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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 1 October 2018  |
| **Ref:** | **TSB Circular 118** | **To:**- Administrations of Member States of the Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia |
| **Tel:** | +41 22 730 6239 |
| **Fax:** | +41 22 730 5853 |
| **E-mail:** | tsbdir@itu.int | **Copy to:**- The Chairmen and Vice-Chairmen of Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau;- TIES Focal Points;- ITU-T Registration Focal Points |
| **Subject:** | **Enabling automatic approval of registration requests for ITU-T statutory events** |

Dear Sir/Madam,

At the Telecommunication Standardization Advisory Group (TSAG) meeting in Geneva, Switzerland, held from 26 February – 2 March 2018, the Telecommunication Standardization Bureau presented the new CRM-based registration system to membership. Those present at the meeting were supportive of the new approach, but requested the possibility for each member to “opt in” to an automatic approval of registration request for its delegates for ITU-T’s statutory events.

The ITU-T Telecommunication Standardization Bureau (TSB) has followed up on this request and can now offer the requested “opt in” functionality. By opting in to automatic approval of registration requests, members automatically approve registration requests of all Active ITU‑T Accounts with TIES access affiliated with the member for the remainder of the Study Period (currently until WTSA-20).

Within this framework, TSB kindly invites interested members’ Designated Focal Points (DFPs) responsible for the approval of delegate participation to ITU-T statutory meetings to submit a written request to the Director of TSB to activate this “opt in” option. The secretariat will then enable this feature for that member in the CRM registration system.

Members can also opt out of the option at any time by way of a similar communication.

The Annex contains additional clarification of the specific roles of the DFPs and TIES Focal Points, and suggests a communication outlining the request to opt in or out, which is to be sent by e-mail to the TSB Director.

Please note that the opt in approach does not shift the responsibility away from the member's focal point for event participation approval; it only automates approval upon their request.

Attention of focal points is called to the fact that Member States and other duly authorized entities pursuant to Article 19 of the Convention choose their qualified participants for the meetings of ITU‑T Study groups and their relevant groups. Therefore, ITU-T members that “opt in” to the automatic approval of participation in all ITU-T statutory meetings, of all of their delegates possessing an Active TIES Account, take full responsibility for the approval of participation of their delegates. ITU‑T members opting in to automatic approval are thus encouraged to accurately maintain their account delegation lists. ITU expressly disclaims any responsibility with regard to the participation/attendance of delegates registered via the “opt in” automatic approval system.

Yours faithfully,

*(signed)*

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annex:** 1

**ANNEX 1

Focal point roles and communication of requests**

Specific roles of DFP and TIES Focal Points:

The application of the opt in option considers the following roles:

̶̵ Designated Focal Point (DFP): A member’s focal point in charge of the approval of delegate registration to ITU events. The DFP could be different for each of the ITU Sectors, and may or not be the same as the TIES Focal Point.

̶ TIES Focal Point: Person designated by the member in charge of granting TIES access to the member’s delegates and maintaining the list of TIES Users up to date. There is just one TIES Focal Point per member even if the member belongs to more than one ITU Sector.

Notes:

TIES access is provided, on demand, to delegates from ITU members (Member States, Sector Members, Associates, and Academia). TIES provides personalized access (through a username and a password) to a number of services. TIES services are provided to support the participation of members in the activities of the Union and include online collaboration tools, access to ITU meeting documents, automatic e-mail notifications, etc. ​

The new registration approval is based on the assumption that the members will ensure that their DFPs per Sector will coordinate and/or communicate with the TIES Focal Point, keeping in mind that TIES access rights will also entitle a delegate to automatic registration to ITU-T statutory events. Currently, the responsibility to approve registrations to events is not under the TIES Focal Point. Therefore, it is desirable that the DFP reviews the list of TIES users in the delegation on a regular basis. It also requires that the members (specifically the TIES Focal Point) regularly maintain their list of TIES users as delegates with TIES access would be automatically registered to statutory meetings.

Suggested communication requesting opting in or out (to be sent by e-mail to tsbdir@itu.int):

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| Dear Sir/Madam, I am writing to you with respect to the enabling of automatic approval of registration requests for ITU-T statutory events as described in [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118).On behalf of [member organization], I wish to [“opt in” to or “opt out” of] automatic approval of registration requests for all Active ITU Accounts with TIES access affiliated with this organization until further notice or for the remainder of the Study Period (currently until WTSA-20).Yours faithfully,[Name][Official role/title][Member organization] |

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