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| **Telecommunication Standardization Bureau** |  |
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Geneva, 17 November 2010

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| Ref: | **TSB Collective letter 3/3** |  |
| Tel: Fax:  E-mail: | +41 22 730 5887 +41 22 730 5853 [tsbsg3@itu.int](mailto:tsbsg3@itu.int) | To Administrations of Member States of the Union, to ITU-T Sector Members and to ITU-T Associates participating in the work of Study Group 3 |

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| Subject: | **Meeting of Study Group 3, Geneva, 28 March – 1 April 2011, and Joint Rapporteur’s Group Meeting (IIC & TFMF), Geneva, 25 March 2011** |

Dear Sir/Madam,

1 In accordance with the schedule of ITU Telecommunication Standardization Sector meetings for 2011 (see TSB Circular 80 of 14 December 2009), I should like to inform you that Study Group 3 (*Tariff and accounting principles including related telecommunication economic and policy issues*) is to meet at ITU headquarters, Geneva, from 28 March to 1 April 2011, inclusive.

Also, as decided at the SG3 meeting that took place in Seoul, Republic of Korea, from 17 to 21 May 2010, a Joint Rapporteur’s Group Meeting of IIC and TFMF will take place also in ITU Headquarters on 25 March 2011. Information on this meeting will be sent out to the Q.1/3 mailing list in due course. If you are interested in the work of this question, please make sure you are subscribed to its mailing list.

Additionally, **a Workshop on IP Traffic Flow Measurement** **will be held in ITU Headquarters on 24 March 2011**. Information on this workshop may be found in [TSB Circular 149](http://www.itu.int/md/T09-TSB-CIR-0149/en).

Both the Joint Rapporteur’s Group Meeting and the meeting of SG3 will open at 0930 hours. Participant registration for participants attending exclusively the SG3 meeting will begin at 0830 hours at the Montbrillant entrance on Monday, 28 March. Those participants attending **the Joint Rapporteur’s Group Meeting will be able to register from 0830 hours on Friday, 25 March**. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

2 An interpretation service will be provided for the meeting in accordance with the relevant provisions in force.

3 The draft agenda for the SG3 meeting, as prepared by the Chairman, is set out in **Annexes 1 to 4** hereto.

4 The draft timetable for the SG3 meeting, as prepared by the Chairman and his Management Team is set out in **Annex 5** hereto.

5 The draft agenda for the Joint Rapporteur’s Group meeting will be published in due course as a TD. The program of the workshop can be found in TSB Circular 149, as cited above.

6 Please note that, following a discussion at the TSAG meeting, 8-11 February 2010, and in agreement with the ITU-T Study Group Chairmen, contributions should now be received, on a trial basis, by TSB at least 12 (twelve) calendar days before the date set for the opening of the meeting. Such contributions will be published on the Study Group 3 website and must therefore be received by TSB **not later than 15 March 2011**. Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

Participants are encouraged to submit contributions using the web-based submission form available on the Study Group 3 homepage, or by electronic mail to the following address: tsbsg3@itu.int. Detailed instructions can be found on the ITU-T website.

We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://www.itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

7 To enable TSB to make the necessary arrangements concerning the documentation for, and organization of, the meeting, I should be grateful if you would send me, by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), as soon as possible but **not later than 28 February 2011**, the list of people who will be representing your Administration, Sector Member, Associate, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**8 Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://www.itu.int/ITU-T/studygroups/com03/index.asp**](http://www.itu.int/ITU-T/studygroups/com03/index.asp)**).**

Printers are available in the cyber café of the 2nd basement of the Tower building and 2nd floor of Montbrillant building for delegates who wish to print documents. In addition, the Helpdesk Service ([helpdesk@itu.int](mailto:helpdesk@itu.int)) has prepared a limited number of laptops for those who do not have one.

9 Participants actually present at the meeting and having requested paper copies in advance by means of the registration form will receive only those documents posted on the ITU-T website as from 3 days prior to the meeting **(*25 March 2011*)** and up to the end of the meeting.

With a view to rationalizing document distribution during meetings, working party members are reminded that they will receive only the documents which concern them. You are therefore requested to specify clearly, on the registration form, the various working parties you wish to attend.

10 For sessions that are scheduled to be held with interpretation, please note that interpretation will actually be provided only where Member States so request, by means of the registration form, or a special notice to TSB, and **at least one month before the start of the sessions in question**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

11 I am pleased to inform you that ITU will provide a limited number of fellowships to facilitate participation from Least Developed or Low Income Developing Countries (one person per country). Whether they will be full or partial fellowships will depend on the number of requests and the funds available, as fellowships will be awarded on a first come first served basis. An official fax/letter must be sent to the Director of TSB requesting the fellowship and already providing the name of the intended candidate **no later than 28 February 2011**.

12 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas and in the CICG (Geneva International Conference Centre) building. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

13 For your convenience, a hotel confirmation form is enclosed as **Annex 6** (see <http://www.itu.int/travel/> for the list of hotels).

