|  |  |
| --- | --- |
| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 11 May 2012

|  |  |  |
| --- | --- | --- |
| Ref:Tel:Fax:Email: | **TSB Circular 279**TSB Workshops/P.R.+41 22 730 5158+41 22 730 5853tsbworkshops@itu.int  | - To Administrations of Member States of the Union;- To ITU Sector Members;- To ITU Associates;- To ITU Academia |
|  |  | **Copy:**- To the Chairmen and Vice-Chairmen of ITU-T Study Groups;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau. |
| Subject: | **Joint ITU-T SG 13 and ISO/JTC1/SC 6 workshop on "Future Networks Standardization" (Geneva, Switzerland, 11 June 2012)** |

Dear Sir/Madam,

1 I would like to inform you that a joint ITU-T Study Group 13 and **ISO/JTC1/SC 6** workshop on “Future Networks Standardization” will take place at ITU headquarters, Geneva, on Monday
11 June 2012.

The workshop will open at 0930 hours on the first day. Participants 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 Discussions will be held in English only. It will be supported by webcast service.

3 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country which is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. The workshop is free of charge.

4 A draft programme of the workshop is set out in **Annex 1** hereto.

Information relating to the workshop will be available on the ITU-T website at the following address: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/fns/201206/Pages/default.aspx>.

5 **Fellowships**: We are pleased to inform you that one full or two partial fellowships per administration will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **in Annex 2)**, must be returned to ITU not later than
**21 May 2012** (please note that at WTSA-08, the Heads of Delegation committed that their candidate chairmen and vice-chairmen would be provided with the necessary resources to fulfil the duties of their office for the full four year term and that it was therefore recognized that the chairmen and vice-chairmen will not receive financial assistance from ITU).

6 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>).

7 For your convenience, a hotel confirmation form is enclosed as **Annex 3** (see <http://www.itu.int/travel/> for the list of hotels).

8 To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the on-line form at <http://www.itu.int/reg/tws/3000373> , as soon as possible, but **not later than 1 June 2012**. **Please note that pre-registration of participants to workshops is carried out exclusively *online*.**

9 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

**Annexes: 3**

ANNEX 1
(to TSB Circular 279)

**Joint ITU-T SG 13 and ISO/JTC1/SC 6 workshop on
"Future Networks standardization"
(Geneva, Switzerland, 11 June 2012)**

**PRELIMINARY DRAFT PROGRAMME**

|  |
| --- |
| **Monday, 11 June 2012** |
| **09:30-09:45** | **Opening and welcome**Welcome remarks by Deputy to TSB Director (Reinhard Scholl)Welcome remarks by SG13 Chairman (Chaesub Lee) |
| **09:45-10:45** | **Session 1:** Introduction and Keynotes **Session chairman:** Leo Lehmann, SG 13 Vice-Chairman**-** Keynote from ITU-T SG13 representative concerning Future Network Standardization achievements and future directions in SG13 (Takashi Egawa, Q.21/13 Rapporteur)- Keynote for Standardization activities on Future Netwok in JTC 1/SC 6 (Shin-Gak Kang, SC 6/WG 7 Convenor)  |
| **10:45-11:15** | **Coffee break** |
| **11:15-13:00** | **Session 2:** Detailed aspects of Standardization in ISO/IEC JTC SC 6 **Session chairman**: Naotaka Morita, NTT Japan |
| **13:00-14:00** | **Lunch Break** |
| **14:00-15:30** | **Session 3:** Detailed aspects of Standardization work in ITU-T SG 13**Session chairman**: Olivier Le Grand, SG 13 Vice-Chairman |
| **15:30-16:00** | **Coffee break** |
| **16:00-17:00** | **Session 4:** Industry trends**Session chairman:** Naotaka Morita, SG 13 Vice-Chairman |
| **17:00-17:45** | **Summary and conclusions** **Session co-chairmen: Takashi Egawa and Shin-Gak Kang**Discussion about identified key issues and future collaboration schemes |

ANNEX 2
(to TSB Circular 279)

**FELLOWSHIP REQUEST**

|  |  |  |
| --- | --- | --- |
|  | **Joint ITU-T SG 13 and ISO/JTC1/SC 6 workshop on** **"Future Networks standardization"** **(Geneva, Switzerland, 11 June 2012)** |  |
| **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 21 May 2012** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the on-line registration form at:(<http://www.itu.int/reg/tws/3000373> )**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, chose 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** |

ANNEX 3

(to TSB Circular 279)

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

|  |  |  |
| --- | --- | --- |
|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

***Joint ITU-T SG 13 and ISO/JTC1/SC 6 workshop on***

***"Future Networks standardization"***

***(Geneva, Switzerland, 11 June 2012)***

*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*  ---------------------------------------------------