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| **Bureau de la normalisation des télécommunications** | **logo_F_** |
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Genève, le 5 mars 2013

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| Réf.: | **Circulaire TSB 10** SCN/ra | - Aux administrations des Etats Membres de l'Union;  - Aux Membres du Secteur UIT-T;  - Aux Associés de l'UIT-T;  - Aux établissements universitaires participant aux travaux de l'UIT-T;  - Aux Présidents et Vice-Présidents de toutes les Commissions d'études de l'UIT‑T |
| Tél.: Télécopie: Courriel: | +41 22 730 6805 +41 22 730 5853 [tsbiptv@itu.int](mailto:tsbiptv@itu.int) | **Copie**:  - Au Directeur du Bureau de développement  des télécommunications;  - Au Directeur du Bureau des radiocommunications |

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| Objet: | **Réunion de l'UIT‑T sur l'initiative relative à l'élaboration de normes mondiales sur la télévision IP (IPTV-GSI) Sandton, Johannesburg, 6‑10 mai 2013** |

Madame, Monsieur,

Conformément à la demande du Coordonnateur de l'initiative relative à l'élaboration de normes mondiales sur la télévision IP (IPTV-GSI), M. Masahito Kawamori (NTT, Japon), et comme l'ont confirmé les responsables des commissions d'études concernées, j'ai l'honneur de vous informer que la prochaine réunion IPTV‑GSI de l'UIT‑T aura lieu à Sandton, Johannesburg (République sudafricaine) du 6 au 10 mai 2013, à l'aimable invitation du Département des communications de la République sudafricaine, conjointement avec le Conseil de la République sudafricaine pour la recherche scientifique et industrielle (CSIR).

La réunion s'ouvrira à 9 h 30 le premier jour. L'enregistrement des participants débutera à 8 h 30. Les précisions relatives aux salles de réunion seront indiquées sur place.

La page web de l'UIT‑T <http://itu.int/ITU-T/gsi/iptv/>, qui donne des informations sur la réunion, sera actualisée, si nécessaire.

Vous trouverez dans l'**Annexe 1** des précisions sur le projet de programme de travail de la réunion. Les ordres du jour proposés pour les groupes du Rapporteur seront accessibles depuis la page web de l'IPTV-GSI.

Vous trouverez dans les **Annexes 2 et 3** des informations supplémentaires concernant la réunion.

Veuillez agréer, Madame, Monsieur, l'assurance de ma haute considération.

Malcolm Johnson  
Directeur du Bureau de la  
normalisation des télécommunications

**Annexes**: 3

**ANNEX 1  
(to TSB Circular 10)**

**Draft IPTV-GSI work plan\*,\*\*,\*\*\***(Sandton, Johannesburg, South Africa, 6 – 10 May 2013)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Monday  6 May** | | | | | **Tuesday  7 May** | | | | | **Wednesday  8 May** | | | | | **Thursday 9 May** | | | | | **Friday  10 May** | | | | |
|  | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** | **AM** | | **PM** | | **(0)** |
| TSR [50] | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |
| **SG 16** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q13/16 [30] |  | X |  |  |  | X | X | X |  |  | X |  | X |  |  | X | X | X |  | X | X | X | X |  |  |
| Q14/16 [30] |  |  | X | X |  |  | X |  | X |  |  | X |  |  |  |  |  |  | X |  |  |  |  |  |  |
| Q28/16 [10] \*\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13&Q28 |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13&Q14 |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Notes/Legend:** | | |
| \* The list of participating Questions is *tentative* at the time of issuance of this Circular. The final list of Questions and their meeting times are subject to change. Confirmation of participation of individual Questions is subject to confirmation by the *parent SG management*, as per the usual rules for confirmation of Rapporteur group meetings. | | |
| \*\* Session times, unless otherwise stated, are 0930 to 1045, 1115 to 1230, 1430 to 1545 and 1615 to 1730 hours. Evening sessions start at 1800 hours. | | |
| \*\*\* It is expected that joint discussions will be held with SG11 experts concerning M2M and e-health. | | |
| [N] Room capacity | | |
| (0) Evening session |  |  |

**ANNEX 2  
(to TSB Circular 10)**

**Delegate information**

# KEY DEADLINES (before meeting)

|  |  |
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| 2013-04-05 | - requests for visa support letters |
| 2013-04-05 | - registration on the IPTV-GSI website |
| 2013-04-23 | - last day for submitting contributions |

# CONTRIBUTIONS

**DEADLINES FOR CONTRIBUTIONS:** WTSA-12 agreed to the deadline of twelve calendar days for submitting contributions to ITU-T meetings. Accordingly, contributions to meetings during this IPTV-GSI event must therefore be received by TSB **not later than 23 April 2013**.

