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

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| Ref: | **TSB Collective letter 4/12** |  |
| Tel: Fax:  E-mail: | +41 22 730 5780 +41 22 730 5853 [tsbsg12@itu.int](mailto:tsbsg12@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 12 |

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| Subject: | **Meeting of Working Party 2/12  Berlin, 17 September 2010** |

Dear Sir/Madam,

1 At the kind invitation of Deutsche Telekom AG Laboratories, and in accordance with the agreement reached at the last Study Group 12 meeting (Geneva, 18-27 May 2010), I should like to inform you that Working Party 2/12 (Objective models and tools for multimedia quality) of Study Group 12 (Performance QoS and QoE) is to meet in Berlin on 17 September 2010.

The objective of the Working Party 2/12 meeting is to consent the P.OLQA Recommendation (Q.9/12) and to agree on the “P.NBAMS Call for Model Submission” (Q.14/12). The meeting will be preceded by the joint Rapporteurs’ Group meeting of Questions 9, 14 and 17/12 (15-17 September 2010).

Working Party 2/12 will open at 1400 hours on 17 September. Participant registration will begin at 1330 hours at the meeting venue (see Annex 2).

2 The draft agenda, as prepared by Mr Klemens Adler, the Chairman of WP2/12, is set out in **Annex 1** hereto.

3 **Annex 2** gives practical information provided by the host organization.

4 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 12 website and must therefore be received by TSB **not later than 4 September 2010.** 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 12 homepage, or by electronic mail to the following address: [tsbsg12@itu.int](mailto:tsbsg12@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.

5 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 17 August 2010**, 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).

**6 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/com12/index.asp**](http://www.itu.int/ITU-T/studygroups/com12/index.asp)**).**

7 In agreement with its Chairman, Mr Klemens Adler, Working Party 2/12 will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

8 We are pleased to inform you that ITU will provide a limited number of partial fellowships (either economy class air ticket **or** accommodation and a daily allowance to cover meals and incidental expenses) to facilitate participation from Least Developed or Low Income Developing Countries. An application must be authorized by the relevant Administration of the ITU Member State and be limited to only one person per country. The fellowship request form, enclosed as **Annex 3,** should be returned to ITU not later than **17 August 2010.** Please note that at WTSA-08, the Heads of Delegation committed that their candidate chairmen and vice-chairmen would be provided with the necessary resources to fulfill the duties of their office for the full four year term and that it was therefore recognized that the chairmen and vice-chairmen will not receive financial assistance from ITU.

9 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 Germany. **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 Germany in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Participants who need an invitation letter and/or a visa supporting letter for entering Germany are advised to get in touch with the contact person in Germany, Prof. Dr.-Ing. Alexander Raake, or Ms Anne Keller-Marz, whose detailed information can be found in Annex 2.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annexes: 3**

ANNEX 1  
(to TSB Collective letter 4/12)

Draft agenda for Working Party 2/12 meeting

(Berlin, 17 September 2010)

Friday, 17th September 2010, 2pm

1. Opening

2. Approval of the Agenda

3. Document allocation

4. Approval of the “P.NBAMS Call for Model Submission” Document – Q.14/12

5. Consent of draft new Recommendation P.863 (former P.OLQA) – Q.9/12

6. Approval of liaison documents

7. Any other business

8. Closure of the meeting

ANNEX 2  
(to TSB Collective letter 4/12)

Practical information

**Meeting venue**

Deutsche Telekom Laboratories  
Building TEL, 20th floor  
Ernst-Reuter-Platz 7  
10587 Berlin  
Germany

**Country/city information**

**Germany info:** <http://www.deutschland.de/Tourism.38+M52087573ab0.0.html>

**Berlin info:**<http://www.berlin.de/international/index.en.php>

**Visas requirements (contact person for invitation letter)**

Link: <http://www.auswaertiges-amt.de/diplo/en/Infoservice/FAQ/VisumFuerD/01-VisumNoetig.html>

If you have any further questions, please do not hesitate to contact us.

