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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 29 October 2013

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| Ref: | **TSB Collective letter 2/RevCom** |  |
| Tel:Fax:E-mail: | +41 22 730 6311+41 22 730 5853tsbrevcom@itu.int | * To the Administrations of Member States of the Union,
* To the ITU-T Sector Members,
* To the ITU-T Academia,
* To the ITU-T Study Group Chairmen;
* To the Chairman of the ITU-T Standardization Committee for Vocabulary,
* To the Chairman of the Telecommunication Standardization Advisory Group.
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| Subject: | **Second meeting of the Review Committee (RevCom), Geneva, 16-17 January 2014** |

Dear Sir/Madam,

In accordance with the agreements in the Review Committee (RevCom), it is my pleasure to invite you to attend its second meeting, which is to meet at ITU headquarters, Geneva, from 16 to 17 January 2014.

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 and on the RevCom web page. Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the meeting, prepared by agreement with the Chairman of RevCom (Mr Yoichi Maeda, Japan), is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 2

**ANNEX A**

(to TSB Collective letter 2/RevCom)

**Additional information about the meeting**

**MAKING CONTRIBUTIONS**

**DEADLINE FOR CONTRIBUTIONS:** Due to the closure of ITU during the year-end holidays, the deadline for contributions is, on an exceptional basis, 11 (eleven) calendar days before the meeting. Such contributions will be published on the RevCom website (<http://itu.int/en/ITU-T/revcom>) and must therefore be received by TSB **not later than 3 January 2014.** Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**CONTRIBUTION SUBMISSION:** A direct posting system for contributions (DDP) is available on-line. DDP allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server.

Please use the **(RevCom) DDP template** to prepare your contribution. The name, fax, telephone number and e-mail address of the person to be contacted about the contribution needs to be indicated on its cover page.

Further information and guidelines for the direct posting system and template are available at the following address: <http://itu.int/net/ITU-T/ddp/>. Should any difficulties arise in the submission process, please contact the RevCom secretariat at tsbrevcom@itu.int .

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** This RevCom meeting will be run paperless.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**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>).

**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.

**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 send an email to the desired printer’s email address (in the form printername@eprint.itu.int) with the document attached. No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**E-LOCKERS** are available on the ground floor of the Montbrillant building. The ITU RFID badge issued to registered participants opens and closes the e-locker. The e-locker is available only for the period of the meeting you are attending, so delegates must ensure that the locker is emptied before 23:59 on the last day of the meeting.

 **REGISTRATION and NEW DELEGATES**

**REGISTRATION:** Participants, either in-person or remote, are requested to pre-register *online* at the ITU-T website.

In addition, to enable TSB to make the necessary arrangements, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax (+41 22 730 5853) **not later than 16 December 2013** *(one month before start of the meeting)*, the list of people who will be representing their Administration, Sector Member, Associate, Academic Institution, 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).

**NEW DELEGATES** are invited to attend a Mentoring Programme, including a welcome briefing upon registration, guided visit of ITU headquarters and orientation session on ITU-T. Please check the corresponding box on the registration form if you would like to participate or contact (ITU-Tmembership@itu.int).

**FELLOWSHIPS:** Due to budgetary constraints, TSB is unfortunately not able to offer fellowships for this meeting.

**KEY DEADLINES (before meeting)**

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| Eight weeks | 21 November 2013 | - submit contributions for which translation is requested |
| Six weeks | 5 December 2013 | - requests for visas |
| One month | 16 December 2013 | - pre-registration |
| 11 Calendar days\* | 3 January 2014 | - final deadline for contributions |

\* On an exceptional basis due to the closure of ITU during the year-end holidays.

**VISITING GENEVA: HOTELS AND VISAS**

Please note that a new visitor information website is now available at: <http://itu.int/en/delegates-corner/>

**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 six (6) 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 **six** 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[[1]](#footnote-1) 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”**.

**FORM 1 - HOTELS**

(to TSB Collective letter 2/RevCom)

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| *This confirmation form* ***should be sent directly*** *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 B**

(to TSB Collective letter 2/RevCom)

**DRAFT AGENDA FOR THE MEETING OF THE REVIEW COMMITTEE**

 (Geneva, 16-17 January 2014)

1. Opening of the meeting
2. Opening remarks by the Director, TSB
3. Approval of the Agenda
4. Objectives for this meeting
5. Documents and their allocation
6. Work plan for this meeting
7. Conduct of and facilities available for this meeting
8. Terms of reference for the Review Committee (WTSA-12 Resolution 82)
9. Consideration of Correspondence Group on Action Plan
10. Consideration of Correspondence Group on Questionnaire
11. Consideration of outcomes of the CTO meeting
12. Review of current ITU-T activities
13. Liaison and interaction with other groups
14. Future activities
15. Consideration of draft meeting report
16. Any other business
17. Closure of meeting

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1. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>. [↑](#footnote-ref-1)