Contributions are to be submitted by electronic mail to the TSB IPTV secretariat at [tsbiptv@itu.int](mailto:tsbiptv@itu.int). IPTV-GSI Contributions will be posted at <http://itu.int/ITU-T/gsi/iptv/>.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from the IPTV-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 each contribution and on the cover page of all documents.

**VENUE AND TRANSPORTATION**

**VENUE:** The South Africa Department of Communications in conjunction with CSIR will be hosting the ITU-T IPTV-GSI event, from 6 to 10May 2013 at the Radisson Blu Gautrain Hotel, Sandton, Johannesburg, Gauteng, South Africa.

The Radisson Blu Gautrain Hotel is situated in the heart of Sandton, one of Johannesburg's exclusive northern suburbs. The Gautrain Rail Station sits directly across from the hotel, giving Sandton guests easy access to Johannesburg city centre, Pretoria, Soweto and the O.R. Tambo Airport. The hotel sits near the Johannesburg Stock Exchange, premier shopping districts, and within one kilometre of a collection of multi-national companies. The nearby Sandton City and Sandton Square shopping malls are considered the best in Africa, and include banks, travel agencies, shops and restaurants.

**ACCOMMODATION FOR ALL DELEGATES:** All costs shall be for the delegates’ **own** account, including extension beyond the duration of the meetings. A list of additional hotels has been attached for delegates consideration in addition to hotel attached to the conference venue (**See** [**ANNEX 3**](#_ANNEX_A_LIST)**).**

**TRANSPORT:** Delegations are advised to use the Gautrain from the airport to the venue. The Department of Communications will provide ushers from the Sandton station to assist the delegates to their respective hotels within the venue. The train ticket from O.R. Tambo airport to Sandton station cost ZAR 230.00 (return). Sandton Gautrain Station sits across from the meeting venue.

**REGISTRATION OF PARTICIPANTS:** Delegates are kindly requested to pre-register in the ITU website at <http://itu.int/reg/tmisc/3000518>.

To enable TSB and the host to make the necessary arrangements concerning the organization of the IPTV-GSI event, delegates should register as soon as possible, but **not later than 5 April 2013**.

**PORT OF ENTRY REQUIREMENTS:   
IMMIGRATION AND HEALTH REQUIREMENTS**

**PASSPORTS AND VISAS:** All delegates arriving in South Africa must hold valid passports. All passports must be valid for at least 30 days beyond the expected date of departure from the Republic and must furthermore have at least one unused visa page when presented for endorsements. Delegates who require visas are requested to arrange through South African diplomatic or consular missions in their respective countries. The website of the South African Home Affairs website is <http://www.home-affairs.gov.za>. The Department of Communications has sent the communiqué to Department of Home Affairs to notify the mission abroad of visa requirements.

Should delegates need visa assistance, they are kindly requested to contact:

Mr Ishmael Malebye

Tel: +27 12 427 8078

Fax: +27 12 427 8159

E-mail: [Ishmael@doc.gov.za](mailto:Ishmael@doc.gov.za)

**HEALTH REQUIREMENTS:** All delegates arriving in South Africa, who travel from or through yellow fever areas, as designated by the World Health Organization, must carry valid certificates of vaccination against **Yellow Fever**. There will be a control post upon arrival at KSI A to ensure the validity of these vaccinations. Delegates and other participants failing to provide proof thereof will be required to submit to vaccination prior to entry into the country. (Please also see under Medical and Health Services below).

**MEDICAL AND HEALTH SERVICES**

**MEDICAL TREATMENT:** Delegates are encouraged to obtain medical travel insurance from a reputable organisation, as medical treatment at private facilities in South Africa is expensive, with public facilities also levying charges for services rendered. It is therefore strongly recommended that delegates and other participants acquire medical travel insurance when purchasing their flight tickets. This insurance is relatively cheap and will ensure a trouble free trip should medical treatment be required.

**YELLOW FEVER:** Port Health Control Posts are stationed at O.R. Tambo International Airport. In terms of the International Health Regulations Act, any person travelling from, or through, a yellow fever endemic area is required to provide proof of having a valid yellow fever vaccination prior to being allowed to enter South Africa. Should a person not be able to provide such proof, such person shall have the option of being vaccinated on-site (at their own cost) or being placed in quarantine for 6 days. Due to the high cost of this, it is strongly recommended that affected visitors be vaccinated prior to their travel. Affected countries are listed in terms of an annual World Health Organization publication. This publication can be viewed on the Internet at[www.rbm.who.int](http://www.rbm.who.int/).

