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| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 14 March 2014

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| Ref: | **TSB Collective letter 2/3** |  |
| Tel:Fax:E-mail: | +41 22 730 5884+41 22 730 5853tsbsg3@itu.int | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 3 and
* ITU-T Academia
 |

|  |  |
| --- | --- |
| Subject: | **Meeting of Study Group 3Geneva, 26-30 May 2014** |

Dear Sir/Madam,

It is my pleasure to invite you to attend Study Group 3 (*Economic and policy issues*) which is to meet at ITU headquarters, Geneva, from 26 to 30 May 2014 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 Seiichi Tsugawa) 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 3 website (<http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/Pages/default.aspx>) and must therefore be received by TSB **not later than 13 May 2014**. Contributions received by 1 April 2014 may be translated, if requested.

**CONTRIBUTION SUBMISSION:** A direct posting system for contributions (DDP) is available on-line. DDP allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server.

Please use the **(SG) DDP template** to prepare your contribution. The name, fax, telephone number and e-mail address of the person to be contacted about the contribution needs to be indicated on its cover page.

Further information and guidelines for the direct posting system and template 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 tsbsg3@itu.int.

**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 3 meeting will be run 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 send an email to the desired printer’s email address (in the form printername@eprint.itu.int) with the document attached. 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** Participants, either in-person or remote, are requested to pre-register *online* at the ITU-T website.

In addition, to enable TSB to make the necessary arrangements, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax (+41 22 730 5853) **not later than 26 April 2014** , the list of people who will be representing their 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).

**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 to eligible administrations to facilitate the participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). 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 **26 April 2014**. 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)

|  |  |  |
| --- | --- | --- |
| Eight weeks | 1 April 2014 | - submit contributions for which translation is requested |
| Six weeks | 14 April 2014 | - requests for visas |
| One month | 26 April 2014 | - pre-registration- requests for interpretation at opening and/or closing plenary |
| 12 calendar days | 13 May 2014 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

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

**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 2/3)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3 meeting****Geneva, Switzerland, 26-30 May 2014** |  |
| **Please return to:** | **ITUGeneva, Switzerland** | **E-mail: bdtfellowships@itu.intTel: +41 22 730 5227** **Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 26 April 2014** |
| 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/sg3>)**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 the 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 2/3)

|  |
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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**(to TSB Collective letter 2/3)

**Draft Agenda**

**Meeting of Study Group 3
Geneva, 26-30 May 2014**

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| **1 Opening plenary meeting** |
| 1.1 Opening of the meeting |
| 1.2 Adoption of the agenda and other administrative issues |
| 1.3 Results of SG3 work and follow-up  |
| 1.4 Progress reports on the work of the regional groups |
| 1.5 Results of WTSA-12  and WCIT-12 and impact on Study Group 3 |
| 1.6 SG2 and SG3 Coordination after WTSA-12 |
| 1.7 Working Methods and Structure of SG3 |
| 1.8 Examination of documents available |
| 1.9 Procedural notifications |
|  |
| **2 Closing plenary meeting** |
| 2.1 Reports of the meetings of Working Parties, Questions,  and ad hoc groups |
| 2.2 Approval of Recommendations under TAP |
| 2.3 Determination of Recommendations under TAP |
| 2.4 Deletion or renumbering of Recommendations |
| 2.5 Approval or deletion of Supplements |
| 2.6 Liaison statements |
| 2.7 Recommendation status and work plans |
| 2.8 Dates of future meetings |
| 2.9 Other business |
| 2.10 Closure of the meeting |

**ANNEX C**(to TSB Collective letter 2/3)

**Draft Timetable
Meeting of Study Group 3
Geneva, 26-30 May 2014**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday26 May 2014** | **Tuesday27 May 2014** | **Wednesday28 May 2014** | **Thursday29 May 2014** | **Friday30 May 2014** |
|  | **am** | **pm** | **am** | **pm** | **am** | **pm** | **am** | **pm** | **am** | **pm** |
| *Plenary* | ---- |  |  |  |  |  |  |  | ---- | ---- |
| *WP 1/3* |  | ---- |  |  | ---- |  |  |  |  |  |
| *WP 2/3* |  |  | ---- |  |  |  |  | ---- |  |  |
| *WP 3/3* |  |  |  | ---- |  |  | ---- |  |  |  |
| *Developing country issues* |  |  |  |  |  |  | (1) |  |  |  |
| *Ad-hoc meetings* |  |  |  |  |  |  |  | (2) |  |  |
| *Workshop on Cost Models and NGN* |  |  |  |  |  | **Workshopon NGN& Cost Models** |  |  |  |  |

----: Meetings scheduled

(1) Meeting will be scheduled as needed

(2) Ad-hoc meetings will be scheduled as needed

The Management Team will meet on Sunday 25 May 2014

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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)