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| **电信标准化局** | **logo_C_** |
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 2012年2月15日，日内瓦

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| 文号：联系人：电话：传真：电子邮件： | **电信标准化局第252号通函**Reinhard Scholl+41 22 730 5860+41 22 730 5853wtsa@itu.int | - **致:**- 国际电联成员国主管部门- ITU-T部门成员- 区域性电信组织- 运营卫星系统的政府间组织- 联合国- 联合国各专门机构和国际原子能机构 |
|  |  | **抄送：**- ITU-T各研究组正副主席- 电信发展局主任- 无线电通信局主任 |

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| 事由： | **世界电信标准化全会（WTSA-12）****2012年11月20-29日，阿拉伯联合酋长国迪拜** |

尊敬的先生/女士：

国际电联秘书长通过第号[第65号通函](http://www.itu.int/oth/T260B000065/en) 和2011年12月16日的[DM-11/1028](http://www.itu.int/oth/T260B001028/en)和[DM-11/1029](http://www.itu.int/oth/T260B001029/en)号信函宣布，应阿拉伯联合酋长国政府的盛情邀请，并根据第77号决议（2010年，瓜达拉哈拉，修订版）和理事会第1335号决议，2012年世界电信标准化全会（WTSA-12）将于2012年11月20至29日在阿拉伯联合酋长国迪拜举行，此前将于2012年11月19日举办“全球标准专题研讨会”。

我谨在此高兴地向您提供有关该全会的相关信息。

# 1 会址

全会将在迪拜世界贸易中心（迪拜）举行。开幕会议将于2012年11月20日（星期二）11时开始。开幕会议前将于09:30召开代表团团长会议。会议厅情况将在迪拜世界贸易中心入口处说明。

# 2 全会的责任与职能

全会每日的议程将于国际电信联盟《组织法》第18条和国际电信联盟《公约》第13条规定的世界电信标准化全会的责任与职能为基础。

# 3 邀请和与会的条件

《公约》第25条对邀请和出席世界电信标准化全会的条件做出了明确规定。

# 4 全会的结构草案

世界电信标准化全会将通过根据[第1](http://www.itu.int/pub/T-RES-T.1-2008)号决议（2008年，约翰内斯堡）第1节成立的各委员会开展工作。**附件1**中列出了委员会的临时结构，该结构有待全会开幕前召开的代表团团长会议审议。

# 5 有待全体会议审议的议项

全体会议的议项将包括以下内容：

– WTSA-12工作计划的批准；

– 全会正副主席的任命；

– WTSA-12各委员会的成立；

– 各委员会正副主席的任命；

– 文件分配；

– 报告的审议，其中包括提交的与各研究组活动有关的建议；

– 第2（预算委员会）、3（ITU-T工作方法委员会）和4（ITU-T工作计划和工作组织委员会）委员会的报告；

– WTSA‑12成立的ITU-T各研究组正副主席的任命；

– 全球标准专题研讨会（GSS）结论报告。

# 6 文稿

为了同与ITU-T文件相关的惯例保持一致，请成员国和部门成员最好在全会召开的两个月前（即，于**2012年9月20日**之前）提交文稿。文稿应提交电信标准化局主任，并应通过电子邮件发往以下地址：tsbwtsa-doc@itu.int。

此外，**根据第165号决议（2010年，瓜达拉哈拉）**，为确保提交WTSA-12的文件得到及时翻译和代表团的透彻审议，成员国和部门成员应在不迟于全会开幕的十四个日历日，即2012年11月6日前提交文稿。在此特敦促成员国和部门成员认真关注文稿的最初制定工作，以避免对文件做出修订。

# 7 文件分发

7.1 以下文件将作为WTSA-12筹备文件公布：

a) 有关每个研究组工作的报告；

b) 有关电信标准化顾问组（TSAG）活动的报告；

c) 电信标准化局主任就以下各方面提交的报告：

1) 自WTSA-08以来ITU-T开展的活动；

2) 电信标准化局（TSB）的结构和人员编制；

3) 2009-2012年研究期期间ITU-T的支出；

4) WTSA-16之前ITU-T的预期财务需求。

d) 根据国际电联《组织法》、《公约》和理事会相关决定被认为有必要开展的活动的报告。

7.2 上述文件一俟完成，即会在WTSA-12网站上发布。此外，每当新文件在网站上发布时都会以电子通知方式通知您。有关如何注册使用该通知服务的详情，请见WTSA-12网站。

