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| **电信标准化局** | **Description: logo_C_** |
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 2012年7月11日，日内瓦

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| 文号：电话：传真： | **电信标准化局第297号通函**IoT-GSI/SP+41 22 730 5858+41 22 730 5853 | - 致国际电联成员国主管部门；- ITU-T部门成员；- ITU-T 部门准成员；- ITU-T 学术成员；- ITU-T所有研究组正副主席 |
| 电子邮件： | tsbiotgsi@itu.int  | **抄送：**- 电信发展局主任；- 无线电通信局主任 |

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| 事由： | **第六次物联网 – 全球标准举措（IoT-GSI）活动（2012年9月3-7日，日内瓦）** |

尊敬的女士/先生：

应[IoT-GSI](http://www.itu.int/en/ITU-T/gsi/iot/Pages/default.aspx) TSR协调人（Heyuan Xu先生）的要求，并经相关研究组管理层的确认，我谨通知您，ITU-T IoT-GSI下一次活动将于**2012年9月3至7日**在日内瓦国际电联总部举办。

[IoT-GSI](http://www.itu.int/itu-t/gsi/iot)的目的是推动以统一的方法实现[IoT](http://www.itu.int/itu-t/gsi/iot)标准化并为ITU-T各研究组开展的IoT相关工作搭建一个可视平台。IoT标准将使全球的服务提供商得以提供该技术带来的多种服务。[IoT-GSI](http://www.itu.int/itu-t/gsi/iot)将通过与其它标准制定组织（SDO）的合作确保各种[IoT](http://www.itu.int/itu-t/gsi/iot)架构方式的协调统一。

会议第一天的技术和战略评议（TSR）将于09:30开始，以处理行政和协调事宜。与会代表注册将自08:30起在Montbrillant大楼的大厅进行。有关会议厅安排的详细信息将在国际电联总部办公楼大厅的屏幕上显示。有关该会议的更多信息见本函**附件1**。

ITU-T网页（<http://itu.int/en/ITU-T/gsi/iot>）提供与该活动有关的细节并将视需要进行更新。

有关IoT-GSI工作计划草案的详情见**附件2**。在同一地点还将举办若干项其它活动，特别是：

– [ITU-T第17研究组](http://www.itu.int/ITU-T/studygroups/com17/index.asp)会议，2012年8月29日-9月7日，见 [电信标准化局8/17](http://www.itu.int/md/T09-SG17-COL-0008/en)号集体函

– [ITU-T第3研究组](http://www.itu.int/ITU-T/studygroups/com03/index.asp)会议，2012年9月3-7日，见 [电信标准化局5/3号集体函](http://www.itu.int/md/T09-SG03-COL-0005/en)

– [JCA-IoT](http://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx)，2012年9月7日，见[会议通知。](http://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx)

– [FG M2M 服务层](http://www.itu.int/en/ITU-T/focusgroups/m2m/Pages/default.aspx)，2012年8月29-31日，见[会议通知](http://www.itu.int/en/ITU-T/focusgroups/m2m/Pages/default.aspx) 。

各报告人组的拟定议程将在IoT-GSI网页上提供。

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 297)**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** 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. However, contributions submitted to Questions of SG 17 must respect the deadline of 16 August2012as set by[TSB Collective 8/17](http://www.itu.int/md/T09-SG17-COL-0008/en). All other contributions must be received by TSB **not later than 21 August 2012**.

Contributions are to be submitted by electronic mail to the TSB IoT-GSI secretariat tsbiotgsi@itu.int. IoT-GSI Contributions will be posted at <http://itu.int/en/ITU-T/gsi/iot/> however, contributions addressed specifically to ITU-T SG 3 or SG 17 Questions will be handled directly by the parent group secretariat and published in the respective SG documentation, rather than the IoT-GSI's.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from the IoT-GSI web page, under “Resources” (<http://itu.int/oth/T0A0F000010>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated in each contribution and on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** The meeting will be run paperless. Meetings and discussions will be held in English.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available on the ground floor of the Montbrillant building. Your ITU RFID 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.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms, for delegates who wish to print documents.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to attach the documents to be printed to an e-mail, which is sent to the desired printer email address (in the form *printername*@eprint.itu.int). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**REGISTRATION**

**REGISTRATION:** Please note that pre-registration of participants to this IoT-GSI event is carried out *online* using the URL available from the IoT-GSI web page.

To enable TSB to make the necessary arrangements concerning the organization of the IoT-GSI event, I should be grateful if you would register as soon as possible, but **not later than 3 August 2012**.

**KEY DEADLINES (before meeting)**

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| One month | 03-08-2012 | - requests for visas |
| 17 Calendar days | 16-08-2012 | - deadline for contributions addressed to SG 17 Questions that plans to meet under the IoT-GSI umbrella |
| 12 Calendar days | 21-08-2012 | - deadline for all other contributions |

**VISITING GENEVA: HOTELS AND VISAS**

**HOTELS:** For your convenience, a hotel reservation form is enclosed (Form 1). A list of hotels can be found at <http://itu.int/travel/>

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend 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) bearing the words **“visa request”**.

**FORM 1 - HOTEL RESERVATION FORM**

**(to TSB Circular 297)**

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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**

*IoT- GSI event 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*: AMEX/VISA/DINERS/EC (*or* *other) ---------------------*

*No.* -------------------------------------------------------- *valid until* ---------------------------------

*Date* ------------------------------------------------------ *Signature*  --------------------------------------

**ANNEX 2**

**(to TSB Circular 297)**

***IoT-GSI Draft timetable of activities of SG 11, 13, 16 and SG 17 Questions
(Geneva*, 3*‑7 September 2012)***

|  | Mon 3 September | Tues 4 September | Wed 5 September | Thur 8 September | Fri 9 September |
| --- | --- | --- | --- | --- | --- |
| AM | PM | E | AM | PM | E | AM | PM | E | AM | PM | E | AM | PM |
| IoT-GSI TSR | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |
| JCA-IoT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |
| SG 13 |
| Q3/13🡪 |  | 1 | X | X |  | X | X | X | X |  | X | X | X | X |  | X | X | X | X |  | X |  |  |  |
| SG 16 |
| Q25/16🡪 |  | 1 | X |  |  | X | X |  |  |  | X | X |  |  |  | X | X |  |  |  |  |  |  |  |
| SG 17 |
| Q6/17🡪 |  | 1 | X | X |  | X | X |  |  |  | X | X | X | X |  |  |  |  |  |  |  |  |  |  |

**SESSION TIMES (unless otherwise noted):**

**Session 1**: 0930 – 1045; **Session 2**: 1115 – 1230; **Session 3**: 1430 – 1545; **Session 4**: 1615 – 1730;  **Sessions:** 18:00-19:15

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| • | **X:** | Represents a meeting session for IoT. |
| • | **E:** | Represents an evening session. |
| • | **Note 1:**  | Session on “IoT Work Plan”. |

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