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| Prof. Dr.-Ing. Alexander Raake Assessment of IP-based Applications  Tel.:  +49308353-58462  Fax:  +49308353-58409  e-mail: [alexander.raake@telekom.de](mailto:alexander.raake@telekom.de)  <http://www.aipa.tu-berlin.de/> | or | Ms. Anne Keller-Marz Administration Assistant  Tel.:  +49308353-58809  Fax:  +49308353-58409  e-mail: [anne.keller-marz@telekom.de](mailto:anne.keller-marz@telekom.de) |

Postal Address:

**TECHNISCHE UNIVERSITÄT BERLIN**

Fakultät IV, Elektrotechnik und Informatik  
Assessment of IP-based Applications  
Deutsche Telekom Laboratories  
Ernst-Reuter-Platz 7, Sekr. TEL 18-1  
D-10587 Berlin

**Customs regulations**

For information please see:

<http://www.zoll.de/english_version/a0_passenger_traffic/b0_third_country/a0_free_of_duty/index.html>

**Vaccination requirements**

None

**Medical facilities and nearest hospital**

Several hospitals nearby, close hospitals e.g.

DRK-Westend: <http://www.drk-kliniken-berlin.de/westend/krankenhaus-westend/>

**List of hotels, (preferential rates if any) and reservation procedure (with contact person details)**

**See map below for locations**

List of hotels near Deutsche Telekom Laboratories, Ernst-Reuter-Platz 7, 10587 Berlin:



**1 Hotel Gates**

Knesebeckstr. 8-9 Single room: 80,00 €

10623 Berlin Booking Code: Telekom 2010

Contact: Distance to:

Phone: +49 30 311 06 00 Airport: Berlin Tegel, 8,5 km

Fax: +49 30 312 20 60 Train station: Berlin Hauptbahnhof, 4,9 km

E-Mail: [info@hotel-gates.com](mailto:info@hotel-gates.com) Exhibition: Berlin ICC, 2,5 km

**2 Hotel Otto**

Knesebeckstr. 10 Single room: 80,00 €

10623 Berlin Booking Code: Telekom 2010

Contact: Distance to:

Phone: +49 30 54 71 00 80 Airport: Berlin Tegel, 8,5 km

Fax: +49 30 54 71 00 888 Train station: Berlin Hauptbahnhof, 4,9 km

E-Mail: [info@hotelotto.com](mailto:info@hotelotto.com) Exhibition: Berlin ICC, 2,5 km

**3 Berlin Excelsior Hotel**

Hardenbergstr. 14 Single room: 80,00 €

10623 Berlin Booking Code: Telekom 2010

Contact: Distance to:

Phone: +49 30 31 55-0 Airport: Berlin Tegel, 9 km

Fax: +49 30 31 55-10 02 Train station: Berlin Hauptbahnhof, 4,4 km

E-Mail: [info@hotel-excelsior.de](mailto:info@hotel-excelsior.de) Exhibition: Berlin ICC, 3 km

**4 Motel One**

Kantstr. 7-11a Single room: 63,00 €

10623 Berlin Booking Code: Telekom 2010

Contact:     Distance to:

Phone: +49 30 315 1736 0     Airport: Berlin Tegel, 7 km

Fax: +49 30 315 1736 10     Train station: Berlin Hauptbahnhof, 4,7 km

E-Mail: [berlin-kudamm@motel-one.com](mailto:berlin-kudamm@motel-one.com)     Exhibition: Berlin ICC, 5 km

**5 Ringhotel Chateau Berlin**

Knesebeckstr. 38 - 49 Single room: 77,00 €

10719 Berlin Booking Code: Telekom 2010

Contact: Distance to:

Phone: +49 30 889 1198 0 Airport: Berlin Tegel, 9 km

Fax: +49 30 889 1198 15 Train station: Berlin Hauptbahnhof, 5,4 km

E-Mail: [info@hotel-chateau-berlin.de](mailto:info@hotel-chateau-berlin.de) Exhibition: Berlin ICC, 3,4 km

**6 art'otel Berlin**

Joachimstaler Str. 28 Single room: 80,00 €

10719 Berlin Booking Code: Telekom 2010

Contact: Distance to:

Phone: +49 3088 44 7 0 Airport: Berlin Tegel, 11 km

Fax: +49 30 88 44 7-700 Train station: Berlin Hauptbahnhof, 5 km

E-Mail: [abkinfo@pphe.com](mailto:abkinfo@pphe.com) Exhibition: Berlin ICC, 5 km

**7 Econtel Berlin**

Sömmeringstr. 24-26 Single room: 72,00 €

10589 Berlin Booking Code: Telekom 2010

Contact: Distance to:

Phone: +49 30 3 46 81-0 Airport: Berlin Tegel, 3 km

Fax: +49 30 34 68 11 63 Train station: Berlin Hauptbahnhof, 4,8 km

E-Mail: [info@berlin.econtel.de](mailto:info@berlin.econtel.de) Exhibition: Berlin ICC, 3 km

