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| **Telecommunication Standardization Bureau** |  |
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Geneva, 30 January 2012

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| Ref: | **TSB Collective letter 9/5** |  |
| Tel: Fax:  E-mail: | +41 22 730 5780 +41 22 730 5853 [tsbsg5@itu.int](mailto:tsbsg5@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 5 |

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| Subject: | **Meeting of Study Group 5 Geneva, 11-19 April 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 5 (*Environment and climate change*) is to meet at ITU headquarters, Geneva, from 11 to 19 April 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.

Please note that the JCA-ICT&CC meeting will take place on 12 April 2012 from 12.30 to 14.00 hours. For more information please see <http://www.itu.int/en/ITU-T/jca/ictcc/Pages/default.aspx> .

2 **INTERPRETATION** will be available upon request for the opening and closing plenary of the meeting. 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 first day of the meeting**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

3 **AGENDA:** The draft agenda, as prepared by the Chairman of SG 5, Mr Ahmed Zeddam, is set out in **Annex 1** hereto.

4 **TIMETABLE:** The draft timetable, as prepared by the management team of SG 5 is set out in **Annex 2** hereto.

5 **DEADLINE 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. Such contributions will be published on the Study Group 5 website and must therefore be received by TSB **not later than 29 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.

6 **DIRECT POSTING:** As requested at the last TSAG meeting, a direct posting system for contributions is now available on-line. The direct posting system allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server. The new direct posting system complements the traditional email submission facilities, which you may continue to use at the following address: [tsbsg5@itu.int](mailto:tsbsg5@itu.int) . Further information and guidelines for the new direct posting system are available at the following address <http://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=7275>.

**7 TEMPLATES:** 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/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](mailto:tsbreg@itu.int)), as soon as possible but **not later than 11 March 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://itu.int/ITU-T/studygroups/com05/index.asp**](http://itu.int/ITU-T/studygroups/com05/index.asp)**).**

10 New delegates are invited to attend a **MENTORING PROGRAMME**, including a 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.

11 **FELLOWSHIPS:** We are pleased to inform you that full fellowships will be awarded based on available funding to facilitate participation from [Least Developed or Low Income Developing Countries](http://www.itu.int/en/ITU-T/info/Pages/resources.aspx). 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 **11 March 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.

12 **WIRELESS LAN** facilities are available for use by delegates in all the ITU conference room areas 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>). (Wired network access continues to be available in the ITU Montbrillant building.)

13 **PRINTERS:** In agreement with its Chairman, Mr Ahmed Zeddam, Study Group 5 will take further steps towards working in a fully electronic environment. The meeting will be paperless. **Printers** are available in the cyber café on the second 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 Service Desk ([servicedesk@itu.int](mailto:helpdesk@itu.int)) has prepared a limited number of laptops for those who do not have one.

14 **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.

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

16 **VISAS:** 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](mailto: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 9/5)

**Draft agenda for the meeting of Study Group 5  
(Geneva, 11 - 19 April 2012)**

1. Opening of the meeting
2. Adoption of the agenda
3. Document allocation
4. Highlights of the last Chairmen/TSAG meetings
5. Presentation of the wording of the proposed Questions for the next study period
6. Guidelines for Working Parties
7. Working Parties meetings
8. Study of Question 14/5
9. Report of the different SG5 Regional Groups
10. Report of the Home Network Special Group
11. Reports of the meetings of Working Parties
12. Review and Approval of the wording of Questions for the next study period
13. Consent/determination/approval/deletion of Recommendations
14. Approval of Handbooks/informative texts
15. Approval of Outgoing liaison statements/communications
16. Nomination of Rapporteurs, Associate Rapporteurs and Liaison Rapporteurs
17. Review of the work programme
18. Future activities
19. Other business
20. Closure of the meeting

ANNEX 2  
(to TSB Collective letter 9/5)

**Draft timetable for the meeting of Study Group 5  
(Geneva, 11 - 19 April 2012)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Morning | | | Afternoon | | | |
| Wednesday 11 April | Plenary | Working Party 1/5 | | Working Party 2/5 | | | Working Party 3/5 |
| Thursday 12 April | Working Party 1/5; Working Party 3/5 & ad-hoc meetings of  WP 2/5 Questions | | | Working Party 2/5; Working Party 3/5 & ad-hoc meetings of  WP 1/5 Questions | | | |
| Friday 13 April | Working Party 1/5; Working Party 3/5 & ad-hoc meetings of  WP 2/5 Questions | | | Working Party 2/5; Working Party 3/5 & ad-hoc meetings of  WP 1/5 Questions | | | |
| Monday 16 April | Working Party 2/5; Working Party 3/5 & ad-hoc meetings of  WP 1/5 Questions | | | Working Party 1/5; Working Party 3/5 & ad-hoc meetings of WP 2/5 Questions | | Technical session on EMC issues | |
| Tuesday 17 April | Working Party 1/5; Working Party 3/5 & ad-hoc meetings of  WP 2/5 Questions | | | Working Party 2/5; Working Party 3/5 & ad-hoc meetings of  WP 1/5 Questions | | | |
| Wednesday 18 April | Working Party 1/5 | | Working Party 2/5 | | Working Party 3/5 | | |
| Thursday 19 April | Plenary | | | Plenary | | | |

Notes from TSB:

1 Management meeting, Wednesday 11 April 2012, 8:15 to 9:15

2 Welcome of new SG 5 participants and tour of ITU premises; Wednesday 11 April 2012, (8:45-9:30, Sabrina Camp/TSB; meeting place: reception desk/Montbrillant building)

3 SG5 Orientation session for newcomers & Newcomers’ discussion with SG5 management, Friday 13 April 2012, 13:00 – 14:00 (Ahmed Zeddam, SG 5 Chairman, SG 5 Vice chairs)

4 JCA-ICT&CC meeting will take place on 12 April 2012 from 12.30 to 14.00 hours.

ANNEX 3  
 (to TSB Collective letter 9/5)

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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 9/5)

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 5 meeting**  **Geneva, Switzerland, 11-19 April 2012** | | | | | |  |
| **Please return to:** | | | **ITU**  **Geneva (Switzerland)** | | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** | | | |
| **Request for one full fellowship or two partial fellowships to be submitted before 11 March 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/ITU-T/studygroups/5> )  **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 **□ t**wo 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** | | |