14 We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any 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](mailto:tsbreg@itu.int)) bearing the words **“visa request”**.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annexes:** 6

ANNEX 1  
(to TSB Collective letter 3/3)

***Meeting of ITU-T SG3  
Geneva, 28 March – 1 April 2011***

***Draft Agenda for the Study Group plenaries***

**1 Opening plenary meeting**

1.1 Opening of the meeting

1.2 Adoption of the agenda and other administrative issues

1.3 Results of SG3 work and follow-up actions

1.4 Progress reports on the work of the regional groups

1.5 Results of other ITU meetings related to Study Group 3

Results of the meetings of other study groups related to Study Group 3

1.6 Examination of documents available

1.7 Procedural notifications

**2 Closing plenary meeting**

2.1 Reports of the meetings of Working Parties, Questions, and ad hoc groups

2.2 Approval of Recommendations under TAP

2.3 Determination of Recommendations under TAP

2.4 Deletion or renumbering of Recommendations

2.5 Approval or deletion of Supplements

2.6 Liaison statements

2.7 Recommendation status and work plans

2.8 Dates of future meetings

2.9 Other business

2.10 Closure of the meeting

ANNEX 2  
(to TSB Collective letter 3/3)

***Meeting of ITU-T SG3  
Geneva, 28 March – 1 April 2011***

***Draft Agenda for Working Party 1/3***

1 Opening of the meeting

2 Adoption of the agenda

3 Inventory of available documents

4 Review of Working Party 1/3 activities and approval of report of previous meeting

5 Examination of study items

5.1 Mobile Communications

5.2 “IP Telephony”

5.3 International Internet Connectivity, including IP peering and cost of provision of services

5.4 Traffic Flow Multifactors and Internet Traffic Flow Methodology

5.5 Next Generation Networks (NGN)

5.6 Accounting and settlement based on IP Data Records (IPDR)

5.7 Charging and accounting principles associated with enhanced signalling

5.8 Other charging, accounting, and economic issues arising out of use of next-generation networks and any future development

6 Liaison issues

7 Other business

8 Closure of the meeting

ANNEX 3  
(to TSB Collective letter 3/3)

***Meeting of ITU-T SG3  
Geneva, 28 March – 1 April 2011***

***Draft Agenda for Working Party 2/3***

1 Opening of the meeting

2 Adoption of the agenda

3 Inventory of available documents

4 Review of Working Party 2/3 activities and approval of report of previous meeting

5 Examination of study items

5.1 Mobile Communications

5.2 Mobile Termination Rate

5.3 Fixed Termination Rate

5.4 Flat Rate for Mobile

5.5 Flat Rate for Fixed

5.6 Flat Rate for Fixed to Mobile and vice-versa

5.7 Accounting and Settlement Rates for Fixed

5.8 Alternative Accounting Procedures (e.g. changes in deadlines for settlements)

5.9 Mobile Roaming

5.10 Tariff Issues for Cross-Border Connectivity for Mobile

5.11 Tariff Issues for Short Message Service (SMS) and Multimedia Messaging Service (MMS)

5.12 Leased Line Tariff

5.13 Transit Traffic

5.14 Alternative Calling Procedures (e.g. call-back, re-file)

5.15 Guidelines Based on International and Regional Practices for Resolution of Disputes Regarding Charging (e.g duration, origin of traffic, etc.)

5.16 Accounting and Settlement Procedures, including their Evolution

6 Liaison issues

7 Other business

8 Closure of the meeting

ANNEX 4  
(to TSB Collective letter 3/3)

***Meeting of ITU-T SG3  
Geneva, 28 March – 1 April 2011***

***Draft Agenda for Working Party 3/3***

1 Opening of the meeting

2 Adoption of the agenda

3 Inventory of available documents

4 Review of Working Party 3/3 activities and approval of report of previous meeting

5 Examination of study items

5.1 Policy and Economic Issues

5.2 Network Externalities

5.3 Universal Service Obligations

5.4 Impact of the Choice of Accounting Rate Currency

5.5 Impact of Convergence of Services

5.6 International Telecommunication Regulations

5.7 Revenue Protection Mechanisms

5.8 Misuse of Facilities and Services (see WTSA Resolution 20)

5.9 Financial Aspects of Network Security

6 Liaison issues

7 Other business

8 Closure of the meeting

ANNEX 5  
(to TSB Collective letter 3/3)

***Meeting of ITU-T SG3  
Geneva, 28 March – 1 April 2011***

***Draft Timetable***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Thursday 24 March 2011** | | **Friday 25 March 2011** | | **Sat. 26 March** | **Sun. 27 March** | **Monday 28 March 2011** | | **Tuesday 29 March 2011** | | **Wednesday 30 March 2011** | | **Thursday 31 March 2011** | | | **Friday 1 April 2011** | |
|  | **am** | **pm** | **am** | **pm** |  |  | **am** | **pm** | **am** | **pm** | **am** | **pm** | **am** | **pm** | | **am** | **pm** |
| *Workshop on IP Traffic Flow Measurement* | X | X |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
| *Joint Rapporteur’s Group Meeting (IIC & TFMF)* |  |  | X | X |  |  |  |  |  |  |  |  |  |  | |  |  |
| *Plenary* |  |  |  |  |  |  | X |  |  |  |  |  |  |  | | X | X |
| *WP 1/3* |  |  |  |  |  |  |  | X |  |  | X |  |  |  | |  |  |
| *WP 2/3* |  |  |  |  |  |  |  |  | X |  |  | X |  |  | |  |  |
| *WP 3/3* |  |  |  |  |  |  |  |  |  | X |  |  | X |  | |  |  |
| *Developing country issues* |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |
| *Ad-hoc meetings* |  |  |  |  |  |  |  |  |  |  |  |  |  |  | (1) |  |  |

X: Meetings scheduled

(1) Ad-hoc meetings will be scheduled as needed

The Management Team will meet on Sunday 27 March

ANNEX 6  
(to TSB Collective letter 3/3)

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

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

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

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