**8 alfa**

Ufnaustr. 1 Single room: 80,00 €

10553 Berlin Booking Code: Telekom 2010

Contact: Distance to:

Phone: +49 30 2 02 13-5 00 Airport: Berlin Tegel, 4,5 km

Fax: +49 30 2 02 13-5 55 Train station: Berlin Hauptbahnhof, 4 km

E-Mail: [mike.reichwald@gold-inn.de](mailto:mike.reichwald@gold-inn.de) Exhibition: Berlin ICC, 5,2 km

**9 Hotel Adrema**

Gotzkowskystraße 20/21 Single room: 80,00 €

10555 Berlin Booking Code: Telekom 2010

Contact: Distance to:

Phone: +49 30 202 13 40 0 Airport: Berlin Tegel, 8,5 km

Fax: +49 30 202 13 444 Train station: Berlin Hauptbahnhof, 2,6 km

E-Mail: [info.BERADR@gold-inn.de](mailto:info.BERADR@gold-inn.de) Exhibition: Berlin ICC, 2,5 km

**How to reach Deutsche Telekom Laboratories**

If you are travelling to Deutsche Telekom Laboratories Berlin, you can travel by rail, air or car. The following overview shows the various points of arrival in Berlin, and which routes take you into the city.

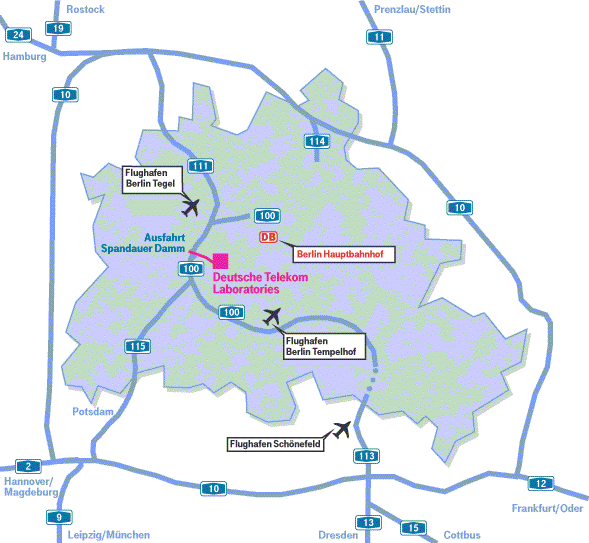
**Our address**

Deutsche Telekom AG

Deutsche Telekom Laboratories (18th floor)

Ernst-Reuter-Platz 7

10587 Berlin



**Arrival by airplane**

Using **public transportation** to Telekom Laboratories:

**From Tegel airport**

Take bus X9 heading towards S+U-Bahnhof Zoologischer Garten and get off at U-Bahnhof Ernst-Reuter-Platz. It will take approximately 20 minutes.

**From Schönefeld airport**

Take the free shuttle bus to the S-Bahn station Flughafen Berlin-Schönefeld.

There, take the AirportExpress train (DB RE4 or DB RE5; heading towards Rathenow or Rostock (the AirportExpress departs approximately every 30 minutes). Get off at the Zoologischer Garten station. Next, take the U-Bahn line U2 heading towards Ruhleben and get off at Ernst-Reuter-Platz. In total, it will take approximately 45 minutes.





**Travelling to Telekom Laboratories by car**

General remarks on travelling to Berlin by car:

If you are travelling to Berlin by car, it is best to take the highway or Stadtautobahn (see overview map). From the exit marked Kaiserdamm, it is approximately a 10-minute drive to Ernst-Reuter-Platz, depending on the traffic.

**Parking**

There is always plenty of (metered) parking in Bismarckstraße. Parking in Otto-Suhr-Allee is free of charge but can be a little bit farther from Ernst-Reuter-Platz.

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**Arriving from the north via the A 111**

Follow the A 111. This will automatically take you onto the A 100. Take the exit marked Kaiserdamm, and turn left into Knobelsdorffstraße. After crossing the autobahn turn right into Sophie-Charlotten-Straße. Turn left into Kaiserdamm at the next traffic light. Follow Kaiserdamm (it will turn into Bismarckstraße) until you reach Ernst-Reuter-Platz.

