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| **电信标准化局** | **logo_C_** |
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 2011年3月29日，日内瓦

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| 文号： | **电信标准化局第5/2号集体函** |  |
| 电话：传真：电子邮件： | +41 22 730 5887+41 22 730 5853tsbsg2@itu.int  |  致国际电联各成员国主管部门、ITU-T部门成员和参加第2研究组工作的ITU-T部门准成员 |

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| 事由： | **第2研究组的会议2011年6月1-10日，日内瓦** |

尊敬的先生/女士：

1 根据国际电联电信标准化部门2011年的会议安排（见2009年12月14日第80号电信标准化局通函），我谨通知您，第2研究组（业务提供和电信管理的运营方面）将自2011年6月1日至10日在日内瓦国际电联总部召开会议。

第一天的会议将于14:30开始。与会者的注册工作将自08:30起在Montbrillant大楼入口处开始（12:00-13:30暂停办理）。有关会议厅安排的具体信息将在国际电联总部入口处的电视屏幕上显示。

2 根据现行有关规定，该会议将提供口译服务。

3 由主席起草的议程草案见本函**附件1**。

4 由主席及其管理团队起草的时间表草案见本函**附件2**。

5 TSAG在2011年2月的会议上一致同意，将继续试行目前采用的须在电信标准化局会议召开日至少十二（12）个日历日以前提交文稿的截止日期。此类文稿将在第2研究组网站上发布，因而必须在**2011年5月19日之前**寄达电信标准化局。按照现行规定，对于在会议开始日 至少两个月之前收到的文稿，可以应要求予以翻译。

欢迎与会者以第2研究组主页上提供的网上提交表格或电子邮件的方式向以下地址提交文稿：tsbsg2@itu.int。详尽指南见ITU-T网站。

我们大力提倡您使用已制作出的一套模版，它们既能够使ITU-T文件的格式保持一致，又可以方便文件制作、提高效率。这些模版可以在ITU-T各研究组网页中的“代表资源”（Delegate Resources）（[http://www.itu.int/ITU‑T/studygroups/templates/index.html](http://www.itu.int/ITUT/studygroups/templates/index.html)）处找到。

为了解决与文稿有关的问题，请在文稿上注明联系人的姓名、传真和电话号码以及电子邮件地址。因此，务请在所有文件的首页注明这些细节。

**6** 为了便于电信标准化局进行文件制作和会议组织方面的必要安排，我希望您能通过信函、传真（号码：+41 22 730 5853）或电子邮件（tsbreg@itu.int）的方式尽早、但**不迟于2011年4月29日**将代表贵主管部门、部门成员、部门准成员、区域性组织和/或国际组织或其它实体出席会议的人员名单发至我处，同时，希望各主管部门注明其代表团团长（如果有副团长，亦盼一并注明）的姓名。

**7 请注意，ITU-T会议的与会者须能通过ITU-T网址进行网上预注册：**[**http://www.itu.int/ITU-T/studygroups/com02/index.asp**](http://www.itu.int/ITU-T/studygroups/com02/index.asp)。

**8** 事先通过报名表要求得到纸质文件的实际到会的与会者，将仅收到会议开始3天前**（2011年5月29日）**至会议结束时公布在ITU-T网站上的文件。

为在会议期间合理分发文件，特在此提醒工作组成员，他们将仅收到那些与之有关的文件。因此，请在报名表上详细注明您希望参加的工作组。

塔楼地下二层的网吧处和Monbrillant办公楼的二层均配有打印机，供希望打印文件的代表使用。此外，计算机使用问询台（Helpdesk Service（helpdesk@itu.int））也准备了若干部手提电脑（数量有限），供没有手提电脑的代表使用。

9 请注意，对于安排有口译服务的会议，只有当成员国**至少在会议召开的一个月前**通过报名表或向电信标准化局（TSB）提出专门要求时，才可能提供口译服务。务请遵守报名表规定的截止日期，以便于电信标准化局做出口译方面的必要安排。

10 我们高兴地通知您，国际电联将提供数量有限的若干份非全额与会补贴（**或是**经济舱机票，**或是**住宿费和用于支付餐饮和杂项费用的每日生活补贴），以促进最不发达国家或低收入发展中国家代表的与会。申请时必须得到相关国际电联成员国主管部门的授权，而且一国仅能有一人申请。**附件4**中的与会补贴申请表应在**2011年4月29日**之前填妥并交回国际电联。请注意，在2008年世界电信标准化全会（WTSA-08）上，各代表团团长做出了承诺，他们将向其正副主席候选人提供必要的资源，以便相关人员在四年任职期内能够履行职责，因此他们已认识到，正副主席不会从国际电联得到任何财务资助。

11 国际电联的主要会议厅和日内瓦国际会议中心（CICG）内均设有无线局域网设施，可供代表使用。国际电联Montbrillant办公楼内继续提供有线网络接入。详细信息见ITU-T网站（<http://www.itu.int/ITU-T/edh/faqs-support.html>）。

12 本函**附件3**中有一份酒店确认表（见<http://www.itu.int/travel/>），供参考。

13 我们谨在此提醒您，一些国家的公民需要获得签证才能入境瑞士并在此逗留。**签证必须至少在会议召开日的四（4）个星期前向驻贵国的瑞士代表机构（使馆或领事馆）申请，并随后领取**。如果贵国没有此类机构，则请向驻离贵国最近的国家的此类机构申请并领取。如果遇到问题，国际电联可根据您所代表的主管部门或实体提出的正式请求与相关瑞士当局接触，以便为发放签证提供方便，但仅限于在所述的四个星期内办理。此类请求必须说明申请签证人员的姓名和职务、出生日期、护照号码以及护照签发日期和失效日期。该请求需附有一份已批准该人员参加ITU-T所述会议的注册确认通知，而且必须通过传真（传真号码：+41 22 730 5853）或电子邮件（tsbreg@itu.int）发至电信标准化局，上面注明“**visa request**”（“**签证申请**”）。

