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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 2 July 2013

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| Ref: | **TSB Collective letter 2/2** |  |
| Tel:Fax:E-mail: | +41 22 730 5855+41 22 730 5853tsbsg2@itu.int  | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 2 and
* ITU-T Academia
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| Subject: | **Meeting of Study Group 2, Geneva, 17-26 September 2013** |

Dear Sir/Madam,

In accordance with the agreements in Study Group 2, it is my pleasure to invite you to attend Study Group 2 (*Operational aspects of service provision and telecommunications management*) which is to meet at ITU headquarters, Geneva, from 17 to 26 September 2013, inclusive.

I should like to inform you that the meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters and on the study group web page. Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the meeting and its draft **timetable**, prepared in agreement with the chairman of the study group (Mr Sherif Guinena, Egypt) and its management team, are set out in **Annex B** and **Annex C**, respectively.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 3

**ANNEX A**

**Additional information about the meeting**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 2 website and must therefore be received by TSB **not later than 4 September 2013**. Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line. The direct posting system allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server. Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>. Should any difficulties arise in the submission process, please contact the study group secretariat at tsbsg2@itu.int.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax, telephone number and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION** will be available upon request for the opening and closing plenary of the meeting. For sessions that are scheduled to be held with interpretation, please note that interpretation only will be provided if a Member State so requests by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least one month before the first day of the meeting**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

**PAPERLESS MEETINGS:** This Study Group 2 meeting will be paperless.

**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.

**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>).

**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.

**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 email, 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>.

**E-LOCKERS** are available on the ground floor of the Montbrillant building. The ITU RFID badge issued to registered participants opens and closes the e-locker. The e-locker is available only for the period of the meeting you are attending, so delegates must ensure that the locker is emptied before 23:59 on the last day of the meeting.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 6 August 2013**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**<http://itu.int/ITU-T/go/sg2>**).**

**NEW DELEGATES** are invited to attend a Mentoring Programme, including a welcome briefing upon registration, guided visit of ITU headquarters and orientation session on ITU-T. Please check the corresponding box on the registration form if you would like to participate or contact ITU-Tmembership@itu.int.

**FELLOWSHIPS:** Due to budgetary constraints, only one partial fellowship will be granted per eligible administration to facilitate the participation from Least Developed or Low Income Developing Countries (<http://www.itu.int/en/ITU-T/info/Documents/ldc-lic-201111.pdf>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)**, must be returned to ITU not later than **6 August 2013**. Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries and regions; and gender balance.

KEY DEADLINES (before meeting)

|  |  |  |
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| Eight weeks | 23 July 2013 | - submit contributions for which translation is requested |
| Six weeks | 6 August 2013 | - fellowship requests- requests for visas- pre-registration |
| One month | 16 August 2013 | - requests for interpretation at opening and/or closing plenary |
| 12 calendar days | 4 September 2013 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

Please note that a new visitor information website is now available at: <http://www.itu.int/en/delegates-corner/Pages/default.aspx>

**HOTELS:** For your convenience, a hotel reservation form is enclosed (Form 2). 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 six (6) 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 **six** 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[[1]](#footnote-2) 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 – FELLOWSHIP REQUEST**

(to TSB Collective letter 2/2)

|  |  |  |
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|  | **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***

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

|  |  |  |  |  |  |  |  |  |  |  |
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|  | ***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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **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. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>. [↑](#footnote-ref-2)