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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 5 December 2012

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| Ref:Tel:Fax: | **TSB Circular 003**SGD/BJ+41 22 730 6311+41 22 730 5853 | - To Administrations of Member States of the Union- To all Chairmen and Vice-Chairmen of all ITU-T study groups |
| E-mail: | tsbsgd@itu.int  | **Copy:**- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |

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| Subject: | **Tutorial for Chairmen and Vice-Chairmen Geneva, 10 and 11 January 2013** |

Dear Sir/Madam,

1 As part of TSB’s on-going efforts to increase the efficiency of the work of study groups while harmonizing their practices, a two-day tutorial session for Chairmen and Vice Chairmen has been scheduled to take place in ITU Headquarters in Geneva on 10 and 11 January 2013.

This tutorial will be ITU-T specific, focusing on issues that concern Chairmen and Vice-Chairmen:

− leadership within study groups;

− role, authority and responsibility of Chairmen and Vice-Chairmen;

− ITU basic texts as they relate to Chairmen, Vice Chairmen, Rapporteurs, and Editors;

− approval procedures for Recommendations, annexes, handbooks, etc.

The meeting will open at 0930 hours on the first day. 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.

2 The tutorial will be held in English only and, except for some interactive exercises, will be available for remote participation.  Details on how to connect will be available from the event’s website in due course.

3 The latest information for this tutorial – including the agenda, presentations and other resources – is available at: <http://www.itu.int/en/ITU-T/tutorials/Pages/201301/>

4 **Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website:**
[**http://www.itu.int/en/ITU-T/tutorials/Pages/201301/**](http://www.itu.int/en/ITU-T/tutorials/Pages/201301/).

***Please ensure that all participants register by* 3 January 2013 *at the latest***.

5 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>).

6 For your convenience, a hotel confirmation form is enclosed as **Annex 1** (see <http://www.itu.int/travel/> for the list of hotels).

7 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 workshop** 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, Associates or Academic Institutions**, 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 workshop 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”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members, ITU Associates and ITU Academia.**

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annex: 1**

 ANNEX 1
 (to TSB Circular 003)

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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**

*Tutorial -------------------------------------- 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*  ---------------------------------------------------
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