsbsg12@itu.int |  |
|  |  |  |
| Subject: | **Meeting of Question 5/12(Geneva, 7 October 2013 to 8 October 2013)** |

Dear Sir, Madam,

In accordance with the request of the Rapporteur, Mr Lars Birger Nielsen (Brüel & Kjaer, Denmark), in agreement with decisions of Study Group 12 and its management, I would like to inform you of the rapporteur group meeting of Q5/12 (Telephonometric methodologies for handset and headset terminals) that is planned to take place at Geneva, from 7 October 2013 until 8 October 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) | 5/12 |
| Question title | Telephonometric methodologies for handset and headset terminals |
| Rapporteur(s) | Mr Lars Birger Nielsen (Brüel & Kjaer, Denmark) |
| Rapporteur details | lbnielsen@bksv.com  |
| Logistic information | Meeting venue | Geneva |
| Host | ITU |
| On-site registration start time | 7 October 2013 | 0830 hours |
| Starting date, time | 7 October 2013 | 0930 hours |
| Ending date, time | 8 October 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>  |
| Q5/12 work plan | <http://www.itu.int/itu-t/workprog/wp_search.aspx?sg=12>  |
| Objectives | * P.TBN
* Loudness
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Note – Detailed meeting room information will be provided in the registration area

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