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| **Bureau de la normalisation des télécommunications** | **logo_F_** |
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Genève, le 11 juillet 2012

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| Réf.:  Tél.: Fax: E-mail: | **Circulaire TSB** **297**  IoT-GSI/SP  +41 22 730 5858 +41 22 730 5853  [tsbiotgsi@itu.int](mailto:tsbiotgsi@itu.int) | - Aux administrations des Etats Membres de l'Union;  - Aux Membres du Secteur UIT-T;  - Aux Associés de l'UIT-T;  - Aux établissements universitaires participant aux travaux de l'UIT-T;  - Aux Présidents et Vice-Présidents de toutes les  Commissions d'études de l'UIT‑T |
|  |  | **Copie**:  - Au Directeur du Bureau de développement des télécommunications;  - Au Directeur du Bureau des radiocommunications |

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| Objet: | **Sixième réunion IoT-GSI (Normes mondiales sur l'Internet des objets)  (Genève, 3-7 septembre 2012)** |

Madame, Monsieur,

Conformément à la demande du Coordonnateur de l'initiative IoT-GSI TSR (M. Heyuan Xu), et comme l'ont confirmé les responsables des commissions d'études concernées, j'ai l'honneur de vous informer que la prochaine réunion IoT-GSI de l'UIT‑T aura lieu au siège de l'UIT à Genève, **du 3 au 7 septembre 2012**.

L'initiative IoT-GSI est destinée à promouvoir une démarche unifiée pour la normalisation de l'Internet des objets et à constituer une plate‑forme qui donne de la visibilité aux travaux des commissions d'études de l'UIT-T sur ce thème. L'adoption de normes relatives à l'Internet des objets permettra aux fournisseurs de services du monde entier de proposer le large éventail de services qui sont attendus de cette technologie. En collaboration avec d'autres organisations de normalisation, l'initiative IoT-GSI assure l'harmonisation à l'échelle mondiale des différentes approches vis-à-vis de l'architecture de l'Internet des objets.

La réunion s'ouvrira à 9 h 30 le premier jour avec l'examen technique et stratégique (TSR) pour traiter les éventuelles questions administratives et de coordination. L'inscription des participants débutera à 8 h 30 à l'entrée Montbrillant. Les précisions relatives aux salles de réunion seront affichées sur les écrans placés aux entrées du siège de l'UIT. Des renseignements complémentaires sur la réunion figurent dans l'**Annexe 1**.

La page web de l'UIT-T <http://itu.int/en/ITU-T/gsi/iot/> contient de plus amples informations sur la réunion et sera actualisée, s'il y a lieu.

Vous trouverez dans l'**Annexe 2** des précisions sur le projet de programme de travail de la réunion. D'autres activités auront également lieu au même endroit, à savoir:

– Réunion de la [Commission d'études 17 de l'UIT-T](http://www.itu.int/ITU-T/studygroups/com17/index.asp), 29 août - 7 septembre 2012, voir la [Lettre collective TSB 8/17](http://www.itu.int/md/T09-SG17-COL-0008/en)

– Réunion de la [Commission d'études 3 de l'UIT-T](http://www.itu.int/ITU-T/studygroups/com03/index.asp), 3-7 septembre 2012, voir la [Lettre collective TSB 5/3](http://www.itu.int/md/T09-SG03-COL-0005/en)

– Réunion [JCA-IoT](http://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx), 7 septembre 2012, voir la [lettre annonçant la tenue de la réunion](http://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx)

– [Réunion du Groupe spécialisé sur la Couche des services de machine à machine](http://www.itu.int/en/ITU-T/focusgroups/m2m/Pages/default.aspx), 29‑31 août 2012, voir la [lettre annonçant la réunion](http://www.itu.int/en/ITU-T/focusgroups/m2m/Pages/default.aspx).

Les projets d'ordre du jour des réunions des Groupes du Rapporteur pourront être consultés sur la page web de l'initiative IoT-GSI.

Je vous prie d'agréer, Madame, Monsieur, l'expression de ma considération distinguée.

