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| [itu-logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 22 February 2017 | |
| Ref: | **TSB Collective letter 1/TSAG** | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU Academia;  - To the Secretary-General of the ITU;  - To the Director of the Radiocommunication Bureau;  - To the Director of the Telecommunication Development Bureau;  - To the Chairmen of ITU-T Study Groups;  - To the Chairman of the ITU-T Standardization Committee for Vocabulary | |
| Tel: | +41 22 730 5860 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbtsag@itu.int](mailto:tsbtsag@itu.int) | |
| Web: | <http://itu.int/ITU-T/go/tsag> | |
| Subject: | **First meeting of the Telecommunication Standardization Advisory Group (TSAG), Geneva, 1-4 May 2017** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the first meeting of the Telecommunication Standardization Advisory Group (TSAG) which will be held at ITU headquarters, Geneva from 1 to 4 May 2017, inclusive.

The Telecommunication Standardization Advisory Group (TSAG) enters the 2017-2020 study period with a strong mandate to lead reviews of ITU-T’s standardization strategy. The leaders of ITU’s standardization expert groups (ITU-T Study Groups) are invited to play a central role in this work, highlighting the technical basis of ITU-T strategy by defining the standardization challenges to which ITU‑T should assign priority in the approach to 2020.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting-room allocation will be displayed on screens throughout ITU headquarters, and on a mobile-friendly webpage [here](http://handle.itu.int/11.1002/apps/meeting-rooms).

**Key deadlines**:

|  |  |
| --- | --- |
| 1 March 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 20 March 2017 | - Requests for fellowship (request form and guidelines can be found [here](https://www.itu.int/en/ITU-T/tsag/2017-2020/Documents/TSAG_Fellowships.docx))  - Requests for interpretation (via online pre-registration form) |
| 1 April 2017 | - Pre-registration (online via the [TSAG homepage](http://www.itu.int/en/ITU-T/tsag/2017-2020/Pages/default.aspx))  - Requests for visa support letters (a request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)) |
| 18 April 2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A** below. A draft meeting **agenda** and **timeplan**, prepared by Mr Bruce Gracie, Chairman of TSAG, are set out in **Annexes B** and **C**.

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | Latest meeting information |

**Annexes**: 3

**ANNEX A**

**WORKING METHODS AND FACILITIES**

**ACCESS TO DOCUMENTS**:The meeting will be run paperless. Access to meeting documents is provided from the TSAG homepage according to [ITU’s Information Access Policy](https://www.itu.int/en/access-policy/Documents/ITU-Information-access-policy-en.pdf) (clause 3.2 and Annex 1.C): Input and output documents are publicly accessible unless requested otherwise by the submitter; working documents are restricted to ITU-T Members.

**INTEPRETATION**: Due to budget restrictions,interpretationwill be available upon request by Member States. Requests should be made by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least six weeks before the first day of the meeting**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using your ITU-T delegate RFID badge. The e-lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**PRINTERS**: Printers are available in the delegates’ lounges and near all [major meeting rooms](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on your computer, documents may be “e‑printed” by emailing them to the desired printer.  
Details at: <http://itu.int/ITU-T/go/e-print>.

**LOAN LAPTOPS**: The ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) will provide a limited number of laptops to delegates on a first-come, first-served basis.

**ACCESSIBILITY ACCOMMODATIONS**: **Remote participation**, **webcasting** in the six official languages as well as **real-time captioning** of the English audio channel will be provided for the TSAG Plenary on 1 May and 4 May; remote participation, webcasting and real-time captioning of the English audio channel only will be provided on   
2 May and 3 May.

**PRE-REGISTRATION, NEW DELEGATES AND FELLOWSHIPS**

**PRE-REGISTRATION**:Please send by email ([tsbreg@itu.int](mailto:tsbreg@itu.int)), letter or fax, **at least one month before the meeting**, the list of people who will be representing your organization, indicating the names of the head and deputy head of delegation. Pre-registration is carried out *online* via the TSAG homepage.

**NEW DELEGATES** are invited to attend a **MENTORING PROGRAMME**, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU‑T. If you would like to participate, please contact [ITU-Tmembership@itu.int](mailto:ITU-Tmembership@itu.int). A quick-start guide for newcomers is [here](https://www.itu.int/en/ITU-T/tsag/2017-2020/Documents/Newcomer_quickstart_guide.pdf).