7.3为帮助国际电联节约成本并按照有关向无纸环境迈进的政策，我们大力建议您采用电子工作方法。如需纸质文件，则请事先从WTSA-12网站下载并打印后带到全会。但是，如提出要求，则秘书处将通过邮寄方式最多向成员国寄出两份纸质文件、向部门成员寄出一份纸质文件。为此，请填妥**附件2**中的表格并于**2012年5月15日**之前将其返回电信标准化局。此外，如联系人（Focal Point）提出要求（见**附件3**），还将在WTSA-12期间在会议现场分发纸质文件，但限于每成员国最多两份，每部门成员和其它组织代表团最多一份。

7.4 在全会期间将提供无线局域网，以方便获取所有文件。为通过电子方式获取全会文件，并享受电子通知服务，需要有一个TIES账户。有关TIES注册信息，请见<http://itu.int/ties/>。

7.5 WTSA-12网站[http://itu.int/zh/ITU-T/wtsa-12](http://itu.int/en/ITU-T/wtsa-12)将提供本通函内的所有信息。该网站还提供全会文件、与会者在线注册表和文件索取表、有关酒店和其它实用信息的资料、以及与东道国网站相连的链接。

# 8 向以往参加ITU-T活动的合作者致意

8.1 按照传统做法，在WTSA-12会议上将向自WTSA-08以来去世的ITU-T合作者致意。同样，还将祝愿自WTSA-08以来退休的ITU-T合作者退休愉快，安度晚年。

8.2 为遵守这一传统，希望您在**2012年10月30日**之前将愿在这两个场合提及的贵国国民的姓名、性别和职务告知于我，我将不胜感激。

# 9 各代表团团长的致辞

根据以往各届全会的传统，并考虑到全会期间时间短暂，我谨提醒您，各代表团团长的致辞将以原文、并仅以电子文件的方式发布在WTSA-12网站上，并将由全体会议记录在案。

# 10 全球标准专题研讨会

在WTSA-12前夕 – 2012年11月19日（星期一），ITU-T将举办为期一天的“全球标准专题研讨会”（GSS-12）。有关该活动的细节不日将通过一份单独的通函通报。我愿借此机会欢迎所有代表出席这次根据第122号决议（2010年，瓜达拉哈拉，修订版）组织的重要专题研讨会。

# 11 酒店和实用信息

将很快提供有关酒店住宿、酒店预订表和其它一般性信息。

# 12 与会者的注册

2012年8月20日将开始GSS-12、WTSA-12和WCIT-12（国际电信世界大会，2012年12月3-14日）的通用和独特注册工作，并仅采用会议代表注册系统（EDRS）在线进行。请各成员国指定负责处理所有注册手续的联系人。有关说明指定联系人详细联系方式（名、姓、电子邮件地址）的官方资料应通过传真（+41 22 730 5853）于2012年7月2日前提交WTSA-12秘书处。

**附件3**中列出了有关WTSA-12在线注册程序的细节以及必须提供给电信标准化局的详细信息。

# 13 与会补贴

根据可用资金，将向符合标准的人均GDP不超过2000美元的每一个最不发达国家或低收入国家提供一份全额或两份半额与会补贴，以便于其代表参加会议。与会补贴申请必须得到国际电联成员国相关主管部门的批准。本函**附件4**所附的、填妥的与会补贴申请表应最迟于2012年9月20日寄回国际电联。

我期待着在迪拜与您相见。

顺致敬意!

电信标准化局主任

马尔科姆·琼森

**附件：**4件

ANNEX 1

(to TSB Circular 252)

Draft structure of the Assembly

**(Excerpt from WTSA-08 Resolution 1)**

**1.1** The World Telecommunication Standardization Assembly (WTSA), in undertaking the duties assigned to it in Article 18 of the ITU Constitution, Article 13 of the ITU Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each assembly by setting up committees and group(s) to address organization, work programme, budget control, editorial matters, and to consider other specific matters if required.

**1.2** It shall establish a Steering Committee, presided over by the chairman of the assembly, and composed of the vice-chairman of the assembly and the chairmen and vice-chairmen of the committees and any group(s) created by the assembly.

**1.3** WTSA shall establish a Budget Control Committee and an Editorial Committee, the tasks and responsibilities of which are set out in the General Rules of Conferences, Assemblies and Meetings of the Union (General Rules, Nos. 69-74):

a) The "Budget Control Committee", *inter alia*, examines the estimated total expenditure of the assembly and estimates the financial needs of ITU-T up to the next WTSA and the costs entailed by the execution of the decisions of the assembly.

b) The "Editorial Committee" perfects the wording of texts arising from WTSA deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union.

