|  |  |  |
| --- | --- | --- |
| itu_logo | **国 际 电 信 联 盟****电信标准化局** |  |
|  |  |

 2015年6月2日，日内瓦

|  |  |  |
| --- | --- | --- |
| 文号：电话：传真： | **电信标准化局第6/17号集体函**+41 22 730 5866+41 22 730 5853 | 致：* 国际电联各成员国主管部门；
* ITU-T部门成员；
* 第17研究组的ITU-T部门准成员；
* 国际电联学术成员
 |
| 电子邮件： | tsbsg17@itu.int |  |

|  |  |
| --- | --- |
| 事由： | **第17研究组的会议2015年9月8-17日，日内瓦** |

尊敬的先生/女士：

我高兴地邀请您出席第17研究组（安全）将自2015年9月8-17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09:30时开始。与会者的注册工作将自08:30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**。

与第17研究组主席（Arkadiy Kremer先生，俄罗斯联邦）及其管理班子协商起草的会议**议程**草案见**附件B**。由第17研究组主席和报告人起草的临时工作计划和**时间表**草案见**TD** [**1924**](http://www.itu.int/md/T13-SG17-150908-TD-PLEN-1924)号文件。由工作组主席和报告人起草的**工作组和课题工作计划**草案见**TD** [**1928**](http://www.itu.int/md/T13-SG17-150908-TD-PLEN-1928)号文件。

祝您与会顺利且富有成效。

顺致敬意!

电信标准化局主任
 李在摄先生

**附件：**2件

**附件A**

起草文稿

**提交文稿的截止日期**：提交文稿的截止日期为会议召开日至少12（十二）个日历日以前。此类文稿将在第17研究组的网站上发布，因而必须在**2015年8月26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。

**直接发布（direct posting）/文件提交**：现已在网上设置了一个文稿直接发布系统。该系统允许ITU-T成员预留文稿编号，并直接将文稿上传至ITU-T的网络服务器或直接进行修改。有关使用文稿直接发布系统的进一步信息和指南见以下网址：<http://itu.int/net/ITU-T/ddp/>。

**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://www.itu.int/ITU-T/studygroups/templates](http://www.itu.int/ITU-T/studygroups/templates/index.html)）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。

**向ITU-T第17研究组提交文稿的导则：**敬请留意有关如何向第17研究组提交文稿及第17研究组感兴趣问题的导则（参见<http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/Documents/general-info/contributions-presentation-meu.pptx>）。

工作方法与设施

**口译服务**将根据请求在相关会议的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**：第17研究组本次会议将为无纸会议。

**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）均可提供，供代表使用。详尽信息见ITU-T网站（<http://www.itu.int/ITU-T/edh/faqs-support.html>）。

**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时之前将其清空。

**借用手提电脑**：国际电联计算机使用问询台（Service Desk（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。

**打印机**：在塔楼地下二层网吧处、Montbrillant办公楼的零层以及主要会议厅附近均备有打印机，供希望打印文件的代表使用。

**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（具体为：printername@eprint.itu.int）。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>。

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**2015年8月8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/studygroups/com17**](http://itu.int/ITU-T/studygroups/com17)**）。**

**新代表**：我们为出席会议的新代表安排了**入门介绍（Mentoring Programme）** – 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，请在报名表的相应方框中打钩。

**与会补贴：**我们高兴地通知您，将根据可用资金的情况，向每个最不发达国家或低收入发展中国家主管部门颁发两份非全额与会补贴，以方便他们与会（<http://itu.int/en/ITU-T/info/Pages/resources.aspx>）。请进一步注意当申请两份非全额补贴，至少有一份必须是经济舱机票。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**2015年7月28日之前**交回国际电联。请注意，决定是否授予与会补贴的标准包括：电信标准化局的可用预算；申请人向会议提交的文稿；在国家和地区之间的公平分配；以及性别平衡。

