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| **电信标准化局** | **logo_C_** |
|  |  |

 2013年7月2日，日内瓦

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| --- | --- | --- |
| 文号： | **电信标准化局第2/2号集体函** |  |
| 电话：传真：电子邮件： | +41 22 730 5855+41 22 730 5853tsbsg2@itu.int | 致：* 国际电联各成员国主管部门，
* ITU-T部门成员，
* 参加第2研究组工作的ITU-T部门准成员和
* ITU-T学术成员
 |

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| 事由： | **第2研究组的会议2013年9月17-26日，日内瓦** |

尊敬的先生/女士：

根据与第2研究组达成的共识，我高兴地邀请您出席第2研究组（服务提供和电信管理的操作方面）将于2013年9月17-26日（含）在日内瓦国际电联总部召开的会议。

我谨通知您，第一天的会议将自9时30分开始。与会者的注册工作将自8时30分起在Montbrillant大楼入口处开始。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。有关该会议的更多信息见本函**附件A**。

征得研究组主席（Sherif Guinena先生，埃及）及其管理团队同意后拟定的会议**议程**草案和**时间表**草案，分别见**附件A和附件B**。

祝您与会顺利且富有成效。

顺致敬意！

电信标准化局主任
 马尔科姆•琼森

附件：3件

**附件 A**

**有关会议的补充信息**

文稿的提交

**提交文稿的截止日期：**文稿的提交在会议召开的12（十二）个日历日前截止。此类文稿将在第2研究组的网站上发布，因而必须在**2013年9月4日之前**寄达电信标准化局。在会议开始日至少**两个**月之前收到的文稿，可以应要求予以翻译。

**文件的直传/提交**：提供文稿的网上直传系统。文稿直传系统方便ITU-T成员保留文稿号，并直接将文稿上传至ITU-T的网上服务器或直接进行修改。有关使用新的文稿直传系统的进一步信息和指南见以下网址：<http://itu.int/net/ITU-T/ddp/>。如在提交过程中遇到任何困难，请与研究组秘书处联系：tsbsg2@itu.int。

**模板：**请使用提供的一套模版起草您的文稿。这些模版可以在ITU-T各研究组网页中的“代表资源”（Delegate Resources）（<http://itu.int/ITU-T/studygroups/templates>）处找到。应在所有文件的首页上注明文稿联系人的姓名、传真号码和电话号码以及电子邮件地址。

工作方法与设施

**口译服务**将根据请求在相关会议的开幕全体会议和闭幕全体会议上提供。请注意，对于那些安排口译服务的会议，只有当成员国**至少在会议召开日的一个月前**通过在报名表中相应方框打钩或通过向电信标准化局（TSB）发出书面请求时，才可提供口译服务。为便于电信标准化局对口译服务做出必要安排，请务必遵守此截止日期。

**无纸会议：**此次第2研究组会议将采用无纸方式进行。

**借用手提电脑：**国际电联计算机使用问询台（servicedesk@itu.int）准备了数量有限的几部手提电脑，按先来后到的顺序，供没有手提电脑的代表使用。

**无线局域网**设施在国际电联的所有会议厅和日内瓦国际会议中心（CICG）均有提供，供代表使用。详尽信息见ITU-T网站（<http://itu.int/ITU-T/edh/faqs-support.html>）。

**打印机：**塔楼地下二层网吧、Monbrillant办公楼的零层以及主要会厅附近均备有打印机。

**电子打印：**除使用需在使用者的电脑或设备上安装的打印机排队“传统”打印方法外，亦可通过电子邮件打印文件（“电子打印”（e-print））。方法很简单：将希望打印的文件作为附件附于一份电子邮件，将邮件发给希望使用的打印机的电子邮件地址（以printername@eprint.itu.int的形式）。无需安装驱动器即可打印。欲了解详情，见<http://itu.int/ITU-T/go/e-print>。

**电子储物箱：**Montbrillant办公楼零层设有电子储物箱。您的国际电联RFID胸卡可用来开关电子储物箱。该箱仅可在您出席会议期间使用，所以请务必在会议最后一天的23:59之前将其清空。

注册、新代表和与会补贴

**注册：**为便于电信标准化局做出必要安排，请您通过信函、传真（+41 22 730 5853）或电子邮件（tsbreg@itu.int）的方式在**2013年8月6日之前**将代表贵主管部门、部门成员、部门准成员、学术机构、区域性组织和/或国际组织或其它实体出席会议的人员名单发至我处。同时亦请各主管部门注明其代表团团长的姓名（如果有副团长，亦盼一并注明）。

**请注意，ITU-T会议的与会者只能通过ITU-T网址进行网上预注册：（**<http://itu.int/ITU-T/go/sg2>**）。**

**新代表：**我们为出席会议的新代表制定了辅导计划，包括注册时的迎新简介、引导参观国际电联总部和有关ITU-T的情况介绍会。如欲参加或与ITU-Tmembership@itu.int联系，请在网上报名表的相应方框中打钩。

**与会补贴：**因预算紧张，将仅向每个符合条件的主管部门提供一份半额与会补贴，以促进最不发达国家或低收入发展中国家代表的与会（<http://www.itu.int/en/ITU-T/info/Documents/ldc-lic-201111.pdf>）。申请与会补贴时必须得到相关国际电联成员国主管部门的授权。与会补贴申请表（请使用所附**表1**）必须在**2013年8月6日**之前交回国际电联。请注意，做出提供与会补贴决定的标准包括：电信标准化局预算的可用情况、申请方提交会议的文稿、各国和区域间的公平分配和性别平等。