**1.4** In addition to the Steering, Budget Control and Editorial committees, the two following committees are set up:

a) The "Committee on Working Methods of ITU-T", which submits to the plenary meeting reports including proposals on the ITU-T working methods for implementation of the ITU‑T work programme, on the basis of the TSAG reports submitted to the assembly and the proposals of ITU Member States and ITU-T Sector Members.

b) The "Committee on the ITU-T Work Programme and Organization", which submits to the plenary meeting reports including proposals on the programme and organization of the work of ITU-T consistent with ITU-T strategy and priorities, on the basis of the TSAG reports submitted to the assembly and the proposals of ITU Member States and ITU-T Sector Members. It shall specifically:

i) propose a set of study groups;

ii) review the Questions set for study or further study;

iii) produce a clear description of the general area of responsibility within which each study group may maintain existing and develop new Recommendations, in collaboration with other groups, as appropriate;

iv) allocate Questions to study groups, as appropriate;

v) decide, when a Question or group of closely related Questions concerns several study groups, whether:

− to accept the recommendation of TSAG;

− to entrust the study to a single study group; or

− to adopt an alternative arrangement;

vi) review, and adjust as necessary, the lists of Recommendations for which each study group is responsible;

vii) propose the establishment, where needed, of other groups in accordance with Nos. 191A and 191B of the Convention.

**1.4.1** The chairmen of study groups and the chairman of TSAG and the chairmen of other groups set up by WTSA should make themselves available to participate in the Committee on the Work Programme and Organization.

**1.5** The plenary meeting of a WTSA may set up other committees in accordance with No. 63 of the General Rules.

**1.6** All committees and groups referred to in 1.2 to 1.5 above shall normally cease to exist with the closing of WTSA except, if required and subject to the approval of the assembly and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of the assembly to complete its tasks as assigned by the assembly.

ANNEX 2

(to TSB Circular 252)

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| REQUEST FOR PREPARATORY DOCUMENTS IN PAPER FORM |
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| **All preparatory documents can be downloaded from the WTSA-12 website at:**[**http://itu.int/en/ITU-T/wtsa-12**](http://itu.int/en/ITU-T/wtsa-12)To download documents from the Web, a TIES account is necessary. This can be requested at ties.registration@itu.int |
| **⇨** | If you want to receive paper copies of the preparatory documents, kindly complete this form and return it by **15 May 2012** to:Telecommunication Standardization Bureau (TSB)International Telecommunication UnionOffice M.522Place des Nations **Fax: +41 22 730 58 53**CH-1211 Geneva 20 **e-mail:** **tsbwtsa-doc@itu.int** |  |
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 | Administration of Member State ……………………………………………………... |

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 | ITU-T Sector Member ……………………………………………………... |

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 | Regional or International Organization ……………………………………………………... |

To receive the documents in **paper form**, please indicate in the boxes below the **number of copies** you wish to receive in the desired language (maximum of **two** copies for Member States and **one** copy for Sector Members)

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| English: |  | Arabic: |  | Chinese: |  |
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| Spanish: |  | French: |  | Russian: |  |

 These documents should be dispatched by mail to the following **single central address**, for subsequent internal distribution (please indicate the name of the contact person):

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E-mail address : …………………………………………… Tel.: ……………………..........................

 Name: ............................................................

Date:………………………………………………. Signature: .....................................................

ANNEX 3

(to TSB Circular 252)

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| **REGISTRATION OF PARTICIPANTS** |
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Registration for WTSA-12 will be carried out exclusively ***online*** at the WTSA-12 website (<http://itu.int/en/ITU-T/wtsa-12>). A username and password is required to access the online system.

To facilitate the registration process and to ensure the security of the system, it is necessary that a focal point be designated by your Administration/Entity. The focal point will be responsible for the submission of all participant registration requests and for on site document request.

**Those Administrations/entities for which the focal point is not the same as that designated as the TIES Focal Point in the Global Directory (see** [**http://itu.int/GlobalDirectory/index.htm**](http://itu.int/GlobalDirectory/index.htm)**) should provide the following contact details to TSB by e-mail (****tsbwtsa-reg@itu.int****) or by fax (+41 22 730 5853) before 2 July 2012:**

Focal point information will then be published on the WTSA-12 website on 3 July 2012. The actual online registration system will be available as from 20 August 2012.

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| Name of Member State: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Entity: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Designated Focal Point: |
| First name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Last name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| e-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

ANNEX 4

(to TSB Circular Letter 252)

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|  | **World Telecommunication Standardization Assembly (WTSA-12)****Dubai, United Arab Emirates, 20-29 November 2012** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** |
| **Request for one full fellowship or two partial fellowships to be submitted before 20 September 2012** |
|  | 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://itu.int/en/ITU-T/wtsa-12>**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 **□ t**wo partial fellowships (per eligible country).
 |
| 1. In case of two partial fellowships, chose one of the following:
 |
|  **□ Economy class air ticket (duty station / Dubai / duty station).** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** |
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| **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** |

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