Malcolm Johnson  
Directeur du Bureau de la  
normalisation des télécommunications

**Annexes**: 2

**ANNEX 1**

**(to TSB Circular 297)**

**MAKING 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 would continue. However, contributions submitted to Questions of SG 17 must respect the deadline of 16 August2012as set by[TSB Collective 8/17](http://www.itu.int/md/T09-SG17-COL-0008/en). All other contributions must be received by TSB **not later than 21 August 2012**.

Contributions are to be submitted by electronic mail to the TSB IoT-GSI secretariat [tsbiotgsi@itu.int](mailto:tsbiotgsi@itu.int). IoT-GSI Contributions will be posted at <http://itu.int/en/ITU-T/gsi/iot/> however, contributions addressed specifically to ITU-T SG 3 or SG 17 Questions will be handled directly by the parent group secretariat and published in the respective SG documentation, rather than the IoT-GSI's.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from the IoT-GSI web page, under “Resources” (<http://itu.int/oth/T0A0F000010>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated in each contribution and on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** The meeting will be run paperless. Meetings and discussions will be held in English.

**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 e-mail, which is sent to the desired printer email address (in the form *printername*@eprint.itu.int). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**REGISTRATION**

**REGISTRATION:** Please note that pre-registration of participants to this IoT-GSI event is carried out *online* using the URL available from the IoT-GSI web page.

To enable TSB to make the necessary arrangements concerning the organization of the IoT-GSI event, I should be grateful if you would register as soon as possible, but **not later than 3 August 2012**.

**KEY DEADLINES (before meeting)**

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| One month | 03-08-2012 | - requests for visas |
| 17 Calendar days | 16-08-2012 | - deadline for contributions addressed to SG 17 Questions that plans to meet under the IoT-GSI umbrella |
| 12 Calendar days | 21-08-2012 | - deadline for all other contributions |

**VISITING GENEVA: HOTELS AND VISAS**

**HOTELS:** For your convenience, a hotel reservation form is enclosed (Form 1). 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 - HOTEL RESERVATION FORM**

**(to TSB Circular 297)**

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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**

*IoT- GSI event 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*: AMEX/VISA/DINERS/EC (*or* *other) ---------------------*

*No.* -------------------------------------------------------- *valid until* ---------------------------------

*Date* ------------------------------------------------------ *Signature*  --------------------------------------

**ANNEX 2**

**(to TSB Circular 297)**

***IoT-GSI Draft timetable of activities of SG 11, 13, 16 and SG 17 Questions  
(Geneva*, 3*‑7 September 2012)***

|  | Mon 3 September | | | | | Tues 4 September | | | | | Wed 5 September | | | | | Thur 8 September | | | | | Fri 9 September | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AM | | PM | | E | AM | | PM | | E | AM | | PM | | E | AM | | PM | | E | AM | | PM | |
| IoT-GSI TSR | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |
| JCA-IoT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |
| SG 13 | | | | | | | | | | | | | | | | | | | | | | | | |
| Q3/13🡪 |  | 1 | X | X |  | X | X | X | X |  | X | X | X | X |  | X | X | X | X |  | X |  |  |  |
| SG 16 | | | | | | | | | | | | | | | | | | | | | | | | |
| Q25/16🡪 |  | 1 | X |  |  | X | X |  |  |  | X | X |  |  |  | X | X |  |  |  |  |  |  |  |
| SG 17 | | | | | | | | | | | | | | | | | | | | | | | | |
| Q6/17🡪 |  | 1 | X | X |  | X | X |  |  |  | X | X | X | X |  |  |  |  |  |  |  |  |  |  |

**SESSION TIMES (unless otherwise noted):**

**Session 1**: 0930 – 1045; **Session 2**: 1115 – 1230; **Session 3**: 1430 – 1545; **Session 4**: 1615 – 1730;  **Sessions:** 18:00-19:15

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| • | **X:** | Represents a meeting session for IoT. |
| • | **E:** | Represents an evening session. |
| • | **Note 1:** | Session on “IoT Work Plan”. |

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