**CUSTOMS REQUIREMENTS:** All delegates must, after they have collected their entire luggage, proceed to the Customs declaration channels with their personal luggage to make a Customs Declaration to the officers manning the channels. Persons who have nothing to declare, have goods that fall within their duty free allowances and do not carry any prohibited or restricted goods, commercial goods or goods carried on behalf of another person may proceed to the Green Channel. In all other instances or where a traveller is not sure, the Red Channel should be selected.

Please note that all fresh produce, fruit, vegetables, seeds, plants, bulbs, tubers, cut flowers, cuttings of plants, honey, eggs, milk, cheese and all meat products are restricted from importation into South Africa. Should any participant in the Forum wish to import such, arrangements should be made with the South African Department of Agriculture for the importation of such.

The importation of medication is strictly controlled. You may import one month’s supply of medication for personal use, provided that you are in possession of a prescription issued by a registered physician. Habits forming drugs, physiographic substances as well as counterfeit goods (goods which infringe intellectual property rights) are strictly prohibited for importation into South Africa.

Persons from the media or exhibitors in possession of cameras as well as other equipment carried as accompanied passenger luggage are advised to import such under cover of an ATA Carnet in order to avoid unnecessary delays. Payment of Customs Duties and VAT may be made in South African Rand or by means of a credit card.

**GENERAL INFORMATION**

**BANKING SERVICES AND CURRENCY:** The unit of currency is the Rand (ZAR). Exchange rates are subject to fluctuation.

There is no limit on the amount of foreign currency that may be imported into South Africa by individual non-residents, provided that it is declared on arrival to facilitate the exportation thereof on departure. Please note that there is a limitation on the importation and exportation of South African Bank Notes which is ZAR5000.00.

Foreign exchange facilities are available through Bureau de Change facilities on weekdays from 0900 to 1530 hours and on Saturdays from 0830 to 1100 hours. Most internationally recognised currencies and travellers cheques can be exchanged at commercial banks, hotels and international airports.

**CONVERSION DISTANCE AND TEMPERATURE:** Distance in South Africa is given in kilometres and temperature is given in degree Celsius.

South Africa is a relatively dry country, with an **average** annual rainfall of about 464mm.

**Johannesburg** lies at 1 694 metres and keeps the **average** summer**.**

May and July are characterized as winter in South Africa in the higher-lying areas.

The southern right whales hang around off our coasts from about mid-**June** to **July.**

**TIME:** The time in South Africa is GMT+2.

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| **ELECTRICITY SUPPLY:** The power supply in South Africa is 220V AC, 50Hz. Electrical sockets are rounded, three pronged (see image). | http://upload.wikimedia.org/wikipedia/commons/thumb/1/10/M_plug.jpg/220px-M_plug.jpg |

**DRESS CODE:** During leisure, the dress code across South Africa is mainly casual and smart casual, except in some restaurant and clubs that require more formal attire.

**SMOKING:** It is illegal to smoke in public buildings, on planes, buses and trains.

**POSTAL AND INTERNET SERVICES:** Services are available throughout the city at own cost. However, the conference venue will be providing Wi-Fi services.

**DRIVERS' LICENSES / PERMITS:** Drivers must hold valid driving licences which carry a photograph of the holder, and are either printed or authenticated in English. South Africa recognises international driving permits issued under the 1949 Convention on Road Traffic.

**BUSINESS AND SHOPPING HOURS:** Offices and businesses are generally open from 0800 to 1900 hours, Monday to Friday. Shopping hours vary but most shops are open from 0900 to 1900 hours Monday to Friday and from 0900 to 1500 hours on Saturdays. Some shops are open on Sundays between 0900 hours to 1300 hours.

**VALUE-ADDED TAX:** Value-added tax (VAT) is charged on most goods and services except when purchased in duty-free shops at international airports. The current rate is 14%. On presentation of the goods and tax invoices, VAT may be reclaimed at international airports.

**SAFETY AND SECURITY:** As always, travellers should take a few basic precautions to ensure a safe and pleasant visit:

* Never leave personal property unattended
* Store valuables in your hotels safety deposit box
* Keep your hotel room locked
* Transport is available and can be booked on time for other special attention
* Avoid displaying expensive jewellery and cameras
* Do not carry large sums of money on your person
* Stay away from dark, isolated areas

**TOURISM INFORMATION IN JOHANNESBURG: Johannesburg in South Africa** is the second largest city in Africa, with more than 3 million people calling this bustling metropolis home. Joburg, or Jozi as some prefer to call it, offers visitors an experience as unique and diverse as the city itself. Whether you are on business, in search of a cultural encounter, an adrenaline rush or simply want to relax and unwind for a few days, the city of Johannesburg has everything you’re looking for and more. For more information can get at [http://joburgtourism.com](http://joburgtourism.com/).

