Geneva, 10 November 2010

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| **Telecommunication Standardization Bureau** |  |
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| Ref:  Tel: Fax: | **TSB Circular 150**  DIR/tsbdoc  +41 22 730 5972 +41 22 730 5853 | - To Administrations of Member States of the Union  - To ITU-T Sector Members;  - To ITU-T Associates; |
| E-mail: | [tsbdoc@itu.int](mailto:tsbdoc@itu.int) | **Copy**:  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau |

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| Subject: | **Availability of ITU-T documents in electronic form** |

Dear Sir/Madam,

In accordance with the budgetary restrictions resulting from the last Plenipotentiary Conference (PP-10) held in Mexico (Guadalajara, 4-22 October 2010) it is imperative to reduce the cost of printing and dispatch of paper documentation. The TSB has already made enormous efforts to enhance electronic working methods and I would like to encourage you to further support this way of working.

At present, the TSB still dispatches paper copies of circulars, collective letters and reports by post to those Administrations of Member States, ITU-T Sector Members and ITU-T Associates that have requested them, or those who have never informed the TSB about their preference for paper documents or electronic documents.

I would like to remind you that all ITU-T and TSB documents are available in electronic form on the [ITU-T website](http://www.itu.int/ITU-T/index.html). Representatives of ITU Member States, ITU-T Sector Members and ITU-T Associates can request a TIES account, if they do not have one already, by filling in the TIES online registration form at <http://www.itu.int/TIES>. TIES accounts allow access to all documents restricted to membership. Users can then subscribe to the [E-mail Notification System](http://www.itu.int/tiesutils/asp/notify.asp) which will inform them each time a new document is posted on the ITU-T website. Extensive information on Electronic Document Handling (EDH) and web services made available for ITU-T participants can be found at [www.itu.int/ITU-T/edh](http://www.itu.int/ITU-T/edh). Please note that since documents are available on the ITU-T website, they will not be sent by e-mail.

This circular is specifically addressed to the Administrations of Members States, ITU-T Sector Members and ITU-T Associates who still receive paper copies of the ITU-T and TSB documents. I would like to request you to reconsider the need for TSB to dispatch to you paper copies. **Please confirm whether you are still interested in receiving paper copies or if you accept to download the documents from the ITU-T website.**

You may send your reply to TSB either by fax (+41 22 730 5853) or by e-mail at [tsbdoc@itu.int](mailto:tsbdoc@itu.int). If we do not receive any response from you before the **end of this year** we will assume you support our efforts to work electronically and reduce costs and we will stop sending you paper documents. In anticipation of this I thank you for your understanding.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau