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| **Oficina de Normalizaciónde las Telecomunicaciones** | **logo_S_** |
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 Ginebra, 11 de julio de 2012

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| Ref.: | **Circular TSB 297**IoT‑GSI/SP | - A las Administraciones de los Estados Miembros de la Unión- A los Miembros del Sector UIT-T;- A los Asociados del UIT-T;- A los Sectores Académicos del UIT-T;- A los Presidentes y Vicepresidentes de todas las Comisiones de Estudio del UIT-T |
| Tel.:Fax:Correo-e: | +41 22 730 5858+41 22 730 5853tsbiotgsi@itu.int | **Copia**:- Al Director de la Oficina de Desarrollo de las Telecomunicaciones;- Al Director de la Oficina de Radiocomunicaciones |

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| Asunto: | **Sexto evento de la Iniciativa de normalización mundial – Internet de las cosas (IoT‑GSI) (Ginebra, 3-7 de septiembre de 2012)** |

Muy Señor mío:

De acuerdo con la solicitud presentada por el Coordinador del TSR para la IoT-GSI (Sr. Heyuan Xu), y confirmada por la dirección de las Comisiones de Estudio interesadas, quisiera informarle que el próximo evento IoT-GSI tendrá lugar en la Sede de la UIT en Ginebra, del **3 al 7 de septiembre de 2012**.

La IoT-GSI tiene por objeto promover un planteamiento unificado de la normalización de la IoT y proporcionar una plataforma visible para los trabajos relacionados con la IoT realizados por las Comisiones de Estudio del UIT-T. Gracias a las normas sobre la IoT, los proveedores de servicio de todo el mundo podrán ofrecer los numerosos servicios que se esperan de esta tecnología. En colaboración con otras organizaciones de elaboración de normas (SDO), la IoT-GSI garantiza la armonización mundial de los diversos planteamientos de la arquitectura de la IoT.

La reunión comenzará a las 09.30 horas del primer día con el examen técnico y estratégico (TSR), para abordar todo tipo de asuntos administrativos y de coordinación. La inscripción de los participantes comenzará a las 08.30 horas del mismo día en la entrada del edificio de Montbrillant. Puede hallar información detallada sobre las salas de reunión en las pantallas que se encuentran en las entradas de los tres edificios de la UIT. En el **anexo 1** se incluye información adicional sobre la reunión.

La página web del UIT-T <http://itu.int/en/ITU-T/gsi/iot> presenta los detalles relativos al evento y se actualizará cuando corresponda.

En el **anexo 2** se facilitan los detalles relativos al proyecto de programa de trabajo de la reunión de IPTV-GSI. Se celebrarán también otra serie de actividades en el mismo lugar:

– [Comisión de Estudio 17 del UIT-T](http://www.itu.int/ITU-T/studygroups/com17/index.asp), 29 de agosto-7 de septiembre de 2012, véase la [Carta Colectiva 8/17](http://www.itu.int/md/T09-SG17-COL-0008/en) de la TSB;

– [Comisión de Estudio 3 del UIT-T](http://www.itu.int/ITU-T/studygroups/com03/index.asp), 3-7 de septiembre de 2012, véase la [Carta Colectiva 5/3](http://www.itu.int/md/T09-SG03-COL-0005/en) de la TSB;

– [JCA-IoT](http://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx), 7 de septiembre de 2012, véase el [anuncio de la reunión](http://www.itu.int/en/ITU-T/jca/iot/Pages/default.aspx);

– [FG M2M Service Layer](http://www.itu.int/en/ITU-T/focusgroups/m2m/Pages/default.aspx), 29-31 de agosto de 2012, véase el [anuncio de la reunión](http://www.itu.int/en/ITU-T/focusgroups/m2m/Pages/default.aspx).

Los proyectos de orden del día de los Grupos de Relator podrán consultarse en la página web de la IoT-GSI.

Atentamente.

Malcolm Johnson
Director de la Oficina de Normalización
de las Telecomunicaciones

**Anexo**s**: 2**

**ANNEX 1**

**(to TSB Circular 297)**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** 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. However, contributions submitted to Questions of SG 17 must respect the deadline of 16 August2012as set by[TSB Collective 8/17](http://www.itu.int/md/T09-SG17-COL-0008/en). All other contributions must be received by TSB **not later than 21 August 2012**.

Contributions are to be submitted by electronic mail to the TSB IoT-GSI secretariat tsbiotgsi@itu.int. IoT-GSI Contributions will be posted at <http://itu.int/en/ITU-T/gsi/iot/> however, contributions addressed specifically to ITU-T SG 3 or SG 17 Questions will be handled directly by the parent group secretariat and published in the respective SG documentation, rather than the IoT-GSI's.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from the IoT-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 in 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.

**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>).

**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.

**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.

**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>.

**REGISTRATION**

**REGISTRATION:** Please note that pre-registration of participants to this IoT-GSI event is carried out *online* using the URL available from the IoT-GSI web page.

To enable TSB to make the necessary arrangements concerning the organization of the IoT-GSI event, I should be grateful if you would register as soon as possible, but **not later than 3 August 2012**.

**KEY DEADLINES (before meeting)**

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| One month | 03-08-2012 | - requests for visas |
| 17 Calendar days | 16-08-2012 | - deadline for contributions addressed to SG 17 Questions that plans to meet under the IoT-GSI umbrella |
| 12 Calendar days | 21-08-2012 | - deadline for all other 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 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 **four** 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) bearing the words **“visa request”**.

**FORM 1 - HOTEL RESERVATION FORM**

**(to TSB Circular 297)**

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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**

*IoT- 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*  --------------------------------------

**ANNEX 2**

**(to TSB Circular 297)**

***IoT-GSI Draft timetable of activities of SG 11, 13, 16 and SG 17 Questions
(Geneva*, 3*‑7 September 2012)***

|  | Mon 3 September | Tues 4 September | Wed 5 September | Thur 8 September | Fri 9 September |
| --- | --- | --- | --- | --- | --- |
| AM | PM | E | AM | PM | E | AM | PM | E | AM | PM | E | AM | PM |
| IoT-GSI TSR | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |
| JCA-IoT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |
| SG 13 |
| Q3/13🡪 |  | 1 | X | X |  | X | X | X | X |  | X | X | X | X |  | X | X | X | X |  | X |  |  |  |
| SG 16 |
| Q25/16🡪 |  | 1 | X |  |  | X | X |  |  |  | X | X |  |  |  | X | X |  |  |  |  |  |  |  |
| SG 17 |
| Q6/17🡪 |  | 1 | X | X |  | X | X |  |  |  | X | X | X | X |  |  |  |  |  |  |  |  |  |  |

**SESSION TIMES (unless otherwise noted):**

**Session 1**: 0930 – 1045; **Session 2**: 1115 – 1230; **Session 3**: 1430 – 1545; **Session 4**: 1615 – 1730;  **Sessions:** 18:00-19:15

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| • | **X:** | Represents a meeting session for IoT. |
| • | **E:** | Represents an evening session. |
| • | **Note 1:**  | Session on “IoT Work Plan”. |

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