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| INTERNATIONAL TELECOMMUNICATION UNION  *Telecommunication Telecommunication  Standardization Bureau Development Bureau* |  |

Geneva, 10 June 2010

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| Ref:  Contact:  Tel:  Fax:  E-mail: | | **TSB Circular 119**  Xiaoya Yang  + 41 22 730 6206 + 41 22 730 5853  [Xiaoya.Yang@itu.int](mailto:Xiaoya.Yang@itu.int) | Ref:  Contact:  Tel:  Fax:  E-mail: | **BDT Circular C 23**  Souheil Marine  + 41 22 730 5323  + 41 22 730 5484  [Souheil.Marine@itu.int](mailto:Souheil.Marine@itu.int) |
|  | | | - To Administrations of Member States of the Union;  - To ITU-T and ITU-D Sector Members;  - To ITU-T and ITU-D Associates; | |
| Subject: | | **Invitation to the second meeting of the ITU IPv6 Group, to be held on  1-2 September 2010 in Geneva, Switzerland** | | | |

Dear Sir/Madam,

1 As agreed at the first meeting of the IPv6 Group (Geneva, 15-16 March 2010), the second meeting of this group will take place at the ITU Headquarters in Geneva, from **1 to 2 September 2010** inclusive. As in the previous meeting, participation is open to ITU Member States and ITU-T and ITU-D Sector Members.

2 The meeting will be conducted in English only.

3 The meeting will open at 0930 hours on 1 September 2010. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU Headquarters.   
A draft agenda of the meeting is set out in **Annex 1** hereto.

4 Information relating to the meeting will be available in due course on the IPv6 Group website at <http://www.itu.int/ITU-T/othergroups/ipv6>.

5 Following the current practice of ITU-T, contributions to the Group should be submitted not later than **19 August 2010** to the following e-mail address: [ipv6info@itu.int](mailto:ipv6info@itu.int). They will be published at the web site referenced above.

We would strongly encourage you to use the **ITU-T basic template** that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. This template is accessible from ITU-T web page, under “Delegate resources” (<http://www.itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

6 Registration for the meeting should be done exclusively *online* at the IPv6 Group website: <http://www.itu.int/ITU-T/othergroups/ipv6> before **27 August 2010**.

7 Facilities for remote participation will be provided. In particular, the meeting will be webcast. Interested persons will be able to access the webcast from the group’s web site. In addition, registered delegates will be able to call-in. Instructions will be sent to registered delegates on request.

8 The meeting will be run paperless. Printers are available in the cyber café of the 2nd basement of the Tower building and 2nd floor of Montbrillant building for delegates who wish to print documents.

9 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas and in the CICG (Geneva International Conference Centre) building. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

10 For your convenience, a hotel confirmation form is enclosed as **Annex 2** (see <http://www.itu.int/travel/> for the list of hotels).

11 We are pleased to inform you that ITU will provide a limited number of partial fellowships (either economy class air ticket or accommodation and a daily allowance to cover meals and incidental expenses) to facilitate participation from Least Developed or Low Income Developing Countries and will be limited to only one person per country. The application must be authorized by the relevant Administration of the ITU Member State. The fellowship request form, enclosed as **Annex 3**, should be returned to ITU (email to: [bdtfellowships@itu.int](mailto:bdtfellowships@itu.int)) not later than **6 August 2010**.

12 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any 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 by **ITU Member States, Sector Members or Associates**, and at the official request made by them to TSB, the Union can 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 should be made by official letter from the administration or entity you represent. This letter 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](mailto:tsbreg@itu.int)), bearing the words **“visa request”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members or ITU Associates.**

Yours faithfully,

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| Malcolm Johnson  Director,  Telecommunication  Standardization Bureau (TSB) | Sami Al-Basheer  Director,  Telecommunication  Development Bureau (BDT) |

**Annexes: 3**

ANNEX 1  
(to TSB Circular 119 – BDT Circular C 23 )

**Draft Agenda of IPv6 Group meeting**

1-2 September 2010, Geneva

1. Opening
2. Adoption of the Agenda
3. Adoption of the time management plan
4. Introduction of input documents
5. Discussions
6. Future meetings
7. Other Business
8. Draft Chairman’s report

ANNEX 2

(to TSB Circular 119– BDT Circular C 23)

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

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

***IPv6 Group meeting from 1 to 2 September 2010 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 3  
(to TSB Circular 119– BDT Circular C 23)

***Fellowship request form***

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|  | **IPv6 Group Meeting**  **Geneva, Switzerland, 1-2 September 2010** | | | | | |  | |
| **Please return to:** | | | **ITU/BDT**  **Geneva (Switzerland)** | | **E-mail : [bdtfellowships@itu.int](mailto:bdtfellowships@itu.int)**  **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** | | | |
| **Request for a partial fellowship to be submitted before *6 August 2010*** | | | | | | | | |
|  | | | | Participation of women is encouraged | | |  | |
| **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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | |
| CONDITIONS **(Please select your preference in “condition” 2 below)** | | | | | | | | |
| 1. One **partial** fellowship per eligible country. | | | | | | | | |
| 1. ITU will cover either one of the following: | | | | | | | | |
| □ **Economy class air ticket (duty station / Geneva / duty station).** | | | | | | | | |
| **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.**   1. It is imperative that fellows be present from the first day to the end of the meeting. | | | | | | | | |
| 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. | | | | | | | | |
| Signature | | | | | | Date | | |