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| **电信标准化局** | **logo_C_** |
|  |  |

 2014年11月14日，日内瓦

|  |  |  |
| --- | --- | --- |
| 文号： | **电信标准化局第4/RevCom号集体函** |  |
| 电话：传真：电子邮件： | +41 22 730 6311+41 22 730 5853tsbrevcom@itu.int  | 致：* 国际电联各成员国主管部门；
* ITU-T部门成员；
* ITU-T学术成员；
* ITU-T各研究组主席；
* ITU-T词汇标准化委员会主席；
* 电信标准化顾问组主席；
* 阿拉伯国家区域代表处主任
 |

|  |  |
| --- | --- |
| 事由： | **审查委员会（RevCom）第四次会议，2015年1月19-21日，突尼斯城，突尼斯** |

尊敬的先生/女士：

我荣幸地通知您，应突尼斯电信的热诚邀请，审查委员会（RevCom）将于2015年1月19至21日在突尼斯城（突尼斯）的Le Palace Gammarth酒店召开第四次会议。

电信标准化顾问组（TSAG）有关加强协作的报告人组会议，及有关“国际电联内部协作与协调”的分组会议将在审查委员会会议结束后，于2015年1月22至23日在同一地点召开。请注意，上述会议与审查委员会会议分开单独注册。

审查委员会会议第一天的会议将自09:30开始。与会者的注册工作将于08:30在会场处开始。有关会议厅安排的具体信息将在会场处的电视屏幕和RevCom的网页上显示。有关该会议的更多信息见本函**附件A**。

经审查委员会主席（前田洋一先生，日本）同意后起草的会议**议程**草案见本函**附件B**。

有关会址的实用信息请参见**附件C**。

祝您与会顺利且富有成效。

顺致敬意！

电信标准化局主任
 马尔科姆•琼森

附件：3件

**附件A**

（电信标准化局第4/RevCom号集体函）

有关会议的更多信息

**提交文稿**

**提交文稿的截止日期：**提交文稿的截止日期为会议召开日的12（十二）个日历日之前。此类文稿将在审查委员会的网站（<http://itu.int/en/ITU-T/revcom>）发布，因而必须在**2015年1月6日之前**寄达电信标准化局。

**文稿的提交直传：**现已在线提供文稿直传系统。该系统允许ITU-T成员预留文稿编号，并将文稿直接上传至ITU-T的网络服务器或进行修改。有关文稿直传系统的进一步信息和指南见以下网址：[http://itu.int/net/ITU-T/ddp](http://itu.int/net/ITU-T/ddp/)/。如您在提交过程中遇到任何困难，请联系审查委员会秘书处：tsbrevcom@itu.int。

**模板：**请使用**（RevCom）DDP模板**起草您的文稿。模板可从ITU-T各研究组网站的“会议文件”下获取（<http://itu.int/ITU-T/studygroups/templates>）。需在所有文件首页上注明文稿联系人的姓名、传真号码、电话号码和电子邮件地址。

**会议文件存放的位置：**与以往相同，文件可通过ITU-T REVCOM网站（<http://www.itu.int/en/ITU-T/revcom/Pages/default.aspx>）或RevCom的非正式FTP区（IFA）（<http://ifa-int.itu.int/t/2013/revcom/>）获取。

**工作方法与设施**

**口译：**经审查委员会主席同意，本次会议将只用英语进行。

**无纸会议：**审查委员会此次会议将为无纸会议。

**无线局域网：**会址处将提供相关设施和互联网接入。

**注册和新代表**

**注册：**请与会者亲自或以远程方式在ITU-T网站进行在线预注册。

此外，为便于电信标准化局做出必要安排，请联系人通过电子邮件（tsbreg@itu.int）、信函或传真（+41 22 730 5853）在**2014年12月19日之前**（会议召开日的一个月之前）将代表其主管部门、部门成员、部门准成员、学术机构、区域性组织和/或国际组织或其它实体出席会议的人员名单发至我处。

同时亦请各主管部门注明其代表团团长的姓名（如有副团长，亦盼一并注明）。

**（会前）重要截止日期**

|  |  |  |
| --- | --- | --- |
| 会议召开前一个月 | 2014年12月19日 | – 预注册 |
| 会议召开前四周 | 2014年12月22日 | – 签证邀请函 |
| 会议召开前12个日历日 | 2015年1月6日 | – 提交文稿的最后截止日期 |

