|  |  |
| --- | --- |
| **Telecommunication Standardization Bureau** |  |
|  |  |

Geneva, 1 November 2011

|  |  |  |
| --- | --- | --- |
| Ref: | **TSB Collective letter 10/13** |  |
| Tel: Fax:  E-mail: | +41 22 730 5126 +41 22 730 5853 [tsbsg13@itu.int](mailto:tsbsg13@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 13 |

|  |  |
| --- | --- |
| Subject: | **Meeting of Study Group 13 Geneva, 6 February 2012 (morning)** |

Dear Sir/Madam,

1 With my agreement to the request of Study Group 13 Chairman (Mr. Chaesub Lee) and as endorsed at the meeting of Study Group 13 (Geneva, Switzerland, 10-21 October 2011), I should like to inform you that Study Group 13 (Future networks including mobile and NGN) is to meet at ITU headquarters, Geneva on the morning of 6 February 2012 in order to take a decision on the framework of cloud computing studies in Study Group 13.

The meeting will open at 0930 hours. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting room 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 by agreement with the Chairman of Study Group 13 (Mr. Chaesub Lee), is set out in **Annex 1** hereto.

4 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 13 website and must therefore be received by TSB **not later than 24 January 2012**. Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

5 As requested at TSAG meeting (February 2011), a direct posting system for contributions is available for this Study Group 13 meeting. 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 ([tsbsg13@itu.int](mailto:tsbsg13@itu.int)). Further information and guidelines for the new direct posting system are available at the following address address <http://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=7281>.

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.

6 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 6 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).

**7 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/com13/index.asp**](http://www.itu.int/ITU-T/studygroups/com13/index.asp)**).**

8 In agreement with its Chairman, Mr Chaesub Lee, Study Group 13 will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

Printers are available in the cyber café of the second basement of the Tower building and on the ground 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 New e-lockers are available on the ground floor of the Montbrillant building. Your ITU ID 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.

10 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>).

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

12 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:** 2

ANNEX 1(to TSB Collective letter 10/13)

**Meeting of Study Group 13  
Geneva, 6 February 2012 (morning)**

**Draft Agenda**

1. Opening remarks and welcome
2. Approval of the agenda for the plenary meeting of Study Group 13
3. Documents
4. Review the results of Rapporteur Group meetings and progress of correspondence groups
5. Review of TSAG results relevant to Study Group 13
6. Decision on the cloud computing studies framework in Study Group 13
7. Result of Recommendations consented for approval at the last SG 13 meeting and consider any necessary follow up on those
8. Agreement on future activities (including participation in the workshops)
9. Miscellaneous
10. Closure of the meeting

ANNEX 2  
 (to TSB Collective letter 10/13)

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

|  |  |  |
| --- | --- | --- |
|  | **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*  ---------------------------------------------------