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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 26 October 2010

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| Ref: | **TSB Collective letter 5/12** |  |
| Tel:Fax:E-mail: | +41 22 730 5780+41 22 730 5853tsbsg12@itu.int | To Administrations of Member States of the Union, to ITU-T Sector Members and to ITU-T Associates participating in the work of Study Group 12 |

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| Subject: | **Meeting of Study Group 12Geneva, 18-27 January 2011** |

Dear Sir/Madam,

1 In accordance with the schedule of ITU Telecommunication Standardization Sector meetings for 2011 (see TSB Circular 80 of 14 December 2009), I should like to inform you that Study Group 12 (Performance QoS and QoE) is to meet at ITU headquarters, Geneva, from 18 to 27 January 2011 inclusive.

The meeting will open at 1100 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.

2 An interpretation service will be provided for the meeting in accordance with the relevant provisions in force.

3 The draft agenda, as prepared by the Chairman of SG12, Mr Charles Dvorak, is set out in **Annex 1** hereto.

4 The draft timetable, as prepared by the Management Team of SG12, is set out in **Annex 2** hereto.

5 Please note that, following a discussion at the TSAG meeting, 8-11 February 2010, and in agreement with the ITU-T Study Group Chairmen, contributions should now be received, on a trial basis, by TSB at least 12 (twelve) calendar days before the date set for the opening of the meeting. Such contributions will be published on the Study Group 12 website and must therefore be received by TSB **not later than 5 January 2011.** Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

Participants are encouraged to submit contributions using the web-based submission form available on the Study Group 12 homepage, or by electronic mail to the following address: tsbsg12@itu.int. Detailed instructions can be found on the ITU-T website.

We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://www.itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

6 To enable TSB to make the necessary arrangements concerning the documentation for, and organization of, the meeting, I should be grateful if you would send me, by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int), as soon as possible but **not later than 18 December 2010** the list of people who will be representing your Administration, Sector Member, Associate, 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).

**7 Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://www.itu.int/ITU-T/studygroups/com12/index.asp**](http://www.itu.int/ITU-T/studygroups/com12/index.asp)**).**

8 In agreement with its Chairman, Mr Charles Dvorak, Study Group 12 will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

Printers are available in the cyber café of the 2nd basement of the Tower building and 2nd floor of Montbrillant building for delegates who wish to print documents. In addition, the Helpdesk Service (helpdesk@itu.int) has prepared a limited number of laptops for those who do not have one.

9 For sessions that are scheduled to be held with interpretation, please note that interpretation will actually be provided only where Member States so request, by means of the registration form, or a special notice to TSB, and **at least one month before the start of the sessions in question**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

10 We are pleased to inform you that ITU will provide a limited number of partial fellowships (either economy class air ticket **or** accommodation and a daily allowance to cover meals and incidental expenses) to facilitate participation from Least Developed or Low Income Developing Countries. An application must be authorized by the relevant Administration of the ITU Member State and be limited to only one person per country. The fellowship request form, enclosed as **Annex 4**, should be returned to ITU not later than **18 December 2010.** 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.

11 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas and in the CICG (Geneva International Conference Centre) building. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

12 For your convenience, a hotel confirmation form is enclosed as **Annex 3** (see <http://www.itu.int/travel/> for the list of hotels).

13 We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any 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) bearing the words **“visa request”**.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 4**

ANNEX 1
(to TSB Collective letter 5/12)

**Draft agenda for the meeting of Study Group 12
(Geneva, 18-27 January 2011)**

1. Opening of the meeting
2. Adoption of the agenda
3. Document allocation
4. Report of the Focus Group CarCOM
5. Report of the Regional Group (SG12 RG-AFR) activities
6. Report of QSDG
7. Approval of new/revised Questions
8. Deletion of Questions 2 and 10/12
9. Discussion on Question 1/12
10. Working Parties meetings
11. Reports of the meetings of Working Parties
12. Consent/determination/deletion of Recommendations
13. Outgoing liaison statements/communications
14. Review of the work programme
15. Future activities
16. Other business
17. Closure of the meeting

ANNEX 2
(to TSB Collective letter 5/12)

**Draft timetable for the meeting of Study Group 12
(Geneva, 18-27 January 2011)**

|  |  |  |
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|  | **Morning** | **Afternoon** |
| Tuesday 18 January | Management Team meeting | Study Group 12 Opening Plenary | Opening of Working Parties 1, 2 and 3/12 in sequence |
| Wednesday 19 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Thursday20 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Friday21 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meeting of Q 1/12 |
| **WEEK-END** |
| Monday24 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Tuesday25 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Reserved for any ad hoc meetings needed to resolve outstanding issues |
| Wednesday26 January | Closing of Working Parties 1, 2 and 3/12 in sequence | Closing of Working Parties 1, 2 and 3/12 in sequence (continued) |
| Thursday 27 January | Management Team meeting | Study Group 12 Closing Plenary | Study Group 12 Closing Plenary |  |

**Note**

Opening Plenary (no interpretation) starts at 11:00

Closing Plenary sessions are 10:30 -12:00 and 13:30 - 15:30

All other sessions are 9:00-12:30 and 14:00-17:30 with 30 min breaks in the middle

 ANNEX 3
 (to TSB Collective letter 5/12)

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

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**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 4
(to TSB Collective letter 5/12)

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|  | **ITU-T Study Group 12 meeting****Geneva, Switzerland, 18-27 January 2011** |  |
| **Please return to:** | **ITU/BDT** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** |
| **Request for a partial fellowship to be submitted before 18 December 2010** |
|  | Participation of women is encouraged |  |
| **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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| CONDITIONS **(Please select your preference in “condition” 2 below)** |
| 1. One **partial** fellowship per eligible country.
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| 1. ITU will cover either one of the following:
 |
| □ **Economy class air ticket (duty station / Geneva / duty station).** |
| **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.**1. It is imperative that fellows be present from the first day to the end of the meeting.
 |
| **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.** |
| **Signature** | **Date** |