**FELLOWSHIPS**: Two partial fellowships per administration will be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf). Requests must be received using the form and guidelines indicated on page one of this letter **at least six weeks before the beginning of the meeting**.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS**: A number of Geneva hotels offer preferential rates for delegates attending ITU meetings, and provide a card giving free access to Geneva’s public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

**VISA SUPPORT**: If required, visas must be requested at **least four weeks before the date of arrival in Switzerland** from the 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. Any such request must specify the name, function, date of birth, passport information, and registration confirmation for all applicants.

Requests should be sent to TSB by email ([tsbreg@itu.int](mailto:tsbreg@itu.int)) or fax (+41 22 730 5853), bearing the words **“visa request”**. A request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

**Annex B**

Draft agenda

1. Opening of the meeting
2. Opening remarks by the ITU Secretary-General
3. Opening remarks by the Director, TSB
4. Chairman’s comments and observations
5. Approval of the agenda, time management plan and document allocation
6. Report by the Director, TSB
7. Organization of the work of TSAG for the 2017-2020 study period
8. Appointment of TSAG Rapporteurs and Associate Rapporteurs
9. Additional appointments for SCV (Standardization Committee for Vocabulary)
10. ITU budget 2018-2019
11. Strategic and Operational Plan of ITU-T
12. Input to the Strategic and Financial Plan of ITU
13. Work Programme:
    1. Study group matters
    2. Focus groups
       1. Digital Financial Services
       2. IMT-2020
    3. Joint Coordination Activities
    4. CTO group meeting
    5. ITU Telecom, 25-28 September 2017, Busan, Republic of Korea
    6. Kaleidoscope
    7. ITU Journal
    8. TechWatch reports
    9. WTSA Action Plan
14. Working methods
15. Bridging the Standardization Gap
16. Update on numbering assignments
17. Status of implementation of Resolution 187 (Busan, 2014): Review of the current methodologies and development of a future vision for the participation of Sector Members, Associates and Academia in the activities of ITU
18. External relations
19. Meeting of Rapporteur Groups and ad hoc groups
20. ITU-T meeting schedule including date of next TSAG meeting(s)
21. Any other business
22. Consideration of draft meeting Report
23. Closing remarks by the Director, TSB
24. Closure of meeting

**ANNEX C**

**DRAFT TIMEPLAN FOR TSAG AND RELATED RAPPORTEUR GROUP MEETINGS** (additional ad hoc groups may be scheduled; the allocation of time slots to TSAG Rapporteur Groups is preliminary and subject to modification)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Session #** | **Sunday**  **30 April** | **Monday**  **1 May** | **Tuesday**  **2 May** | | **Wednesday**  **3 May** | | **Thursday**  **4 May** |
| #1; am |  | **9:30 - 10:45**  TSAG Plenary | **9:30 - 10:45**  TSAG Rapporteur Group on Standardization Strategy | **9:30 - 10:45**  TSAG Rapporteur Group on Work Programme | **9:30 - 10:45**  TSAG Rapporteur Group on Standardization Strategy | **9:30 - 10:45**  TSAG Rapporteur Group on Strengthening Cooperation | **9:30 - 10:45**  TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |  |
| #2; am |  | **11:15 - 12:30**  TSAG Plenary | **11:15 - 12:30**  TSAG Rapporteur Group on Standardization Strategy | **11:15 - 12:30**  TSAG Rapporteur Group on Work Programme | **11:15 - 12:30**  TSAG Rapporteur Group on Standardization Strategy | **11:15 - 12:30**  TSAG Rapporteur Group on Strengthening Cooperation | **11:15 - 12:30**  TSAG Plenary |
| *Lunch* |  |  |  |  |  |  |  |
| #3; pm | **15:00 - 18:00**  TSAG Management Meeting | **14:30 - 15:45**  TSAG Plenary | **14:30 - 15:45**  TSAG Rapporteur Group on Standardization Strategy | **14:30 - 15:45**  TSAG Rapporteur Group on Working Methods |  | **14:30 - 15:45**  TSAG Rapporteur Group on Strategic and Operational Plan | **14:30 - 15:45**  TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |  |
| #4, pm |  | **16:15 - 17:30**  TSAG Plenary | **16:15 - 17:30**  TSAG Rapporteur Group on Standardization Strategy | **16:15 - 17:30**  TSAG Rapporteur Group on Working Methods |  | **16:15 - 17:30**  Study Group/TSAG Chairmen’s meeting | **16:15 - 17:30**  TSAG Plenary |

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