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| **电信标准化局** | **logo_C_** |
|  |  |

 2013年1月18日，日内瓦

|  |  |  |
| --- | --- | --- |
| 文号： | **电信标准化局第1/12号集体函** |  |
| 电话：传真：电子邮件： | +41 22 730 6356+41 22 730 5853tsbsg12@itu.int  | 致：* 国际电联各成员国主管部门，
* ITU-T部门成员，
* 参加第12研究组工作的ITU-T部门准成员和
* ITU-T学术成员
 |

|  |  |
| --- | --- |
| 事由： | **第12研究组的会议2013年3月19-28日，日内瓦** |

尊敬的先生/女士：

我高兴地邀请您出席第12研究组（性能、服务质量（QoS）和体验质量（QoE））将自2013年3月19-28日（含）在日内瓦国际电联总部召开的会议。（见电信标准化局2011年
9月23日第[230](http://www.itu.int/md/T09-TSB-CIR-0230/en)号通函）

我谨通知您，第一天的会议将自11:00时开始。与会者的注册工作将自08:30起在Montbrillant大楼入口处开始。有关会议厅安排的具体信息将在国际电联总部入口处的电视屏幕上显示。有关该会议的更多信息见本函**附件A**。

由第12研究组主席Kwame Baah-Acheamfuor先生起草的会议**议程**草案见本函**附件B**。与第12研究组主席协商一致后起草的**时间表**草案见本函**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

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至少12（十二）个日历日之前。此类文稿将在第12研究组的网站上发布，因而必须在**2013年3月6日之前**寄达电信标准化局。在会议开始日至少**两个**月之前收到的文稿，可以应要求予以翻译。

**直接发布（direct posting）/文件提交**：现已在网上设置了一个文稿直接发布系统。该系统允许ITU-T成员预留文稿编号，并直接将文稿上传至ITU-T的网络服务器或直接进行修改。有关使用新的文稿直接发布系统的进一步信息和指南见以下网址：<http://itu.int/net/ITU-T/ddp/>。

**模板**：请使用提供的一套模版起草您的文稿。这些模版可以在ITU-T各研究组网页中的“代表资源”（Delegate Resources）（[http://www.itu.int/ITU-T/studygroups/templates](http://www.itu.int/ITU-T/studygroups/templates/index.html)）处找到。应在所有文件的首页上注明文稿联系人的姓名、传真号码和电话号码以及电子邮件地址。

工作方法与设施

**口译服务**将根据请求在相关会议的开幕全体会议和闭幕全体会议上提供。请注意，对于那些安排口译服务的会议，只有当成员国**至少在会议召开日的一个月前**通过报名表或通过向电信标准化局（TSB）发出书面请求时，才可提供口译服务。为便于电信标准化局对口译服务做出必要安排，请务必遵守此截止日期。

**无纸会议**：经第12研究组主席Kwame Baah-Acheamfuor先生同意，该组将采取进一步措施，努力实现全电子化工作环境。因此，会议将为无纸会议。

**无线局域网**设施在国际电联的所有会议厅和日内瓦国际会议中心（CICG）均可提供，供代表使用。详尽信息见ITU-T网站（<http://www.itu.int/ITU-T/edh/faqs-support.html>）。

**电子储物箱**：Montbrillant办公楼零层设有电子储物箱。您的国际电联RFID胸卡可用来开关电子储物箱。该箱仅可在您出席会议期间使用，所以请务必在会议最后一天的23:59时之前将其清空。

**借用手提电脑**：国际电联计算机使用问询台（Service Desk（servicedesk@itu.int））准备了数量有限的几部手提电脑，按先来后到的顺序，供没有手提电脑的代表使用。

**打印机**：在塔楼地下二层网吧处、Montbrillant办公楼的零层以及主要会议厅附近均备有打印机，供希望打印文件的代表使用。

**电子打印**：除使用需在使用者的电脑或设备上安装的打印机排队“传统”打印方法外，亦可通过电子邮件打印文件（“电子打印”（e-print））。方法很简单：将希望打印的文件作为附件附于一份电子邮件，将邮件发给希望使用的打印机的电子邮件地址（具体为：printername@eprint.itu.int）。无需安装驱动器即可打印。欲了解详情，见<http://itu.int/ITU-T/go/e-print>。

注册、新代表和与会补贴

**注册**：为便于电信标准化局做出必要安排，请您通过信函、传真（+41 22 730 5853）或电子邮件（tsbreg@itu.int）的方式在**2013年2月19日之前**将代表贵主管部门、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（如果有副团长，亦盼一并注明）。

**请注意，ITU-T会议的与会者只能通过ITU-T网址进行网上预注册：（**[**http://itu.int/ITU-T/studygroups/com12**](http://itu.int/ITU-T/studygroups/com12)**）。**

**新代表**：我们为出席会议的新代表安排了**入门介绍（Mentoring Programme）** – 包括注册时的迎新简介、引导参观国际电联总部和有关ITU-T的情况介绍会。如欲参加，请在报名表的相应方框中打钩。

**与会补贴**：我们高兴地通知您，国际电联将视可用资金情况，向一相关主管部门提供一份全额与会补贴或两份非全额与会补贴，以促进最不发达国家或低收入发展中国家代表的与会（<http://itu.int/en/ITU-T/info/Pages/resources.aspx>）。申请与会补贴时必须得到相关国际电联成员国主管部门的授权。与会补贴申请表（请使用所附**表1**）必须在2013年2月5日之前填妥并交回国际电联。

