Geneva, 24 April 2013

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| **Telecommunication StandardizationBureau** |  |
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| Ref: | **TSB Collective letter 1/SCV**SCV/GR | - To Administrations of Member States of the Union |
| Tel:Fax:E-mail: | +41 22 730 6320+41 22 730 5853tsbscv@itu.int  | **Copy:**- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia;- To the Management Team of the SCV;- To the Rapporteurs for vocabulary of the ITU-T Study Groups. |

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| Subject: | **Meeting of the Standardization Committee for Vocabulary, Geneva, 21 May 2013** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the Standardization Committee for Vocabulary (SCV) which is to meet at ITU headquarters, Geneva, on 21 May 2013 from 1500 hours to 1730 hours; remote participation is also possible through pre-registration.

**Please note that pre-registration of participants to ITU-T meetings (whether physically present or participating remotely) is carried out *online* at the ITU-T website:** <http://itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000537>.

I should like to inform you that the meeting will open at 1500 hours. 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 SCV, 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**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the before the meeting. Such contributions will be published on the SCV website and must therefore be received by TSB **not later than 9 May 2013 (23:59 CEST)**.

**DOCUMENT SUBMISSION:** Contributions are to be submitted to tsbscv@itu.int.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible here: (<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** will not be available.

**PAPERLESS MEETINGS:** In agreement with its Chairman, Dr Imad Y. Hoballah, SCV will take further steps towards working in a fully electronic environment. The meeting will therefore 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 9 May 2013**, 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 at:**<http://itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000537>**.**

**KEY DEADLINES (before meeting)**

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| 12 Calendar days | 9 May 2013 | - final deadline for 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) bearing the words **“visa request”**.

**FORM 1 - HOTELS**

(to TSB Collective letter 1/SCV)

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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**

*SCV meeting 21 May 2013 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 1/SCV)

**Draft Agenda for** **21 May 2013 Meeting of the**

**Standardization Committee for Vocabulary**

1. Opening of the meeting and welcome
2. Review input documents
3. Next steps for SCV
4. Any other business
5. Closing

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