Geneva, 5 June 2012

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| **Telecommunication Standardization Bureau** |  |
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| Ref: | **TSB Circular 293** SCV/GR | - To Administrations of Member States of the Union |
| Tel:  Fax:  E-mail: | +41 22 730 6320 +41 22 730 5853  [tsbscv@itu.int](mailto:tsbscv@itu.int) | **Copy:**  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia;  - To the Management Team of the SCV;  - To the Rapporteurs for vocabulary of the ITU-T Study Groups. |

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| Subject: | **Meeting of the Standardization Committee for Vocabulary, Geneva, 3 July 2012** |

Dear Sir/Madam,

1 In accordance with Resolution 67 of WTSA-08 (Johannesburg, 2008), the Standardization Committee for Vocabulary, comprising experts in the various official languages and members designated by interested administrations and other participants in the work of ITU-T, as well as the rapporteurs for vocabulary of the ITU-T study groups, the representative of the General Secretariat (Conferences and Publications Department) and the Telecommunication Standardization Bureau (TSB) editor for the English language will meet at ITU headquarters, Geneva, on 3 July 2012.

The meeting will open at 1800 hours on that 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 of ITU headquarters.

2 Discussions will be held in English only and will be available for remote participation.  Details on how to connect will be available from the event’s website in due course.

3 The draft agenda, as prepared by Ms Alajouanine, SCV Chairwoman, is set out in **Annex 1** hereto.

4 Pursuant to the provisions of Recommendation A.1 (Johannesburg, 2008), contributions to the work of SCV are to be submitted to the Telecommunication Standardization Bureau (TSB).

TSAG, at its February 2011 meeting, agreed that the trial of a deadline of 12 (twelve) calendar days for submitting contributions to ITU-T meetings would continue. Such contributions will be published on the SCV website: (<http://www.itu.int/ITU-T/committees/scv/index.html>). Such contributions must therefore be received by TSB **not later than 21 June 2012**.

Participants are encouraged to submit contributions by electronic mail to the following address: [tsbscv@itu.int](mailto:tsbscv@itu.int).

We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://itu.int/en/ITU-T/studygroups/Pages/templates.aspx>.

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.

5 To enable TSB to make the necessary arrangements concerning the documentation for, and organization of, the meeting, I should be grateful if you would send me, by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), as soon as possible but **not later than 21 June 2012**, the list of people who will be representing your Administration, Sector Member, Associate. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

6 **Please note that pre-registration of participants to ITU-T meetings (whether physically present or participating remotely) is carried out *online* at the ITU-T website (**<http://www.itu.int/en/ITU-T/committees/scv/Pages/default.aspx>**).**

7 In agreement with its Chairwoman, Ms Alajouanine, SCV will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

Printers are available in the cyber café on the 2nd basement level of the Tower building and on the **ground floor** of the Montbrillant building for delegates who wish to print documents. In addition, the ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) has prepared a limited number of laptops, based on a first‑come, first-serve basis, for those who do not have one.

8 New 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 23:59 on the last day of the meeting.

9 Wireless LAN facilities are available for use by delegates in all the ITU conference rooms 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** hereto (see <http://www.itu.int/travel/> for the list of hotels).

11 We would like to 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, 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 three 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 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”**.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau  
  
**Annexes**: 2

ANNEX 1  
(to TSB Circular 293)

**Meeting of the Standardization Committee for Vocabulary**

**3 July 2012**

**Draft agenda**

1. Opening of the meeting and welcome
2. Review input documents
3. Next steps for SCV
4. Any other business
5. Closing

ANNEX 2  
 (to TSB Circular 293)

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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**

*SCV 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*  ---------------------------------------------------