**（会前）重要截止日期**

|  |  |  |
| --- | --- | --- |
| 会前两个月 | 2013-01-22 | – 提交需翻译的文稿 |
| 会前六周 | 2013-02-05 | – 申请与会补贴 |
| 会前一个月 | 2013-02-19 | – 要求在全体会议的开幕会议和/或闭幕会议上提供口译服务– 申请签证 |
| 会议召开的12个日历日前 | 2013-03-06 | – 提交文稿的最后截止日期 |

到访日内瓦：酒店和签证

**酒店**：为方便起见，本函附有一份酒店预定表（表2）。酒店一览表见：<http://www.itu.int/travel/>。

**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瑞士并在此逗留。**签证必须至少在会议召开日的四（4）个星期前**向驻贵国的瑞士代表机构（使馆或领事馆）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。如果遇到问题，国际电联可根据您所代表的主管部门或实体提出的正式请求与有权能的瑞士当局接触，以便为发放签证提供方便，但仅限于在所述的**四个**星期内办理。此类请求必须说明申请签证人员的姓名和职务、出生日期、护照号码以及护照签发日期和失效日期，并必须附有一份已批准该人员参加ITU-T所述会议的注册确认通知，而且必须通过传真（传真号码：
+41 22 730 5853）或电子邮件（tsbreg@itu.int）发至电信标准化局，上面注明“**visa request**”（“**签证申请**”）。

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/12)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 12 meeting****Geneva, Switzerland, 19 -28 March 2013** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for one full fellowship or two partial fellowships to be submitted before 5 February 2013** |
|  | 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/ITU-T/studygroups/com12> **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**  |
| 1. **□** One full fellowship     or **□** two partial fellowships (per eligible country).
 |
| 1. In case of two partial fellowships, choose one of the following:
 |
|  **□ 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 1/12)

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

|  |  |  |
| --- | --- | --- |
|  | **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 1/12)

**Meeting of Study Group 12
Geneva, 19 - 28 March 2013**

**Draft Agenda**

1. Opening of the meeting
2. Adoption of the agenda
3. Main decisions taken by WTSA-12

3.1 Resolution 2: Mandate of Study Group 12: Area of responsibility, Lead Study Group, Recommendations under its responsibility

3.2 Study Questions allocated to Study Group 12 by WTSA-12 (COM 12 – C 1)

3.3 Review of new/revised Resolutions and A-series Recommendations and actions to be taken by Study Group 12

1. Organization of the work of Study Group 12

4.1 Establishment of Working Parties, allocation of Questions

4.2 Designation of Working Party Chairmen

4.3 Designation of Rapporteurs

4.4 Designation of Liaison Rapporteurs and other Representatives

4.5 Establishment of an Editing Group

1. Document review and allocation
2. Timetable for ad-hoc meetings
3. Highlights of the last Chairmen/TSAG meetings
4. Report of the Focus Group CarCOM
5. Report of the Focus Group Distraction
6. Report of the Regional Group (SG12 RG-AFR) activities
7. Report of QSDG
8. Discussion on Question 1/12, including

12.1 Planning for the future (harmonization of the proposed Questions)

12.2 Review of the status of Handbooks and other publications (QoS/QoE flyer)

12.3 Bridging the standardization gap

1. Working Parties meetings, including Ad Hoc meetings
2. Reports of the meetings of Working Parties, including

14.1 Consent/determination/deletion of Recommendations

14.2 Approval of Handbooks/informative texts

14.3 Outgoing liaison statements/communications

1. Future meetings and activities
2. Other business
3. Acknowledgments and closure of the meeting

**ANNEX C**(to TSB Collective letter 1/12)

**Meeting of Study Group 12
Geneva, 19 - 28 March 2013**

**Draft Timetable**

|  |  |  |
| --- | --- | --- |
|  | **Morning** | **Afternoon** |
| Tuesday19 March |  | Study Group 12 Opening Plenary | Study Group 12 Opening Plenary |
| Wednesday20 March | Opening of Working Parties 1, 2 and 3/12 in sequence | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Thursday21 March | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Friday22 March | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meeting of Q 1 and 2/12 |
| **WEEK-END** |
| Monday25 March | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party  |
| Tuesday26 March | Reserved for issue resolution | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party | Reserved for issue resolution |
| Wednesday27 March | Closing of Working Parties 1, 2 and 3/12 in sequence |
| Thursday28 March | Management Team meeting | Study Group 12 Closing Plenary | Study Group 12 Closing Plenary |  |

**Notes from TSB:**

1 Management meeting, Monday 18 March 2013, 11:00 – 17:30

2 Welcome of new SG 12 participants and tour of ITU premises; Tuesday 19 March 2013, (8:45-9:30, Sabrina Camp/TSB; meeting place: reception desk/Montbrillant building)

3 Opening Plenary starts at 11:00

4 SG12 Orientation session for newcomers & Newcomers’ discussion with SG12 management, Wednesday, 20 March 2013, 13:00 – 14:00

5 Closing Plenary sessions are 10:30 -12:00 and 13:30 - 15:30

6 All other sessions are 9:00-12:30 and 14:00-17:30 with 30 min breaks in the middle

\_\_\_\_\_\_\_\_\_\_\_\_\_\_