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| **Telecommunication Standardization Bureau** |  |
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Geneva, 4 October 2011

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| Ref:  Tel:  Fax: | **TSB Circular 233**  SGD/BJ  +41 22 730 6311 +41 22 730 5853 | - To all rapporteurs and editors of all ITU-T study groups |
| E-mail: | [tsbsgd@itu.int](mailto:tsbsgd@itu.int) | **Copy:**  - To Administrations of Member States of the Union  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia;  - To the chairmen and vice-chairmen of all ITU-T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau |

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| Subject: | **Tutorial for rapporteurs and editors  Geneva, 28 and 29 November 2011** |

Dear Sir/Madam,

1 As part of TSB’s on-going efforts to increase the efficiency of the work of study groups while harmonizing their practices, a two-day tutorial session for rapporteurs and editors has been scheduled to take place in ITU Headquarters in Geneva on 28 and 29 November 2011.

This tutorial will be ITU-T specific and intends to focus on a wide range of issues that concern the task of rapporteurs and editors in ITU-T, from leading working groups, to an overview of the current IT tools made available by TSB to assist study groups in their work, to a brief visit of the ITU basic texts in as far as they concern the work of rapporteurs and editors, to explanations of ITU-T approval procedures and how they apply to the various kinds of texts (Recommendations, annexes, handbooks, etc.).

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.

2 The tutorial will be held in English and, except for some practical exercises, will be available for remote participation.  Details on how to connect will be available from the event’s website in due course.

3 All the information on this tutorial is available on the website   
<http://www.itu.int/ITU-T/studygroups/tutorials/201111/index.html>.

4 The draft agenda will be published as an addendum to this circular and will be available at the above-mentioned website.

5 **Please note that pre-registration of participants (whether physically present or participating remotely) to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://www.itu.int/ITU-T/studygroups/tutorials/201111/index.html**](http://www.itu.int/ITU-T/studygroups/tutorials/201111/index.html)**).**

Please ensure that all participants, whether present physically at the event or participating remotely, register by **30 October 2011**, at the latest.

6 We are pleased to inform you that a limited number of fellowships, which may be either full or partial, will be awarded based on available funding 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 2**, should be returned to ITU not later than **30 October 2011.**

7 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>).

8 For your convenience, a hotel confirmation form is enclosed as **Annex 1** (see <http://www.itu.int/travel/> for the list of hotels).

9 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: 2**

ANNEX 1  
(to TSB Circular 233)

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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**

*Tutorial for rapporteurs and editors 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 2  
(to TSB Circular 233)

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| ITU globe2 | ***Tutorial for rapporteurs and editors (Geneva, Switzerland, 28-29 November 2011*)** | | | ITU globe2 |
| **Please return to:** | | **Fellowships Service ITU/BDT Geneva (Switzerland)** | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | |
| **Request for a fellowship to be submitted before 30 October 2011** | | | | |
| **Participation of women is encouraged** | | | | |
| Registration Confirmation I.D. No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the on-line registration form at: <http://www.itu.int/ITU-T/studygroups/tutorials/201111/index.html>)  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 full or **partial** fellowship per eligible country.  2. For partial fellowship, ITU is requested to 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.**  3. 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 AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.  Signature: ……..………………………………………. Date: …………………………………………….. | | | | |

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