|  |  |
| --- | --- |
| **Telecommunication Standardization Bureau** |  |
|  |  |

Geneva, 4 June 2012

|  |  |  |
| --- | --- | --- |
| Ref: | **TSB Collective letter 5/3** |  |
| Tel: Fax:  E-mail: | +41 22 730 5887 +41 22 730 5853 [tsbsg3@itu.int](mailto:tsbsg3@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 3 Geneva, 3-7 September 2012** |

Dear Sir/Madam,

It is my pleasure to invite you to attend Study Group 3 (*Tariff and accounting principles including related telecommunication economic and policy issues*) which is to meet at ITU headquarters, Geneva, from 3 to 7 September 2012 inclusive. (See TSB Circular 230 of 23 September 2011).

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. Additional information about the meeting is set forth in **Annex A**.

The draft **Agendas** of the meeting, as prepared by the Chairman, are set out in **Annex B, C, D** and **E**. The draft **Timetable**, as prepared by the Chairman and his Management Team is set out in **Annex F.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

Annexes: 6

**ANNEX A**

**PREPARING AND SUBMITTING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** TSAG, at its February 2011 meeting, agreed that the trial of a deadline of 12 (twelve) calendar days for submitting contributions to ITU-T meetings continue. Contributions will be published on the Study Group 3 website and must therefore be received by TSB **not later than 21 August 2012**. Contributions received at least **two** months before the start of the meeting will be translated.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is now available on-line. The direct posting system allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server. The direct posting system complements the traditional email submission facilities, which you may continue to use at the following address: [tsbsg3@itu.int](mailto:tsbsg3@itu.int). Further information and guidelines for the new direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION** will be available upon request for the whole duration 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.

**DOCUMENT DISTRIBUTION:** Participants actually present at the meeting and having requested paper copies in advance by means of the registration form will receive only those documents posted on the ITU-T website as from 3 days prior to the meeting **(*31 August 2012*)** and up to the end of the meeting.

**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>).

**E-LOCKERS** are available on the ground floor of the Montbrillant building. Your ITU RFID badge opens and closes the e-locker. Your e-locker is available only for the period of the meeting you are attending, so please ensure that you empty the locker before 23:59 on the last day of the meeting.

**LOAN LAPTOPS:** The ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**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, for delegates who wish to print documents.

**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 attach the documents to be printed to an email, that is sent to the desired printer email address (in the form [printername@eprint.itu.int](mailto:printername@eprint.itu.int)). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) **not later than 3 August 2012**, the list of people who will be representing your 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).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://itu.int/ITU-T/studygroups/com03**](http://itu.int/ITU-T/studygroups/com03)**).**

**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.

**FELLOWSHIPS:** We are pleased to inform you that one full or two partial fellowships per administration will be awarded, subject to available funding, to facilitate 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 **3 August 2012**. Please note that at WTSA-08, the Heads of Delegation committed that their candidate chairmen and vice-chairmen would be provided with the necessary resources to fulfill the duties of their office for the full four year term and that it was therefore recognized that the chairmen and vice-chairmen will not receive financial assistance from ITU.

**KEY DEADLINES (before meeting)**

3 July 2012: -submit contributions for which translation is requested

3 August 2012: -fellowship requests

-requests for interpretation at opening and/or closing plenary

-requests for visas

21 August 2012: -final deadline for contributions

31 August 2012: -cut-off date for distribution of documents on paper

**VISITING GENEVA: HOTELS AND VISAS**

**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 four (4) 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 **four** 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 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](mailto:tsbreg@itu.int)) bearing the words **“visa request”**.

