|  |  |
| --- | --- |
| **电信标准化局** | **logo_C_** |
|  |  |

 2012年6月20日，日内瓦

|  |  |  |
| --- | --- | --- |
| 文号：电话：传真： | **电信标准化局第294号通函**SGD/BJ+41 22 730 6311+41 22 730 5853 | - ITU-T各成员国主管部门- 致ITU-T各研究组所有报告人和编辑 |
| 电子邮件： | tsbsgd@itu.int | **抄送：**- ITU-T部门成员；- ITU-T部门准成员；- ITU-T学术成员；- ITU-T各研究组正副主席；- 电信发展局主任；- 无线电通信局主任 |
|  |  |  |

|  |  |
| --- | --- |
| 事由： | **为报告人和编辑举办的演示会2012年9月6日和7日，日内瓦** |

尊敬的先生/女士，

1 已定于2012年9月6日和7日在日内瓦国际电联总部召开为期两天的报告人和编辑演示会，作为电信标准化局提高研究组工作效率、协调统一研究组工作的不懈努力的一部分。

此演示会仅涉及ITU-T相关事务，重点放在与ITU-T报告人和编辑有关的内容上：

– 各工作组内的领导问题；

– 报告人和编辑的作用、授权与责任；

– 与报告人和编辑的工作相关的国际电联基本文件；

– 建议书、附件、手册等的批准程序。

第一天的会议将于09:30开始。与会者的注册工作将自08:30起在Montbrillant大楼入口处进行。有关会议厅安排的具体信息将在国际电联总部入口处的电视屏幕上显示。

2 演示会将仅以英文进行，同时支持远程参与（一些交互式练习除外）。不日将在该活动的网站上提供有关会场连接的详尽信息。

3 有关此演示会的最新信息（议程、演示及其它资源）将在下列网址提供：[www.itu.int/ITU-T/studygroups/tutorials/201211/index.html](http://www.itu.int/ITU-T/studygroups/tutorials/201211/index.html).。

4 **请注意，ITU-T会议与会者（不论现场出席还是远程参会）的网上预注册通过ITU-T网址进行（**[www.itu.int/ITU-T/studygroups/tutorials/201211/index.html](http://www.itu.int/ITU-T/studygroups/tutorials/201211/index.html).**）。**

请所有与会者（无论现场出席还是远程参会）务必在**2012年8月9日**之前进行注册。

5 我们高兴地通知您，将根据可用资金情况，向每个最不发达国家或低收入发展中国家(<http://itu.int/en/ITU-T/info/Pages/resources.aspx>）主管部门提供数量有限的一份全额或两份非全额与会补贴，以促进这些国家代表的与会。申请时必须得到相关国际电联成员国主管部门的授权。**附件2**中的与会补贴申请表最迟应在**2012年8月9日**之前填妥并交回国际电联。

6 国际电联的主要会议厅和日内瓦国际会议中心（CICG）内均设有无线局域网设施，供代表使用。国际电联Montbrillant办公楼内继续提供有线网络接入。详细信息见ITU-T网站（<http://www.itu.int/ITU-T/edh/faqs-support.html>）

7 **附件1**中有一份酒店确认表（酒店一览表见<http://www.itu.int/travel/>），供参考。

8 我们谨在此提醒您，一些国家的公民需要获得签证才能入境瑞士并在此逗留。**签证必须至少在会议召开日的四（4）个星期前向驻贵国的瑞士代表机构（使馆或领事馆）申请，并随后领取**。如果贵国没有此类机构，则请向驻离出发国最近的国家的此类机构申请并领取。

如果**国际电联成员国、部门成员、部门准成员或学术机构**遇到问题，国际电联可根据上述相关机构向电信标准化局提出的正式请求与相关瑞士当局接触，以便为发放签证提供方便，但仅限于在所述的四个星期内办理。此类请求必须说明申请签证人员的姓名和职务、出生日期、护照号码以及护照签发日期和失效日期。该请求需附有一份已批准该人员参加ITU-T所述会议的注册确认通知，而且必须通过传真（传真号码：+41 22 730 5853）或电子邮件（tsbreg@itu.int）发至电信标准化局，上面注明“**visa request**”（“**签证申请**”）。**另请注意，国际电联仅可向国际电联成员国、国际电联部门成员、国际电联部门准成员和国际电联学术成员的代表提供帮助。**

顺致敬意！

电信标准化局主任

 马尔科姆•琼森

**附件：2件**

ANNEX 1
 (to TSB Circular 294)

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

|  |  |  |
| --- | --- | --- |
|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*Tutorial -------------------------------------- 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*  ---------------------------------------------------

ANNEX 2
(to TSB Circular 294)

|  |  |  |
| --- | --- | --- |
|  | ***Tutorial for Rapporteurs and Editors(Geneva, Switzerland, 6/7 September 2012*)** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for a fellowship to be submitted before 9 August 2012** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form at:[www.itu.int/ITU-T/studygroups/tutorials/201211/index.html](http://www.itu.int/ITU-T/studygroups/tutorials/201211/index.html))**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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Please select your preference**  |
| 1. **□** One full fellowship     or **□** two partial fellowships (per eligible country).
 |
| 1. In case of two partial fellowships, choose one of the following:
 |
|  **□ Economy class air ticket (duty station / Geneva / duty station).** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** |
|  |
| **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.****N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING.** |
| **Signature** | **Date** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_