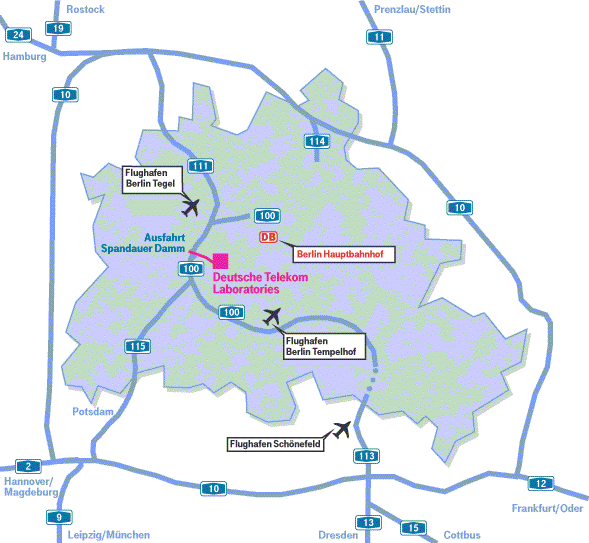
**Arriving from the south via the A 115 (Avus) or the A 100**

If you are arriving via the A 115 (Avus), please continue to the intersection Dreieck Funkturm. From there, take the A 100 heading towards Hamburg. Take the exit marked Kaiserdamm, turn right into Knobelsdorffstraße and turn right again at the next traffic light into Sophie-Charlotten-Straße. At the next traffic light, turn left into Kaiserdamm. Follow Kaiserdamm (it will turn into Bismarckstraße) until you reach Ernst-Reuter-Platz.

**Arrival by train**

Arriving at Berlin Hauptbahnhof railway station:

Take the Bus No. 245 heading towards S+U Zoologischer Garten. Get off at stop Marchstraße. The bus departs every 10 minutes from Invalidenstraße (just north of the station) and the trip takes about 20 minutes.





**Getting around in Berlin / in-town transport**

<http://www.bvg.de/index.php/en/index.html>

**Currency/credit cards/traveller cheques**

Euro/Credit cards mostly accepted in restaurants, but not normally in shops.

<http://www.oanda.com/lang/de/currency/converter/>

**Climate**

Most of Germany has a [temperate seasonal climate](http://en.wikipedia.org/wiki/Temperate) in which humid western winds predominate. The climate is moderated by the [North Atlantic Drift](http://en.wikipedia.org/wiki/North_Atlantic_Current), which is the northern extension of the [Gulf Stream](http://en.wikipedia.org/wiki/Gulf_Stream). This warmer water affects the areas bordering the North Sea including the area along the Rhine, which flows into the North Sea. Consequently in the north-west and the north, the climate is [oceanic](http://en.wikipedia.org/wiki/Oceanic_climate); [rainfall](http://en.wikipedia.org/wiki/Precipitation_%28meteorology%29) occurs year round with a maximum during summer.

Winters are mild and summers tend to be cool, though temperatures can exceed 30 [°C](http://en.wikipedia.org/wiki/Celsius) (86 [°F](http://en.wikipedia.org/wiki/Fahrenheit)) for prolonged periods. In the east, the climate is more [continental](http://en.wikipedia.org/wiki/Continental_climate); winters can be very cold, summers can be very warm, and long dry periods are often recorded. Central and southern Germany are transition regions which vary from moderately oceanic to continental. (Source: Wikipedia, June 10 2010)

**Time difference**

Timezone is CET

<http://www.weltzeit.de/zeitzonenkarte.php>

**Electricity**

220-240 V, 50 Hz, plugs see e.g. <http://www.powercords.co.uk/standard.htm>

ANNEX 3  
(to TSB Collective letter 4/12)

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Working Party 2/12 meeting**  **Berlin, Germany, 17 September 2010** | | | | | |  |
| **Please return to:** | | | **ITU/BDT**  **Geneva (Switzerland)** | | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** | | | |
| **Request for a partial fellowship to be submitted before 17 August 2010** | | | | | | | |
|  | | | | Participation of women is encouraged | | |  | |
| **Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of the Administration or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(family name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(given name)**  **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PASSPORT INFORMATION :**  **Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In (place) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Valid until (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| CONDITIONS **(Please select your preference in “condition” 2 below)** | | | | | | | | |
| 1. One **partial** fellowship per eligible country. | | | | | | | | |
| 1. ITU will cover either one of the following: | | | | | | | | |
| □ **Economy class air ticket (duty station / Geneva / duty station).** | | | | | | | | |
| **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.**   1. It is imperative that fellows be present from the first day to the end of the meeting. | | | | | | | | |
| **Signature of fellowship candidate:** | | | | | | **Date:** | | |
| **TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.** | | | | | | | | |
| **Signature** | | | | | | **Date** | | |