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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 5 September 2013

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| Ref: | **TSB Collective letter 4/11** |  |
| Tel:Fax:E-mail: | +41 22 730 5858+41 22 730 5853tsbsg11@itu.int | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 11 and
* ITU-T Academia
 |
| Subject: | **Meeting of Working Party 4/11;Geneva, 14-20 November 2013** |

Dear Sir/Madam,

With my agreement to the request of Study Group 11 Working Party 4 Chairman (Mr Martin Brand) and as endorsed by the SG11 Management, it is my pleasure to invite you to attend the meeting of WP4/11 *(Conformance and Interoperability (C&I) testing*) which is to meet at ITU headquarters, Geneva, 14‑20 November2013 starting at 09h30.

It is collocated with the meeting of the joint coordination activity on conformance and interoperability testing ([JCA-CIT](http://www.itu.int/en/ITU-T/jca/cit/Pages/default.aspx)), 19 November 2013. WP4/11 meeting will be preceded by WPs 1, 2 and 3/11 meetings, which are scheduled in Kampala, Uganda, 7-13 November 2013, [TSB Collective 3/11](http://www.itu.int/md/T13-SG11-COL-0003/en).

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 WP4/11 is set out in **Annex B**. In the same way the draft **Timetable**, is set out in **Annex C.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 3

**ANNEX A
(to TSB Collective letter 4/11)**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 11 website and must therefore be received by TSB **not later than 1 November 2013.** 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 contribution.  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**

**PAPERLESS MEETINGS:** In agreement with its Chairman, Mr Wei Feng, Study Group 11 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**

**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 14 October 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 (**[**http://itu.int/ITU-T/studygroups/com11**](http://itu.int/ITU-T/studygroups/com11)**).**

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 14 September 2013 | - submit contributions for which translation is requested |
| One month | 14 October 2013 | - requests for visas- pre-registration |
| 12 calendar days | 1 November 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 4/11)

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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**

**Draft Agenda**

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| **#** | **Opening Plenary Agenda items** |  |
|  | Opening of the meeting * 1. Approval of the agenda
	2. Approval of the meeting plan
	3. Document allocation
	4. Incoming liaison statements
 |  |
|  | Feedback on interim activities since last meeting* 1. Interim meetings
 |  |
|  | Documents for approval and draft Recommendations for Consent at this meeting  |  |
|  | Coordination issues* 1. JCA-CIT
	2. Coordination WP4/11
 |  |
|  | AOB for opening Plenary  |  |

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| **#** | **Closing Plenary Agenda items** |  |
|  | JCA-CIT outcomes |  |
|  | Intellectual Property Rights (IPR) inquiry |  |
|  | “Consent” of draft Recommendations proposed for approval (Recommendation A.8) and approval of other deliverables* 1. Recommendations
	2. Supplements
	3. Technical papers and technical reports
 |  |
|  | Approval of Questions reports and Outgoing Liaison statements * 1. Questions reports (Q10, Q11, Q12, Q13, Q14, Q15)
	2. Outgoing liaison statements
 |  |
|  | New appointment of Rapporteur(s), Associate Rapporteur(s), liaison officers  |  |
|  | Update of WP4 Work Programme |  |
|  | Date, place and ToR of the next WP4/11 meeting |  |
|  | Future Interim activities (Rapporteur meetings) |  |
|  | AOB for closing Plenary |  |
|  | Closing  |  |

**ANNEX C**

**Meeting plan of WP4/11 (Geneva, 14-20 November 2013)**

|  | **Thursday 14** | **Friday 15** | **WE** | **Monday18** | **Tuesday 19** | **Wednesday 20** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |  | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **WP4/11** | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **2** | **2** |
| **JCA-CIT** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **J** |  |  |  |  |  |
| **Q10/11** |  | **X** | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  | **C** | **X** |  |  |  |
| **Q11/11** |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  | **C** |  | **X** |  |  |
| **Q12/11** |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  | **C** |  |  |  |  |
| **Q13/11** |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  | **C** |  |  |  |  |
| **Q14/11** |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  | **C** |  |  |  |  |
| **Q15/11** |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  | **C** |  |  |  |  |

**Session 1: 0930 – 1100; Session 2: 1130-1300; Session 3: 1430-1600; Session 4: 1630-1800;**

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| **WP** | Working Party. |
| **X**  | Represents a meeting session. |
| **C** | Coordination session for WP4/11 |
| **J** | Meeting of JCA-CIT, remote participation will be also provided |
| **1** | WP4/11 Opening Plenary |
| **2** | WP4/11 Closing Plenary |

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