**到访突尼斯：酒店和签证**

**签证**：我们谨提醒您，一些国家的公民需要获得签证才能入境突尼斯并在此逗留。签证须向驻贵国的突尼斯使馆申请，并随后领取。如果贵国没有此类机构，则请向驻出发国最近的国家的此类机构申请并领取。

需要邀请函以方便入境签证办理的与会者，请**尽快于2014年12月22日前**完整填写签证协办表**（表1）**，并在表中提供护照信息和传真号码。填妥的表格应返还**Saida Mouelhi女士**（电子邮件：saida.mouelhi@tunisietelecom.tn；电话+216 70 302 863；手机：+216 99 54 42 22）。

**酒店：**提供优惠价格的会址酒店详细信息，请参见**附件C**。但与会代表可根据自己的选择直接在突尼斯预订酒店。

为确保机场接送，请与会者**尽快并于2015年1月15日前**填写并将“机场接送表”**（表2）**交予本地联系人：

**Riadh Baghdadi先生**（电子邮件：riadh.baghdadi@tunisietelecom.tn；电话：+216 71 105 749；手机： +216 99 257 730），标明其具体航班信息及其选择的酒店。

**FORM 1 – VISA SUPPORT FORM**

 **Visa Support Form (Deadline 22 December 2014)**

*[Note: Visa approval might take time. Please send your request as soon as possible]*

Please use **CAPITAL** letters.

|  |  |
| --- | --- |
| Surname & first name(s): |   |
| Sex: |   |
| Position: |   |
| Organization: |   |
| Address: |    |
| Telephone: |   |
| Fax: |   |
| Nationality: |   |
| Passport number: |   |
| Date of issue: |   |
| Date of expiry: |   |
| Country & city where you will obtain visa to Tunisia: |   |
| Date of birth: |   |
| Place of birth: |   |
| Date of arrival: |   |
| Date of departure: |   |

***Please return this form and a scanned copy of your national passport
no later than 22 December 2014 to:******Ms Saida Mouelhi***

***Email:*** ***saida.mouelhi@tunisietelecom.tn***

 ***Telephone: +216 70 30 28 63***

***Mobile: +216 99 544 222***

**ANNEX B**

(to TSB Collective letter 4/RevCom)

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

 (Geneva, 19-21 January 2015)

| **Agenda Item** |
| --- |
| 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 |
| 8. | Approval of the third RevCom report |
| 9. | Interim activity report of Rapporteur Group on ITU-T Restructuring |
| 10. | Consideration on Action Plan |
| 11. | Review of current ITU-T activity monitoring |
| 12. | Consideration of Input Documents |
| 13. | Liaison and interaction with other groups |
| 14. | Rapporteur Group meeting on ITU-T Restructuring |
| 15. | Reviews of the meeting results |
| 16. | Future activities |
| 18. | Any other business |
| 19. | Closure of meeting |

**ANNEX C**

(to TSB Collective letter 4/RevCom)

**Practical information for participants**

1. **Venue**

**Le Palace Gammarth Hotel**

Complexe Cap Gammarth

P.O.Box 86 2078 La Marsa

Les Côtes de Carthage – Tunisie

**Tél :** +216 71 912 000

**Fax :** +216 71 911 442 / +216 71 911 971

**Website :** <http://www.lepalace.tn/>

**2. About Tunis**

**Tunis** is the capital of Tunisia. It is Tunisia's largest city, with a population of 651,183 as of 2013.

Situated on a large Mediterranean Sea gulf (the Gulf of Tunis), behind the Lake of Tunis and the port of La Goulette (Halq al Wadi), the city extends along the coastal plain and the hills that surround it. At the centre of more modern development (from the colonial era and later) lies the old medina. Beyond this district lie the suburbs of Carthage, La Marsa, and Sidi Bou Said.

Just through the Sea Gate (also known as the Bab el Bahr and the Porte de France) begins the modern city, or Ville Nouvelle, transversed by the grand Avenue Habib Bourguiba (often referred to by popular press and travel guides as "the Tunisian Champs-Élysées"), where the colonial-era buildings provide a clear contrast to smaller, older structures. As the capital city of the country, Tunis is the focus of Tunisian political and administrative life; it is also the centre of the country's commercial activity. The expansion of the Tunisian economy in recent decades is reflected in the booming development of the outer city where one can see clearly the social challenges brought about by rapid modernization in Tunisia.