**（会前）重要截止日期**

|  |  |  |
| --- | --- | --- |
| 8周 | 2013年7月23日 | -提交需翻译的文稿 |
| 6周 | 2013年8月6日 | -与会补贴申请-签证申请-预注册 |
| 1个月 | 2013年8月16日 | -申请开幕和/或闭幕全体会议的口译服务 |
| 12个日历日 | 2013年9月4日 | -文稿最终期限 |

到访日内瓦：酒店和签证

请注意，新的访客网站见：<http://www.itu.int/en/delegates-corner/Pages/default.aspx>

**酒店：**为方便起见，本函附有一份酒店确认表（表2）。酒店一览表见：<http://itu.int/travel/>。

**签证：**我们谨提醒您，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六（6）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，则请向驻出发国最近的国家的此类机构申请并领取。如果遇到问题，国际电联可根据您所代表的主管部门或实体提出的正式请求与有权能的瑞士当局接触，以便为发放签证提供方便，但仅限于在所述的**六个**星期内办理。此类请求必须说明申请[[1]](#footnote-1)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，并必须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**”）。

**FORM 1 – FELLOWSHIP REQUEST**

(to TSB Collective letter 2/2)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 2 meeting****Geneva, Switzerland, 17-26 September 2013**  |  |
| **Please return to:** | **ITUGeneva, Switzerland** | **E-mail: bdtfellowships@itu.int** **Tel: +41 22 730 5227** **Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 6 August 2013** |
| Submission of Contributions is encouraged | 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: <http://itu.int/ITU-T/go/sg2>)**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 (which ITU will do its best to accommodate)** |
|  **□ 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** |

**FORM 2 – HOTELS**

(to TSB Collective letter 2/2)

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

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*SG/WP meeting ------------------------------------- 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 B
Draft Agenda**

**Meeting of Study Group 2
Geneva, 17-26 September 2013**

**1 Opening plenary meeting**

1.1 Opening of the meeting

1.2 Adoption of the agenda and other administrative issues (including timetable and room allocation)

1.3 Reports of SG2 work and follow-up actions

a) Approval of Reports COM 2 – R 1to R 3

b) Activities since the last meeting of SG2: Rapporteur meetings, SNO and interim activities

c) Report on Numbering, Naming, Addressing and Identification issues, including NCT

d) Report on activities related to misuse of numbering resources

e) Report on activities related to developing countries, including reports of regional groups

f) Status of discussions regarding Recommendations to be determined or consented

1.4 Reports of other meetings

a) Report of TSAG meetings

b) Report of ITU Council meetings

c) Report of WPTF

d) JCA-AHF

1.5 Other issues for this meeting

1.6 Procedural notifications

**2 Closing plenary meeting**

2.1 Reports of the meetings of Working Parties, and the ad hoc group on developing country issues and of workshops

2.2 Determination of Recommendations under TAP

2.3 Recommendations Consented under AAP

2.4 Deletion or renumbering of Recommendations

2.5 Approval or deletion of Supplements

2.6 Liaison statements, including liaisons reporting to TSAG on Lead Study Group activities:

a) Service definition, Numbering and Routing

b) Telecommunications for disaster relief/early warning, network resilience and recovery

c) Telecommunication Management

d) Other

2.7 Recommendation status and work plans

2.8 Date and place of future meetings

2.9 Other business

2.10 Closure of the meeting

**ANNEX C
*Draft Timetable - ITU-T Study Group 2 Meeting, Geneva, 17-26 September 2013***

|  |
| --- |
| ***NOTE:*** *The timetable below is a tentative plan for the meeting. It could be changed during the meeting.* |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Tues 17/09*** | ***Wed 18/09*** | ***Thurs 19/09*** | ***Fri 20/09*** | ***Sat*** | ***Sun*** | ***Mon 23/09*** | ***Tue 24/09*** | ***Wed 25/09*** | ***Thu 26/09*** |
|  | *am* | *pm* | *am* | *pm* | *am* | *pm* | *am* | *pm* |  |  | *am* | *pm* | *am* | *pm* | *am* | *pm* | *am* | *pm* |
| **SG2** |  | **(a)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP 1/2** |  |  | **(a)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q.1/2 |  |  |  |  |  |  |  |  |  |  |  |  |  | **2** |  |  | **3** |  | **1** |  |  |
| Q.2/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **3** | **1** |  |  |  |
| Q.3/2 |  |  |  |  |  |  |  |  |  |  | **2** |  |  |  | **3** | **1** |  |  |  |
| Q.4/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP 2/2** |  |  | **(a)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q.5/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |
| Q.6/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |
| Q.7/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |
| **JCA-AHF** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Opening plenaries:** The opening plenary of the Study Group will start at 0930h on Tuesday, 17 September. **Note (a)**: If the Plenary finishes later than 11:30, the opening plenaries of WP 1/2 and of WP 2/2 will be held in the afternoon, otherwise they will start immediately after the end of the opening plenary. The Question meetings will start immediately after the working parties end. |  | **Working hours:** Plenary meetings and meetings of Working Parties normally take place from 0930h to 1230h and from 1430h to 1730h, except for Friday, when the morning session will be 0900h to1200h. Meetings of Questions normally take place in the timeframes between 0830h and 1230h and between 1300h and 1800h. Please consult the screens for the exact meeting times for each Question, in particular the starting time. Ad-hoc groups should meet outside the hours of the related Questions, and on Saturday or Sunday, as required. |
| **Management Team:** The Management Team will meet on the afternoon of Monday, 16 September. |
| **Note 1:** Session devoted to finalize meeting report. |  | **Note 3:** Joint session of Qs 1, 2 and 3/2. |
| **Note 2:** Joint session of Qs.1 and 3/2. |  |  |

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

1. 此项申请的范本见 <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>。 [↑](#footnote-ref-1)