**（会前）重要截止日期**

2015年7月8日： – 提交需翻译的文稿

2015年7月28日： – 申请与会补贴

2015年8月11日： – 申请签证

2015年8月8日： – 要求在全体闭幕会议上提供口译服务

 – 预注册

2015年8月26日： – 提交文稿的最后截止日期

到访日内瓦：酒店和签证

请注意，新的到访者信息网站现可供使用：<http://itu.int/en/delegates-corner>。

**酒店**：为方便起见，本函附有一份酒店预定表（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**四个**星期内办理。此类请求[[1]](#footnote-1)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，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 6/17)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 17 meeting****Geneva, Switzerland, 8-17 September 2015** |  |
| **Please return to:** | **ITU** **Geneva (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 28 July 2015** |
|  | 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://www.itu.int/en/ITU-T/studygroups/2013-2016/17/](http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/Pages/default.aspx) )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 6/17)

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

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

**TELECOMMUNICATION STANDARDIZATION SECTOR**

SG17 meetingfrom 8 to 17 September 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 for the plenary**

**Meeting of Study Group 17
Geneva, 8-17 September 2015**

1. Opening of the meeting and welcome
2. Results from the last meeting of Study Group 17
	1. Report of the 8 – 17 April 2015 Study Group 17 meeting
	2. Result of Recommendations consented under AAP
	3. Result of the Member States consultation for Recommendations under TAP
	4. Reports of the interim Rapporteur group meetings
	5. Report from the Correspondence Groups.
	6. SG17 participation in workshops and seminars
3. Coordination, collaboration and cooperation
	1. TSAG
	2. Review Committee
	3. Joint coordination activities (JCAs), Focus groups (FGs), and Global standards initiatives (GSIs)
	4. Relations with other lead study groups
	5. GSC-19
	6. Memorandum of Understanding on e-business (IEC, ISO, ITU-T, UN/ECE)
	7. Collaboration with IEC, ISO and ISO/IEC JTC 1
	8. Collaboration with IETF
	9. Collaboration with ETSI
	10. Collaboration with the SDL Forum Society
	11. Collaboration with the Kantara Initiative
	12. Collaboration with OASIS
	13. Collaboration with FIRST
	14. Collaboration with Cloud Security Alliance
	15. Collaboration with Universal Postal Union
	16. Collaboration with OpenID Foundation
	17. Interaction with other industry consortia and fora
	18. Reports on other liaison and collaboration activities
4. General matters
	1. SG17 organization for this meeting
	2. Special Sessions
* *Joint session of all Questions for WTSA-16 preparation*
* *Bridging the Standardisation Gap (BSG)*
	1. Newcomers’ orientation sessions
	2. Handling of input documents
	3. Texts proposed for action and new work proposals
	4. IPR information
	5. Appointments (to fill open positions)
	6. SG17 lead study group activities
	7. Information from the last RevCom and TSAG meetings
	8. SG17 activities in support of WTSA-12 Resolutions, PP-14 Resolutions and WTDC-14 Resolutions
	9. SG17 Projects
	10. Tutorials for this meeting
	11. Future SG17 organized outreach events (workshops, summits, seminars)
1. Program for this meeting (working party meetings and meeting on Questions)
	1. Meeting reports including action plans
	2. Recommendations and other texts for *approval* or *agreement* at this Study Group 17 meeting
	3. Recommendations for *consent* or *determination* at this Study Group 17 meeting
	4. A.5 justification for normative references other than ITU, ISO, IEC in Recommendations
	5. New work items to be added and work items to be deleted from the work programme
	6. Recommendations planned for *consent* or *determination* or *agreement* at the next Study Group 17 meeting
	7. Recommendations planned for consent or determination later in the study period or in next study period
	8. Editors and Summaries for Recommendations and other texts under development
	9. Manuals, roadmaps and wikis
	10. Liaison statements
	11. Requests to TSB to initiate A.4 (consortia/forums) or A.6 (SDOs) qualifications
	12. Planned Rapporteur group meetings (alone, collaborative, part of GSI, etc.), and other activities
	13. Establishment, continuation, or termination of correspondence groups
	14. Other items for SG17 agreement
	15. Highlights of achievements
2. Working arrangements for this meeting
	1. Update on tools available for the conduct of the work
	2. Mailing lists, including e-mail addresses
	3. List of meeting documents and allocation of documents to Questions
	4. Meeting schedule and room allocation
3. Future meetings of Study Group 17
4. Information from vice-chairmen and working party chairmen
5. Any other business
6. Closing

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

1. 此类请求样本见<http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>。 [↑](#footnote-ref-1)