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| **Bureau de la normalisationdes télécommunications** | **logo_F_** |
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 Genève, le 17 mai 2013

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| Réf.:Tél.:Fax:E-mail: | **Circulaire TSB 28**SCN/ra+41 22 730 6805+41 22 730 5853tsbiptv@itu.int | - Aux administrations des Etats Membres de l'Union;- Aux Membres du Secteur UIT-T;- Aux Associés de l'UIT-T;- Aux établissements universitaires participant aux travaux de l'UIT-T;- Aux Présidents et Vice-Présidents de toutes les Commissions d'études de l'UIT‑T |
|  |  | **Copie**:- Au Directeur du Bureau de développement des télécommunications;- Au Directeur du Bureau desradiocommunications |

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| Objet: | **Réunion de l'UIT‑T sur l'initiative relative à l'élaboration de normes mondiales sur la télévision IP (IPTV-GSI)Genève, 8-12 juillet 2013** |

Madame, Monsieur,

Conformément à la demande du Coordonnateur de l'initiative relative à l'élaboration de normes mondiales sur la télévision IP (IPTV-GSI), M. Masahito Kawamori, et comme l'ont confirmé les responsables des commissions d'études concernées, j'ai l'honneur de vous informer que la prochaine réunion IPTV‑GSI de l'UIT‑T aura lieu à **Genève du 8 au 12 juillet 2013**.

La réunion s'ouvrira à 9 h 30 le premier jour. L'enregistrement des participants débutera à 8 h 30. Les informations utiles concernant les salles de réunion seront indiquées sur les écrans situés à l'entrée des bâtiments du Siège de l'UIT.

La page web de l'UIT‑T <http://itu.int/ITU-T/gsi/iptv/> donne des informations détaillées sur la réunion; elle sera mise à jour s'il y a lieu.

Vous trouverez dans l'**Annexe 1** des précisions sur le projet de programme de travail de la réunion. Les ordres du jour proposés pour les Groupes du Rapporteur seront accessibles depuis la page web de l'IPTV-GSI.

Vous trouverez dans l'**Annexe 2** des informations supplémentaires concernant la réunion.

Veuillez agréer, Madame, Monsieur, l'assurance de ma haute considération.

Malcolm Johnson
Directeur du Bureau de la
normalisation des télécommunications

**Annexes**:2

**ANNEX 1
(to TSB Circular 28)**

**Draft IPTV-GSI work plan\*,\*\*,\*\*\***(Geneva, 8 – 12 July 2013)

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|  | **Monday 8 July** | **Tuesday 9 July** | **Wednesday 10 July** | **Thursday11 July** | **Friday 12 July** |
|  | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** |
| TSR [50] | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SG 16** |
| Q13/16 [30]  |  | X |  |  |  |  |  | X |  |  | X |  | X |  |  | X | X | X |  |  |  | X | X | X |  |
| Q14/16 [30] |  |  | X | X |  |  |  |  | X |  |  | X |  | X |  |  |  |  | X |  | X |  |  |  |  |
| Q28/16 [10] \*\*\* |  |  |  |  |  | X |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13&Q28/16 |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  | X |  |  |  |  |
| Joint Q13&Q14/16 |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Notes/Legend:** |
| \* The list of participating Questions is *tentative* at the time of issuance of this Circular. The final list of Questions and their meeting times are subject to change. Confirmation of participation of individual Questions is subject to confirmation by the *parent SG management*, as per the usual rules for confirmation of Rapporteur group meetings. |
| \*\* Session times, unless otherwise stated, are 0930 to 1045, 1115 to 1230, 1430 to 1545 and 1615 to 1730 hours. Evening sessions start at 1800 hours. |
| \*\*\* It is expected that joint discussions will be held with SG11 experts concerning M2M and e-health. |
| [N] Room capacity |
| (0) Evening session |  |  |

**ANNEX 2
(to TSB Circular 28)**

**Additional information about the meeting**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions must therefore be received by TSB **not later than 25 June 2013**.

Contributions are to be submitted by electronic mail to the TSB IPTV secretariat tsbiptv@itu.int. IPTV-GSI Contributions will be posted at <http://itu.int/ITU-T/gsi/iptv/>; however, contributions addressed specifically to ITU-T SG 16 Questions will be handled directly by the parent group secretariat and published in the respective SG documentation, rather than the IPTV-GSI's.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from the IPTV-GSI web page, under “Resources” (<http://itu.int/oth/T0A0F000010>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated each contribution and on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** The meeting will be run paperless. Meetings and discussions will be held in English.

**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.

**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>).

**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 e-mail, which 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>.

**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 2359 hours on the last day of the meeting.

# REGISTRATION

Registration for the meeting will be carried out exclusively through the ITU website; see the link at the IPTV-GSI home page (<http://itu.int/en/ITU-T/gsi/iptv>).

To enable TSB to make the necessary arrangements concerning the organization of the IPTV-GSI event, delegates should register as soon as possible, but **not later than 8 June 2013**.

KEY DEADLINES (before meeting)

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| 2013-06-08 | - requests for visa support letters- registration on the IPTV-GSI website |
| 2013-06-25 | - 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 six (6) 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 **six** 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[[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 - HOTEL RESERVATION FORM**

**(to TSB Circular 28)**

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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**

*IPTV- GSI event 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*: AMEX/VISA/DINERS/EC (*or* *other) ---------------------*

*No.* -------------------------------------------------------- *valid until* ---------------------------------

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

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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)