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| **Telecommunication Standardization Bureau** |  |
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Geneva, 8 December 2010

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| Ref: | **TSB Collective letter 3/TSAG** |  | |
| Tel: Fax:  E-mail: | +41 22 730 5860 +41 22 730 5853 [tsbtsag@itu.int](mailto:tsbtsag@itu.int) | * To Administrations of Member States of the Union, to ITU-T Sector Members participating in the work of TSAG; * To the Secretary-General of the ITU; * To the Director of the Radiocommunication Bureau;   - To the Director of the Telecommunication Development Bureau;  - To ITU-T Study Group Chairmen;  - To the Chairman of the ITU-T Standardization Committee for Vocabulary | |
| Subject: | **Meeting of the Telecommunication Standardization Advisory Group (TSAG) Geneva, 8-11 February 2011** | |

Dear Sir/Madam,

1 In accordance with the schedule of ITU Telecommunication Standardization Sector meetings for 2011 (see schedule of events: [www.itu.int/events/upcomingevents.asp?sector=ITU-T](http://www.itu.int/events/upcomingevents.asp?sector=ITU-T)), I should like to inform you that the Telecommunication Standardization Advisory Group (TSAG) is to meet at ITU, Geneva, from 8 to 11 February 2011 inclusive.

The meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours. Please note that all participants must register via ITU’s Montbrillant entrance.

2 An interpretation service will be provided for the meeting in accordance with the relevant provisions in force. Interpretation will be provided for all days of TSAG Plenary: 8, 9 and 11 February 2011. On 10 February 2011, ad hoc groups will meet without interpretation.

3 The draft agenda, as prepared in agreement with the Chairman (Mr Bruce Gracie), is set out in **Annex 1** hereto.

4 Pursuant to the provisions of Recommendation ITU-T A.1 (Johannesburg, 2008), contributions to the work of the study group are to be submitted to the Telecommunication Standardization Bureau (TSB). Contributions received by TSB at least twelve calendar days before the date set for the opening of the meeting will be published on the TSAG website. Such contributions must therefore be received by TSB **not later than Wednesday 26 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 TSAG homepage, or by electronic mail to the following address: [tsbtsag@itu.int](mailto:tsbtsag@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.

5 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](mailto:tsbreg@itu.int)), as soon as possible but **not later than 8 January 2011**, 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).

**6 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/tsag/index.asp**](http://www.itu.int/ITU-T/tsag/index.asp)**).**

7 In agreement with its Chairman, Mr Bruce Gracie, TSAG will take further steps towards working in a fully electronic environment and run the meeting 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](mailto:helpdesk@itu.int)) has prepared a limited number of laptops for those who do not have one.

8 We are pleased to inform you that ITU will provide a limited number of partial fellowships (i.e., 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 3**, should be returned to ITU not later than 8 January 2011**.** 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.

9 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>).

10 For your convenience, a hotel confirmation form is enclosed as **Annex 2** (see <http://www.itu.int/travel/> for the list of hotels).

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

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annexes: 3**

ANNEX 1  
(to TSB Collective letter 3/TSAG)

**DRAFT AGENDA FOR THE MEETING OF THE TELECOMMUNICATION STANDARDIZATION ADVISORY GROUP**

(Geneva, 8-11 February 2011)

1. Opening of the meeting
2. Opening remarks by the Director, TSB
3. Chairman’s comments and observations
4. Approval of the Agenda
5. Approval of the Time Management Plan (including document allocation)
6. Outcome of Plenipotentiary Conference 2010
7. Review of working procedures, including electronic working methods
8. Work program
   1. Review of JCAs
   2. Review of Focus Groups including status of Smart Grid Focus Group and   
      Cloud Computing Focus Group
   3. Review of Questions
   4. Update on ICT and Climate Change
   5. Update on Conformance and Interoperability Testing
   6. Update on Accessibility
   7. Issues raised by the study group chairmen
9. Bridging the Standardization Gap and developing countries’ issues, including outcome of WTDC-10
10. Collaboration and cooperation
    1. GSC-15 and preparation for GSC-16 (Global Standards Collaboration)
    2. WSC (World Standards Cooperation)
    3. IETF/ITU-T leadership meeting
    4. ISO/IEC JTC 1
    5. Relations with other ITU Sectors
    6. Relations with other bodies
11. Workshop program (including Kaleidoscope), Technology Watch, promotion activities
12. Operational plan, WTSA action plan, action plan resulting from PP-10
13. Meetings of ad hoc groups
14. Preparation for WTSA-12/WCIT
15. Meeting schedule
16. Future activities
17. Update on IPR issues
18. Any other business
19. Consideration of draft meeting Report
20. Closing remarks by the Director, TSB
21. Closure of meeting

ANNEX 2  
 (to TSB Collective letter 3/TSAG)

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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**

*TSAG 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 3  
(to TSB Collective letter 3/TSAG)

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|  | **ITU-T TSAG meeting**  **Geneva, Switzerland, 8-11 February 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 8 January 2011** | | | | | | | | |
|  | | | | 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 OF THE PARTIAL FELLOWSHIP** | | | | | | | |
| **1. Accommodation is booked and pre-paid by ITU.** | | | | | | | |
| **2. A daily allowance to cover meals and miscellaneous expenses will be paid to the fellow.** | | | | | | | |
| **3. Cost of air ticket will be covered by fellow’s Administration.** | | | | | | | |
| **4. Imperative that fellow 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** | | |