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| **International Telecommunication Union** |  |
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25 January 2017

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| Subject: | **Meeting announcement: Q2/9 (ex Q3/9) Rapporteur meeting (Geneva, 21-26 February 2017)** |

Dear Sir/Madam,

In accordance with the results of last SG9 meeting (Geneva, 29 August - 2 September 2016) and as agreed by SG9 Management, please be informed that the Rapporteur meetings of Q2/9 (ex. Q3/9) is to be held at ITU Headquarters (Geneva) during 21‑26 February 2017.

The meeting 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://itu.int/reg/tmisc/3000953) at <http://itu.int/reg/tmisc/3000953>.

## 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 **3[[1]](#footnote-1) calendar days** before the first day of the Rapporteurs meeting concerned (e.g. **18 February 2017)**, or directly submit your Contributions by uploading them to the related SharePoint site as provided below:

## SharePoint site for Q2/9 Rapporteur meeting:

- <https://extranet.itu.int/meetings/ITU-T/T17-SG09RGM/Q2-170221/SitePages/Welcome.aspx>

**Please note that a dedicated template** for SharePoint site has to be used. Therefore please use it to prepare your contribution.
The template is available from the SharePoint site under “[ITU-T RGM Document Template](https://extranet.itu.int/meetings/ITU-T/MTG%20Template/RGM_mtgdoc_template.docx)”
( <https://extranet.itu.int/meetings/ITU-T/MTG%20Template/RGM_mtgdoc_template.docx> ).
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.

If you are not familiar with the SharePoint site, please read the USER GUIDE at: <https://extranet.itu.int/ITU-T/support/SitePages/RGM%20User%20Guide.aspx>

You can also consult the frequently asked question (FAQ) at:
<https://extranet.itu.int/ITU-T/support/_layouts/15/start.aspx#/SitePages/Home.aspx>

## Rapporteurs’ contacts

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| **Question** | **Rapporteur** | **Email address** |
| 2/9 (ex. 3/9) | Han-Seung Koo ETRI, Korea (Rep. of) | koohs@etri.re.kr |

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:** 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.

**E-PRINTING:** 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>.

**HOTELS:** 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 note that a new visitor information website is now available at: <http://itu.int/en/delegates-corner>.

**VISAS:** 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[[2]](#footnote-2) 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.

**Annexes: 2**

[ANNEX 1](#Duties) – Draft Timetable

[ANNEX 2](#_ANNEX_2_–) – HOTELS FORM

## ANNEX 1 – Draft Timetable

**Draft meeting plan for Q2/9 (ex.Q3/9) Rapporteur meetings *(Geneva, 21-26 February 2017)***

|  | **Tuesday 21 February** | **Wednesday 22 February** | **Thursday 23 February** | **Friday 24 February** | **Saturday 25 February** | **Sunday 26 February** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **Q3/9** |  | **X** | **X** |  |  | **X** | **X** |  | **X\*** | **X\*** |  |  | **X\*** | **X\*** |  |  |  |  |  |  |  |  |  |  |

**Session 1: 0930 – 1045; Session 2: 1115-1230; Session 3: 1430-1545; Session 4: 1615-1730;**

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| **NOTE** | The meeting starts on Tuesday 21 February and will try to end on Friday 24. However it may be extended to Saturday and Sunday (25-26 February) in case more sessions are needed to complete the work. |
| **X** | Represents a meeting session |
| **\*** | Remote participation is organized, details will be circulated via SG9 emailing list. |

## 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 § 2.3.3.13.* [↑](#footnote-ref-1)
2. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>. [↑](#footnote-ref-2)