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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 20 November 2015 |
| Ref: | **TSB Collective letter 6/RevCom** | * To Administrations of Member States of the Union,
* To ITU-T Sector Members,
* To ITU Academia,
* To the Chairmen of ITU-T Study Groups,
* To the Chairman of the ITU-T Standardization Committee for Vocabulary,
* To the Chairman of the Telecommunication Standardization Advisory Group
 |
| Tel: | +41 22 730 6311 |
| Fax:Email:  | +41 22 730 5853tsbrevcom@itu.int |
| Subject: | **Sixth meeting of the Review Committee (RevCom), Geneva, 28 (PM) and 29 January 2016** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the sixth meeting of the Review Committee (RevCom) which is to meet at the ITU headquarters, Geneva, on 28 (PM) and 29 January 2016.

The meeting will open at 1430 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.

Additional information about the meeting is set forth in **Annex A**.

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

The **Time Plan** of RevCom and associated meetings is set out in **Annex C**. Further enhancements to the timetable will be published on the RevCom homepage.

For the last RevCom meeting prior to WTSA-16, we received a request to advance both RevCom and TSAG by one week so that RevCom would take place Friday, 15 July 2016 and TSAG from 18 to 22 July 2016. Please let me know whether there are any objections to that proposal.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau
 **Annexes**: 3

**ANNEX A**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the RevCom website and must therefore be received by TSB **not later than 15 January 2016**. Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line. The direct posting system allows ITU‑T members to reserve contribution numbers and to upload/revise contributions directly to the ITU‑T web server. Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents. The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** In agreement with the Chairman of RevCom, the meeting will be conducted in English only.

**REMOTE PARTICIPATION:** Allows you to raise your hand remotely and make an oral intervention that will be heard by all participants. You are also provided with a video feed of the conference room. All documents and presentations are visible. You can use chat to communicate with other participants as well as the meeting host.

**CAPTIONING**: Real time captioning of the English audio channel is provided on screen.

**WEBCASTING:** Allows you to listen to any of the interpreted audio feeds in real-time or later (webcasting is archived). No documents and presentations are shown, and no interventions are possible.

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

**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) 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 email that 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, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION:** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 4 January 2016**, the list of people who will be representing your 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).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU‑T website (**[**http://www.itu.int/en/ITU-T/revcom/Pages/default.aspx**](http://www.itu.int/en/ITU-T/revcom/Pages/default.aspx)**).**

 **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. If you would like to participate, please contact: ITU‑Tmembership@itu.int.

 **FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)**, must be returned to ITU not later than **17 December 2015.** Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries and regions, and gender balance.
Please be informed that when two partial fellowships are requested, at least one must be an economy class air ticket.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | *28 November 2015* | - submit contributions for which translation is requested |
| Six weeks | *17 December 2015* | - fellowship requests |
| Three weeks and a half\* | *4 January 2016* | - requests for visa support letters- online pre-registration |
| 12 calendar days | *15 January 2016* | - 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 2**). A list of hotels can be found at: <http://www.itu.int/net4/travel/index.aspx>

**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. 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 - FELLOWSHIP REQUEST**

(to TSB Collective letter 6/RevCom)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T REVCOM meeting****Geneva, Switzerland, 28 (PM) and 29 January 2016** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail:** **bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 17 December 2015** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://www.itu.int/en/ITU-T/revcom/Pages/default.aspx>)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(which ITU will do its best to accommodate) |
|  **□ Economy class air ticket (duty station / Geneva / duty station)** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** |
|  |
| **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:** |

**FORM 2 - HOTELS**

(to TSB Collective letter 6/RevCom)

|  |
| --- |
| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

RevCom meetingon 28 (PM) and 29 January 2016 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**

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

(Geneva, 28 (PM) and 29 January 2016)

| **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 fifth 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 |
| 17. | Any other business |
| 18. | Closure of meeting |

**ANNEX C**

**DRAFT TIME PLAN FOR TSAG, REVCOM AND RELATED RAPPORTEUR GROUP MEETINGS (additional ad hoc groups may be scheduled)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Session #** | **Thursday****28 January** | **Friday****29 January** | **Saturday****30 January** | **Sunday****31 January** | **Monday****1 February** | **Tuesday****2 February** | **Wednesday****3 February** | **Thursday****4 February** | **Friday****5 February** |
| #1; am | **9:30 - 11:00** Chairmen Meeting | **9:00 - 10:30**RevCom Plenary |  |  | **9:30 - 10:30** TSAG Plenary | **9:30 - 10:30**TSAG Rapporteur Group on Work Programme and Study Group Structure | **9:30 - 10:30**TSAG Rapporteur Group on Working Methods | **9:30 - 11:00** TSAG Rapporteur Group on Work Programme and Study Group Structure | **9:00 - 10:30** TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |  |  |  |
| #2; am | **11:30 - 13:00** Chairmen Meeting | **11:00 - 12:00** RevCom Plenary |  |  | **11:00 - 12:30**TSAG Plenary | **11:00 - 12:30**TSAG Rapporteur Group on Work Programme and Study Group Structure | **10:30 - 12:30**TSAG Rapporteur Group on Working Methods | **11:30 - 12:30**TSAG Rapporteur Group on Work Programme and Study Group Structure | **11:00 - 12:00**TSAG Plenary |
| *Lunch* |  |  |  |  |  |  |  |  |  |
| #3; pm | **14:30 - 16:00**RevCom Plenary  | **14:30 - 16:00**RevCom Plenary |  | **15:00 - 18:00**TSAG Management Meeting | **14:30 - 16:00** TSAG Plenary | **14:30 - 16:00** TSAG Rapporteur Group on Strengthening Cooperation | **14:30 - 16:00** TSAG Sub-group on Rapporteur Intra-ITU Collaboration and Coordination | **14:30 - 16:00** TSAG Rapporteur Group on Working Methods | **14:30 - 16:00** TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |  |  |  |
| #4, pm | **16:30 - 17:30**RevCom Plenary | **16:30 - 17:30**RevCom Plenary |  | TSAG Management Meeting | **16:30 - 17:30** TSAG Plenary | **16:30 - 17:30**TSAG Rapporteur Group on Strengthening Cooperation | **16:30 - 17:30**TSAG Rapporteur Group on Strengthening Cooperation | **16:30 - 17:30**TSAG Rapporteur Group on Working Methods | **16:30 - 17:30** TSAG Plenary |

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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)