**3. Hotel Accommodation**

**Le Palace Gammarth Hotel (also meeting venue for the events)**

Located on the Gammarth hill, Le Palace Gammarth Hotel is the jewel of business hotels in Tunisia bordering the Mediterranean and overlooking the Gulf of Tunis. It is the symbol of a true art of living in Tunisia. The hotel is situated 20 minutes from Tunis Carthage International Airport and 20 minutes from downtown. Its 239 rooms and 44 suites, conference center with nine meeting rooms of various capacities, its restaurants and bar are designed to combine business and relaxation in the great tradition of luxury and elegance.

**Le Palace Gammarth Hotel**

**Website:** <http://www.lepalace.tn/>

**Address :** Complexe Cap Gammarth

 P.O.Box 86 2078 La Marsa

 Les Côtes de Carthage – Tunisie

**Telephone:** +216 71 912 000

**Fax:** +216 71 911 442 / +216 71 911 971

**Recommended Hotels**

|  |  |  |
| --- | --- | --- |
| **Hotel** | **Contact Person / Phone / Fax** | **Preferential Rate** |
| **Le Palace Gammarth Hotel**Complex Cap GammarthLes Côtes de CarthageBP 86 2078 La MarsaTunisiaURL: <http://www.lepalace.tn>(Note: Event venue) | **Contact person:** Ms Lamia LaaridhiEmail: thalasso@lepalace.tnTel : +216 71 91 20 00Fax : +216 71 91 14 42 / + 216 71 91 19 71 | Single room : 185TND (breakfast included)Double room : 210TND (breakfast included) |

**4. Transportation from Airport to Hotel**

Transportation will be provided by Tunisia Telecom to all participants at no cost upon arrival and departure and to the meeting venue. In order to ensure airport pick-up upon arrival and departure, participants are requested to complete and return the Airport Transfer Form **(Form 2)** to the local host contact: **Mr. Riadh Baghdadi** (Email: riadh.baghdadi@tunisietelecom.tn; Telephone: +216 71 105 749; Mobile +216 99 257 730) indicating their flight details and their choice of hotel accommodation, **as soon as possible**, **and no later than 15 January 2015.**

**5. Weather**

January is the height of winter in Tunis yet the weather remains relatively warm. The average temperature hovers around 12 degrees Celsius. This average incorporates a low of 7 degrees and a high of 16 degrees. Tunis sees around 80 millimetres of rain throughout the month of January however the region sees an average of seven hours of sunshine each day.

**6. Time zone**

UTC/GMT + 0100 hours

**7. Banking facilities**

Exchange rate 1 TND = 0,436 Euro (average). Banks are opened Monday till Friday from 08:00 to 16:00. Credit cards such as Visa, American Express, Access/Master Cards and Diners Club can also be used.

**8. Electricity (voltage used)**

220V/50Hz

**9. Local Host Focal Point:**

Mr Mohsen Nahdi
Email: mohsen.nahdi@tunisietelecom.tn
Telephone: +216 70 30 28 62 or +216 98 22 02 03

**FORM 2 – AIRPORT TRANSFER**

 **AIRPORT TRANSFER FORM**

*To ensure transfer to and from the airport, participants are requested to
 complete and return this form to the local host contact* ***Mr. Riadh Baghdadi*** *(Email:* *riadh.baghdadi@tunisietelecom.tn**; Telephone: +216 71 105 749; Mobile +216 99 257 730) indicating their flight details and their choice of hotel accommodation,* ***as soon as possible****,* ***and no later than 15 January 2015***

*Family name    -------------------------------------------------------------------------------------*

*First name*     ----------------------------------------------------------------------------------------

*Address*    ---------------------------------------------   *Tel: -----------------------------------*

*----------------------------------------------------------------   Fax: ----------------------------------*

*---------------------------------------------------------------   E-mail:* -------------------------------

***Name of Hotel*** *----------------------------------------------------------------------------------------*

***From*** *-----------------------------------------****to*** *---------------------------------------------------*

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

**TRANSFER INFORMATION**

**Transportation will be provided from the airport to the hotels and to the meeting venue.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Arrival |   |   | Time of Arrival  |   | FLIGHT NO. |   |
| Date ofDeparture |  |   | Time of Departure  |   | FLIGHT NO. |   |

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