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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 3 August 2010

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| Ref: | **TSB Circular 128**COM 13/TK | - To Administrations of Member States of the Union |
| Tel:Fax:E-mail: | +41 22 730 5126+41 22 730 5853tsbsg13@itu.int  | **Copy:**- To ITU-T Sector Members;- To ITU-T Associates;- To the Chairman and Vice-Chairmen of Study Group 13;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |

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| Subject: | **Sixth meeting of the Focus Group on Future Networks (FG-FN)****Geneva, 6-9 September 2010** |

Dear Sir/Madam,

1 I am pleased to announce that the sixth meeting of the FG-FN is scheduled to take place at ITU headquarters, Geneva, from 6 to 9 September 2010 inclusive. This meeting is collocated with the Next Generation Networks - Global Standards Initiative (NGN-GSI) event of 6-16 September 2010, and Focus Group on Cloud Computing (FG Cloud ) of 2-6 September 2010 in Geneva.

The meeting will open at 0930 hours on 6 September 2010. 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. No registration fee is required for participating in this meeting.

2 Discussions will be held in English only. Please also note that this is a paperless meeting.

3 I would like to remind you that the FG-FN is open to ITU Member States, Sector Members and Associates. This FG-FN is also open to any individual from a country which is a member of ITU and who is willing to contribute to the work, which includes individuals who are also members or representatives of interested Standards Development Organizations.

4 As agreed to with the Chairman of the Focus Group, Mr. Takashi Egawa, the initial time plan is given in **Annex 1**. Updates related to the meeting will be made available on the Focus Group web page: <http://www.itu.int/ITU-T/focusgroups/fn/index.html>, as well as any contributions received.

5 All contributions to the sixth meeting should be sent to the following electronic email address: tsbsg13@itu.int. In preparing your documents please use the basic template for the FG documents available at <http://www.itu.int/oth/T3A01000001/en> and FG-FN webpage.

As per the FG-FN working procedures the deadline for submission of documents is **29 August 2010**.

6 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>).

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

8 To enable TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, I should be grateful if you would register via the on-line form at <http://www.itu.int/ITU-T/focusgroups/fn/index.html> , as soon as possible, but **not later than 23 August 2010**. **Please note that pre-registration of participants to the meeting is carried out exclusively *online.*** To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form.

9 We would 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 by **ITU Member States, Sector Members or Associates**, and at the official request made by them to TSB, the Union can 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 should be made by official letter from the administration or entity you represent. This letter 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”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members or ITU Associates.**

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes:** 2

ANNEX 1

(to TSB Circular 128)

**Time plan for the sixth meeting**

**6-9 September 2010, Geneva**

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| **Monday****6 September** | **Tuesday****7 September** | **Wednesday****8 September** | **Thursday****9 September** |
| **9:30-18:00** | **9:30 - 18:00** | **9:30 - 18:00** | **9:30 - 18:00** |
| ITU-TFG-FN  | ITU-TFG-FN | ITU-TFG-FN | ITU-TFG-FN |
| Meeting arrangements, Contributions review, and possible joint meeting with FG on Cloud Computing |  Contributions review | Drafting activities | Output review and Wrap up with future planning |

ANNEX 2
(to TSB Circular 128)

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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**

*Focus Group on -------------------------------------- from ------------------------- to -----------------Future Networks*

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