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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 2 December 2011

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| Ref: | **TSB Collective letter 10/11** |  |
| Tel:Fax:E-mail: | +41 22 730 5858+41 22 730 5853tsbsg11@itu.int | To Administrations of Member States of the Union, to ITU-T Sector Members, to ITU-T Associates and to ITU-T Academia participating in the work of Study Group 11 |

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| Subject: | Meeting of Working Parties 1, 2, 3 and 4/11Geneva, 17 February 2012 (consecutively from 1130 hours onwards)  |

Dear Sir/Madam,

1 With my agreement to the request of Study Group 11 Chairman (Mr. Wei Feng) and as endorsed at the meeting of Study Group 11 (Geneva, Switzerland, 17-21 October 2011), I should like to inform you that WP 1/11 (Protocol Architecture and Application control), WP 2/11 (Session bearer, resource control), WP 3/11 (Multicast and attachment) and WP 4/11 (Test Specifications) are to meet at ITU headquarters, Geneva, on 17 February 2012 in order to take action (consent/determination/agreement) on draft Recommendations and Supplements.

The meeting of Working Parties will open at 1130 hours and will be held in sequence. Participant 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.

2 No interpretation will be provided for this meeting.

3 The draft agenda, as prepared in agreement with the Chairmen of Working Parties 1, 2, 3 and 4/11, is set out in **Annex 1** hereto.

4 The main objectives of the Working Parties 1, 2, 3 and 4/11 meetings are to consider initiating the approval process for draft Recommendations and Supplements, as appropriate depending on results of the preceding Rapporteur Group meetings held during the NGN-GSI event (6-17 February 2012).

Further information on the NGN-GSI event will be available at: [http://itu.int/ITU-T/ngn](http://itu.int/ITU-T/ngn/index.phtml).

5 TSAG, at its February 2011 meeting, agreed that the trial of a deadline of 12 (twelve) calendar days for submitting contributions to ITU-T meetings would continue. Such contributions will be published on the Study Group 11 website and must therefore be received by TSB **not later than 4 February 2012.** Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

6 As requested at the last TSAG meeting, a direct posting system for contributions is now available on-line. The direct posting system allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server. The new direct posting system complements the traditional email submission facilities, which you may continue to use at the following address: tsbsg11@itu.int. Further information and guidelines for the new direct posting system are available at the following address

<http://itu.int/net/ITU-T/ddp/Default.aspx?groupid=7279>.

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://itu.int/ITU-T/studygroups/templates>).

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), as soon as possible but **not later than
17 January 2012**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, 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://itu.int/ITU-T/studygroups/com11**](http://itu.int/ITU-T/studygroups/com11)**).**

9 In agreement with its Chairman, Mr Wei Feng, Study Group 11 will take further steps towards working in a fully electronic environment. The upcoming Working Party meetings on 17 February 2012 will therefore be run paperless.

Printers are available in the cyber café on the second basement level of the Tower building and **on the ground** floor of the Montbrillant building for delegates who wish to print documents. In addition, the Service Desk (servicedesk@itu.int) has prepared a limited number of laptops for those who do not have one.

10 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.

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

12 For your convenience, a hotel confirmation form is enclosed as **Annex 2** (see <http://itu.int/travel/> for the list of hotels).

13 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) bearing the words **“visa request”**.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

ANNEX 1(to TSB Collective letter 10/11)

**Meeting of Working Parties 1, 2, 3 and 4/11
Geneva, 17 February (consecutively from 1130 hours onwards)**

**Draft Agenda**

1. Opening remarks and welcome
2. Approval of the agenda for the plenary meetings of Working Parties 1, 2, 3 and 4/11
3. Documents
4. Review the results of Rapporteur Group meetings
5. Consent or determination of draft Recommendations, agreement on supplements/handbooks for WPs 1,2, 3 and 4/11 as follows:

**WP 1/11**

* Q.TS-IVR - “Signalling requirements for touch screen terminal-based IVR services”
* TRQ.ETS-overview (draft revised Supp.62 to ITU-T Q series Recommendations) “Overview of Standards Development Organizations (SDOs) and Other Organizations' Work on Emergency Telecommunications Service (ETS)“

**WP 2/11**

* Q.3310.- “Protocol at the interface between Resource Admission Control Physical entities (RAC-PE) and CPN Gateway Physical entities (CG-PE) (CGPE-PE) (Rh' interface)”
* Q.3303.1 v2 – “Resource control protocol no.3: COPS Profile Protocol at the Rw interface between Policy decision Physical entity (PD-PE) and Policy Enforcement Physical Entity (PE-PE)”
* Q.M9 – “Proposal for the new recommendation of signalling requirements and protocol at the M9 interface between MLM-PE(P) and MLM-PE(C)”
* Q.sigafmob – “Signalling architecture and signalling flows for mobility”

**WP 3/11**

* Q.nacp.M13 – “Signalling Requirements and Protocol at the M13 interface between TLM-PE and NID-PE”
* Revised X.603(2004) “Relayed multicast control protocol”
* Revised X.603.1(2010) “Information technology – Relayed multicast protocol: Specification for simplex group applications”
* “Handbook on network performance testing and monitoring for guarantee required QoS for NGN services”

**WP 4/11**

* Q.MMtesting – “Real-time multimedia service testing framework at NGN UNI”
* Q.monitor\_ss (Q.3912) – "Monitoring parameters set for streaming services in NGN”
* Q.3925 – “The types of traffic flows which should be generated for voice, data and video on the Model network for testing QoS parameters”
1. Status on SG 11 restructuring discussions for WTSA-12
2. AOB
3. Closure of the meeting

 ANNEX 2
 (to TSB Collective letter 10/11)

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