顺致敬意！

电信标准化局主任
 马尔科姆•琼森

**附件：**4件

ANNEX 1
(to TSB Collective letter 5/2)

***Draft Agenda***

***ITU-T Study Group 2 Meeting,
Geneva, 1-10 June 2011***

**1 Opening plenary meeting**

1.1 Opening of the meeting

1.2 Adoption of the agenda and other administrative issues (including timetable and room allocation)

1.3 Reports of SG2 work and follow-up actions

a) Approval of Reports COM 2 – R 10 to R 13

b) Activities since the last meeting of SG2: Rapporteur meetings, SNO and interim activities

c) Report on Numbering, Naming, Addressing and Identification issues, including NCT

d) Report on activities related to misuse of numbering resources

e) Report on activities related to developing countries, including reports of regional groups

f) Status of discussions regarding Recommendations to be determined or consented

1.4 Reports of other meetings

a) Report of TSAG meetings

b) Report of ITU Council meetings

c) Report of the meeting of the Council Working Group to Prepare the 2012 World Conference on International Telecommunications (CWG-WCIT12)

d) JCA-Mgt

e) JCA-AHF

1.5 Other issues for this meeting

1.6 Procedural notifications

**2 Closing plenary meeting**

2.1 Reports of the meetings of Working Parties, of Q.6/2, and the ad hoc group on developing country issues and of workshops

2.2 Approval of Recommendations under TAP

2.3 Determination of Recommendations under TAP

2.4 Recommendations Consented under AAP

2.5 Deletion or renumbering of Recommendations

2.6 Approval or deletion of Supplements

2.7 Liaison statements, including liaisons reporting to TSAG on Lead Study Group activities:

a) Service definition, Numbering and Routing

b) Telecommunication for Disaster Relief/Early Warning

c) Telecommunication Management

d) Other

2.8 Recommendation status and work plans

2.9 Date and place of future meetings

2.10 Other business

2.11 Closure of the meeting

ANNEX 2
(to TSB Collective letter 5/2)

***Timetable***

***ITU-T Study Group 2 Meeting, Geneva, 1-10 June 2011***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Wed 01/06*** | ***Thurs 02/06*** | ***Fri 03/06*** | ***Sat*** | ***Sun*** | ***Mon 06/06*** | ***Tues 07/06*** | ***Wed 08/06*** | ***Thurs 09/06*** | ***Fri 10/06*** |
|  | *am* | *pm* | *am* | *pm* | *am* | *pm* |  |  | *am* | *pm* | *am* | *pm* | *am* | *pm* | *am* | *pm* | *am* | *pm* |
| **Management Team** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SG2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q.6/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |  |
| **WP 1/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q.1/2 |  |  |  |  |  |  |  |  |  |  |  |  |  | **2** |  |  | **4** |  | **1** |  |  |
| Q.2/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **4** | **1** |  |  |  |
| Q.3/2 |  |  |  |  |  |  |  |  |  |  | **2** |  |  |  | **4** | **1** |  |  |  |
| Q.4/2 |  |  |  | **3** |  | **1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP 2/2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stream 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |
| Stream 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |

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| **Opening plenaries:** The opening plenary of the Study Group will start at 1430h on Wednesday, 1 June. If the Plenary finishes early, it will be followed, in sequence, by the opening plenaries of WP 1/2 and of WP 2/2, in which case the Question meetings planned for Thursday 2 will start at the beginning of the morning on Thursday 2. |  | **Management Team:** The Management Team will meet on the morning of Wednesday 1 June. |
| **Note 1:** Session devoted to finalize meeting report. |
| **Note 2:** Joint session of Qs.1 and 3/2. |
| **Working hours:** Plenary meetings and meetings of Working Parties normally take place from 0930h to 1230h and from 1430h to 1730h, except for Friday, when the morning session will be 0900h to1200h. Meetings of Questions normally take place in the timeframes between 0830h and 1230h and between 1300h and 1800h. Please consult the screens for the exact meeting times for each Question, in particular the starting time. Ad-hoc groups should meet outside the hours of the related Questions, and on Saturday or Sunday, as required. |  | **Note 3:** Joint session of Q.4/2 and JCA-AHF. |
| **Note 4:** Joint session of Qs 1, 2 and 3/2. |
| **Stream 1:** Joint meetings of Qs.5, 8, 12, 13, and 14/2. |
| **Stream 2:** Joint meetings of Qs.7, 9, 10, and 11/2. |

ANNEX 3
(to TSB Collective letter 5/2)

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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**

*SG/WP 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*  ---------------------------------------------------

ANNEX 4
(to TSB Collective letter 5/2)

|  |  |  |
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| M:\..\refinfo\ART\TIF\LGO_0UIT.TIF | **ITU-T Study Group 2 meeting****Geneva, Switzerland, 1-10 June 2011** | M:\..\refinfo\ART\TIF\LGO_0ITU.TIF |
| **Please return to:** | **ITU/BDT** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** |
| **Request for a partial fellowship to be submitted before 29 April 2011** |
|  | 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** |