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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 16 November 2010

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| Ref:Tel:Fax: | **TSB Circular 149**TSB Workshops/P.R.+41 22 730 5235+41 22 730 5853 | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates; |
| E-mail: | tsbworkshops@itu.int  | **Copy:**- To the Chairmen and Vice-Chairmen of ITU-T Study Groups;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |
| Subject: | **ITU-T Workshop on "IP traffic flow measurement" Geneva, Switzerland, 24 March 2011** |

Dear Sir/Madam,

1 I would like to inform you that a one-day workshop on “**IP traffic flow measurement”** will take place at ITU Headquarters, Geneva, on 24 March 2011 prior to the **Joint Rapporteur’s Group Meeting (IIC & TFMF) on 25 March 2011** and **Study Group 3 meeting from 28 March to
1 April 2011** (see TSB Collective Letter 3/3).

The workshop will open at 0930 hours. Participants’ registration will begin at 0800 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

2 Discussions will be held in English only.

3 Participation is open to ITU Member States, Sector Members and Associates and to any individual from a country that is a member of ITU who wishes to contribute to the discussions. This includes individuals who are also members of international, regional and national organizations. The workshop is free of charge but no fellowships will be granted.

4 This workshop will address the question of whether or not to use measurement of IP traffic flows in connection with billing for International Internet connections. This sensitive topic has been extensively discussed within ITU-T Study Group 3 for many years. A summary of those discussions can be found at: <http://www.itu.int/ITU-T/studygroups/com03/iic/index.html>.

 The workshop will further bring all participants up to a common level of understanding regarding the measurement of IP traffic flows, in particular:

* What is technically possible without modifications to basic protocols such as BGP.
* What is actually implemented in practice today.
* What is IP traffic flow measurement used for today, in particular with respect to financial and billing matters.
* What are the likely future developments regarding IP traffic flow measurement, in particular work in the IETF.

5 A preliminary draft programme of the workshop is set out in **Annex 1** hereto. The updated programme, presentations and relevant information will be made available on the ITU-T website at the following address: <http://www.itu.int/ITU-T/worksem/iptfm/index.html>.

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 **Please note that pre-registration of participants to workshops is carried out exclusively *online*.** To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the on-line form at <http://www.itu.int/ITU-T/worksem/iptfm/index.html>, as soon as possible, but **not later than 17 March 2011**. **Please also note that participants of the Joint Rapporteur’s Group Meeting (IIC & TFMF) and Study Group 3 meeting should register separately for this workshop.**

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 workshop** 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 workshop 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 Circular 149)

**Draft Programme**

 **ITU-T Workshop on "IP traffic flow measurement"
(Geneva, Switzerland, 24 March 2011)**

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| **Thursday, 24 March 2011** |
| 09:30 - 09:45 | **Welcome and introduction:** **Leslie Martinkovics**, Chairman of Study Group 3 Working Party 1 |
| 09:45 - 10:15 | **Tanja Zseby**, (Focus Fraunhofer): Overall introduction to IP traffic flow measurement: what exists and what is being developed |
| 10:15 - 10:30 | Questions and answers |
| 10:30 - 11:00 | **Benoit Claise**, (Cisco): One manufacturer’s experience with IP traffic flow measurement |
| 11:00 - 11:15 | Questions and answers |
| 11:15 - 11:30 | **Break** |
| 11:30 - 12:00 | **Juergen Quittek**, (NEC Europe Ltd. ): Overview of IETF work on IP traffic flow measurement and current developments |
| 12:00 - 12:15 | Questions and answers |
| 12:15 - 14:00 | **Lunch break** |
| 14:00 - 14:30 | **Simon Leinen**, (Switch): Use of IP traffic flow measurement in Switch |
| 14:30 - 14:45 | Questions and answers |
| 14:45 - 15:15 | **Paolo Lucente**, (pmacct, KPN International): Typical use of IP traffic flow measurements in telecom operators |
| 15:15 - 15:30 | Questions and answers |
| 15:30 - 15:45 | **Break** |
| 15:45 - 17:30 | Discussion (or additional speakers, as appropriate) |

ANNEX 2

(to TSB Circular 149)

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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**

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| *Workshop on* |  **"IP traffic flow measurement"** |  *held on* **24 March 2011** *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*  ---------------------------------------------------