**FORM 1 - FELLOWSHIP REQUEST**(to TSB Collective letter 5 /3)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **itu-old** | **ITU-T Study Group 3 meeting**  **Geneva, Switzerland, 3-7 September 2012** | | | | | | **itu-old** |
| **Please return to:** | | | **ITU**  **Geneva (Switzerland)** | | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one full fellowship or two partial fellowships to be submitted before 3 August 2012** | | | | | | | |
|  | | | | 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/ITU-T/studygroups/com03>)  **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** | | | | | | | | |
| 1. **□** One full fellowship     or **□** two partial fellowships (per eligible country). | | | | | | | | |
| 1. In case of two partial fellowships, choose one of the following: | | | | | | | | |
| **□ 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 5/3)

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

|  |  |  |
| --- | --- | --- |
| **itu-old** | **INTERNATIONAL TELECOMMUNICATION UNION** | **itu-old** |

**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**

***Draft Agenda for the Study Group plenaries***

**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 actions (including preparations for WTSA-12 and proposals regarding texts of Questions for the next Study Period)

1.4 Progress reports on the work of the regional groups

1.5 Results of other ITU meetings related to Study Group 3

Results of the meetings of other study groups related to Study Group 3

1.6 Examination of documents available

1.7 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**

***Draft Agenda for Working Party 1/3***

1 Opening of the meeting

2 Adoption of the agenda

3 Inventory of available documents

4 Review of Working Party 1/3 activities and approval of report of previous meeting

5 Examination of study items

5.1 Mobile Communications

5.2 “IP Telephony”

5.3 International Internet Connectivity, including IP peering and cost of provision of services

5.4 Traffic Flow Multifactors and Internet Traffic Flow Methodology

5.5 Next Generation Networks (NGN)

5.6 Accounting and settlement based on IP Data Records (IPDR)

5.7 Charging and accounting principles associated with enhanced signalling

5.8 Other charging, accounting, and economic issues arising out of use of next-generation networks and any future development

6 Liaison issues

7 Other business

8 Closure of the meeting

**ANNEX D**

***Draft Agenda for Working Party 2/3***

1 Opening of the meeting

2 Adoption of the agenda

3 Inventory of available documents

4 Review of Working Party 2/3 activities and approval of report of previous meeting

5 Examination of study items

5.1 Mobile Communications

5.2 Mobile Termination Rate

5.3 Fixed Termination Rate

5.4 Flat Rate for Mobile

5.5 Flat Rate for Fixed

5.6 Flat Rate for Fixed to Mobile and vice-versa

5.7 Accounting and Settlement Rates for Fixed

5.8 Alternative Accounting Procedures (e.g. changes in deadlines for settlements)

5.9 Mobile Roaming

5.10 Tariff Issues for Cross-Border Connectivity for Mobile

5.11 Tariff Issues for Short Message Service (SMS) and Multimedia Messaging Service (MMS)

5.12 Leased Line Tariff

5.13 Transit Traffic

5.14 Alternative Calling Procedures (e.g. call-back, re-file)

5.15 Guidelines Based on International and Regional Practices for Resolution of Disputes Regarding Charging (e.g duration, origin of traffic, etc.)

5.16 Accounting and Settlement Procedures, including their Evolution

6 Liaison issues

7 Other business

8 Closure of the meeting

**ANNEX E**

***Draft Agenda for Working Party 3/3***

1 Opening of the meeting

2 Adoption of the agenda

3 Inventory of available documents

4 Review of Working Party 3/3 activities and approval of report of previous meeting

5 Examination of study items

5.1 Policy and Economic Issues

5.2 Network Externalities

5.3 Universal Service Obligations

5.4 Impact of the Choice of Accounting Rate Currency

5.5 Impact of Convergence of Services

5.6 International Telecommunication Regulations

5.7 Revenue Protection Mechanisms

5.8 Misuse of Facilities and Services (see WTSA-08 Resolution 20)

5.9 Financial Aspects of Network Security

6 Liaison issues

7 Other business

8 Closure of the meeting

**ANNEX F**

***Timetable***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday 3 September 2012** | | **Tuesday 4 September 2012** | | **Wednesday 5 September 2012** | | **Thursday 6 September 2012** | | **Friday 7 September 2012** | |
|  | **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) |  |  |

----: 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, 2 September

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