**ENQUIRIES:** All official enquiries may be directed to:

Ms Queen Montoedi

Tel: +27 12 427 8544

Fax: +27 12 427 8159

Mobile: +27 82 743 3122

E-mail: [queen@doc.gov.za](mailto:queen@doc.gov.za)

**ANNEX 3  
(to TSB Circular 10)**

**LIST OF HOTELS IN SANDTON, JOHANNESBURG, SOUTH AFRICA**

| **Hotel** | **Grading** | **Room** | **Rates** | **Contacts / extra info** | **Distance from venue** |
| --- | --- | --- | --- | --- | --- |
| Radisson Blu Gautrain Hotel (Conference Venue) | 5 | Standard  Executive | ZAR2769  ZAR3590 | Corner of Rivonia Road & West Street  Sandton  Tel: +27 11 286 1039 / 40 / 41  Fax: +27 11 286 1018  E-mail: [reservations.gautrain@radissonblu.com](mailto:reservations.gautrain@radissonblu.com) | Conference venue |
| Intercontinental Sandton Towers | 5 | Standard  Executive | ZAR3535  ZAR3535  ZAR4525 | Cnr Fifth & Alice Lane, Sandton Cnr Fifth & Maude Streets, Sandton  Tel: +27 11 780 5555  Web: [www.tsogosunhotels.com](http://www.tsogosunhotels.com) | Adjoining |
| Michelangelo Hotel | 5 | Standard  Executive | ZAR3190  ZAR6600 | Nelson Mandela Square, Sandown  Tel: +27 11 282 7000  Web: [www.legacyhotels.co.za](http://www.legacyhotels.co.za) | Adjoining |
| Michelangelo Towers | 5 | Standard  Executive | ZAR2960  ZAR3700 | 8 Maude Street, Sandown, Sandton  Tel: +27 11 245 4000  Web: <http://www.michelangelotowers.co.za> | Adjoining |
| Hilton Sandton | 5 | Standard  Executive | ZAR2850  ZAR3350 | 138 Rivonia Road, Sandton  Tel: +27 11 322 1888  Web: <http://www3.hilton.com/en/hotels/‌south-africa/hilton-sandton-JNBSATW/‌index.html> | Walking distance |
| Holiday Inn Sandton | 4 | Standard | ZAR1174 | 123 Rivonia Road, Sandton  Tel: +27 11 282 0000  Web: <http://www.holidayinn.com/hotels/‌us/en/reservation> | Walking distance |
| Radisson Blu Hotel Sandton | 5 | Standard  Executive | ZAR2769  ZAR3590 | Corner of Daisy Street & Rivonia Road  Sandton  Tel: +27 11 245 8000  Web: <http://www.radissonblu.com/hotel-johannesburg> | Walking distance |
| Villa Executive Apartments | 4 | Standard | ZAR1750 | Cnr Linden and Rivonia Road, Sandton  Tel: +27 11 290 9700  Web: [www.villaexecutiveapartments.co.za](http://www.villaexecutiveapartments.co.za/) | Walking distance |
| Garden Court Morningside | 3 | Standard | ZAR1104 | 1 Cullinan close, Rivonia Road , Sandton  Tel: +27 11 884 1804  Web: [http://www.tsogosunhotels.com/‌garden-court/morningside/pages/‌overview.aspx](http://www.tsogosunhotels.com/garden-court/morningside/pages/overview.aspx) | Walking distance |
| Garden Court Sandton City | 3 | Standard | ZAR1299 | Cnr West & Maude Streets  Tel: +27 11 269 7000  Web: [http://www.tsogosunhotels.com/‌garden-court/sandton-city/pages/‌overview.aspx](http://www.tsogosunhotels.com/garden-court/sandton-city/pages/overview.aspx) | Walking distance |
| Garden Court Sandton Katherine Street | 3 | Standard | ZAR1104 | Cnr Rivonia & Catherine Street, Sandton  Tel: +27 11 884 5660  Web: [http://www.tsogosunhotels.com/‌garden-court/sandton/pages/‌overview.aspx](http://www.tsogosunhotels.com/garden-court/sandton/pages/overview.aspx) | Walking distance |

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