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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 2 November 2011

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| Ref: | **TSB Collective letter 6/2** |  |
| Tel:Fax:E-mail: | +41 22 730 5887+41 22 730 5853tsbsg2@itu.int | To Administrations of Member States of the Union, to ITU-T Sector Members, to ITU-T Associates and to ITU-T Academia participating in the work of Study Group 2 |

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| Subject: | **Meeting of Study Group 2Geneva, 21-29 March 2012** |

Dear Sir/Madam,

1 In accordance with the schedule of ITU Telecommunication Standardization Sector meetings for 2012 (see TSB Circular 230 of 23 September 2011), I should like to inform you that Study Group 2 (*Operational aspects of service provision and telecommunications management*) is to meet at ITU headquarters, Geneva, from 21 to 29 March 2012 inclusive.

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 Immediately prior to the meeting, on 19 and 20 March 2012, a Workshop on origin identification and alternative calling procedures will take place, pursuant to a decision taken at the last Plenipotentiary Conference (Committee 5). For further information on this workshop, please see [TSB Circular 223](http://www.itu.int/md/T09-TSB-CIR-0223/en).

3 An interpretation service will be provided for the meeting in accordance with the relevant provisions in force.

4 The draft agenda, as prepared by the Chairman, is set out in **Annex 1** hereto.

5 The draft timetable, as prepared by the Chairman and her Management Team, is set out in **Annex 2** hereto.

6 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 Study Group 2 website and must therefore be received by TSB **not later than 8 March 2012**. Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

7 Participants are encouraged to submit contributions using the web-based submission form available on the Study Group 2 homepage, or by electronic mail to the following address: tsbsg2@itu.int. Detailed instructions can be found on the ITU-T website.

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://www.itu.int/ITU-T/studygroups/templates/index.html>).

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.

8 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), as soon as possible but **not later than 21 February 2012**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**9 Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://www.itu.int/ITU-T/studygroups/com02/index.asp**](http://www.itu.int/ITU-T/studygroups/com02/index.asp)**).**

10 Participants actually present at the meeting and having requested paper copies in advance by means of the registration form will receive only those documents posted on the ITU-T website as from 3 days prior to the meeting **(*18 March 2012*)** and up to the end of the meeting.

With a view to rationalizing document distribution during meetings, working party members are reminded that they will receive only the documents which concern them. You are therefore requested to specify clearly, on the registration form, the various working parties you wish to attend.

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 Helpdesk Service (helpdesk@itu.int) has prepared a limited number of laptops for those who do not have one.

11 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.

12 New delegates are invited to attend a mentoring programme – welcome briefing upon registration, guided visit of ITU headquarters and orientation session on ITU-T. Please check the corresponding box on the online registration form if you would like to participate.

13 For sessions that are scheduled to be held with interpretation, please note that interpretation will actually be provided only where Member States so request, by means of the registration form, or a special notice to TSB, and **at least one month before the start of the sessions in question**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

14 We are pleased to inform you that a limited number of fellowships, which may be either full or partial, will be awarded based on available funding to facilitate participation from Least Developed or Low Income Developing Countries. An application must be authorized by the relevant Administration of the ITU Member State and be limited to only one person per country. The fellowship request form, enclosed as **Annex 4**, should be returned to ITU not later than **21 February 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 fulfill 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.

15 Wireless LAN facilities are available for use by delegates in all 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>).

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

17 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 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”**.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes:** 4

ANNEX 1
(to TSB Collective letter 6/2)

***Draft Agenda***

***ITU-T Study Group 2 Meeting,
Geneva, 21-29 March 2012***

**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 14 to R 16

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-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 Determination of Recommendations under TAP

2.3 Recommendations Consented under AAP

2.4 Deletion or renumbering of Recommendations

2.5 Approval or deletion of Supplements

2.6 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

2.7 Recommendation status and work plans

2.8 Date and place of future meetings

2.9 Other business

2.10 Closure of the meeting

ANNEX 2
(to TSB Collective letter 6/2)

***Draft Timetable - ITU-T Study Group 2 Meeting, Geneva, 21-29 March 2012***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Wed 21/03*** | ***Thurs 22/03*** | ***Fri23/03*** | ***Sat*** | ***Sun*** | ***Mon 26/03*** | ***Tue 27/03*** | ***Wed 28/06*** | ***Thu 29/03*** |
|  | *am* | *pm* | *am* | *pm* | *am* | *pm* |  |  | *am* | *pm* | *am* | *pm* | *am* | *pm* | *am* | *pm* |
| **SG2** |  | **(a)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q.6/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |  |
| **WP 1/2** |  |  | **(a)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 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** |  |  | **(a)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stream 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |
| Stream 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |

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| **Workshop:** there will be a workshop on 19-20 March, on Origin identification and alternative calling procedures. |  |  |
| **Opening plenaries:** The opening plenary of the Study Group will start at 0930h on Wednesday, 21 March. **Note (a)**: If the Plenary finishes later than 11:30, the opening plenaries of WP 1/2 and of WP 2/2 will be held in the afternoon, otherwise they will start immediately after the end of the opening plenary. The Question meetings will start immediately after the working parties end. |  | **Management Team:** The Management Team will meet on the afternoon of Tuesday 20 March. |
| **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 6/2)

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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 6/2)

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| Description: ITU globe2 | **Meeting of ITU-T Study Group 2****Geneva, Switzerland, 21-29 March 2012** | Description: ITU globe2 |
| **Please return to:** | **Fellowships ServiceITU/BDTGeneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778**  |
| **Request for a fellowship to be submitted before 21 February 2012** |
| **Participation of women is encouraged** |
| Registration Confirmation I.D. No: ………………………………………………………………………………………(Note: It is imperative for fellowship candidates to pre-register via the on-line registration form at: <http://www.itu.int/ITU-T/studygroups/com02/index.asp>)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 full or **partial** fellowship per eligible country.2. For partial fellowship, ITU is requested to 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.**3. 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 AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.Signature: ……..………………………….………….……………….……………. Date: ………...…….……………. |

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