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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 22 February 2011

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| Ref: | **TSB Collective letter 8/11** |  |
| Tel:Fax:E-mail: | +41 22 730 5866+41 22 730 5853tsbsg11@itu.int | To Administrations of Member States of the Union, to ITU-T Sector Members and to ITU-T Associates participating in the work of Study Group 11 |

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| Subject: | **Meeting of Working Parties 2, 3 and 4/11Geneva, 13 May 2011 (afternoon) and Working Party 1/11, 20 May 2011 (afternoon)** |

Dear Sir/Madam,

1 With my agreement to the request of Study Group 11 Chairman and as endorsed at the meeting of Study Group 11 (Geneva, 24-28 January 2011), I should like to inform you that WP 2/11 (Session, bearer, resource control), WP 3/11 (Multicast and attachment) and WP 4/11 (Test Specifications) are to meet at ITU headquarters, Geneva, on 13 May 2011 and WP 1/11 (Protocol Architecture and Application Control), on 20 May 2011 (afternoon) in order to take action on draft Recommendations.

The meeting of Working Parties will open at 1430 hours and will be held in sequence. 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 The draft agendas, as prepared in agreement with the Chairmen of Working Parties 1, 2, 3 and 4/11, are set out in **Annex 1** hereto.

3 The main objectives of the Working Parties 1, 2, 3 and 4/11 meetings are to consider initiating the approval process for draft Recommendations as appropriate, depending on results of the preceding Rapporteur Group meetings held during the NGN-GSI event (9‑20 May 2011).

Further information on the NGN-GSI event will be available at: <http://www.itu.int/ITU-T/ngn/index.phtml>.

4 TSAG, at its February 2011 meeting, agreed that the trial of a deadline of 12 (twelve) calendar days for submitting contributions to TSB meetings would continue. Such contributions will be published on the Study Group 11 website and must therefore be received by TSB **not later than 30 April 2011.** Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

Participants are encouraged to submit contributions using the web-based submission form available on the Study Group 11 homepage, or by electronic mail to the following address: tsbsg11@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.

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), as soon as possible but **not later than 13 April 2011**, the list of people who will be representing your Administration, Sector Member, Associate, 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).

**6 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/com11/index.asp**](http://www.itu.int/ITU-T/studygroups/com11/index.asp)**).**

7 In agreement with its Chairman, Mr Wei Feng, Study Group 11 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 of the 2nd basement of the Tower building and 2nd floor of 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.

8 We are pleased to inform you that ITU will provide a limited number of partial fellowships (either economy class air ticket **or** accommodation and a daily allowance to cover meals and incidental expenses) 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 3**, should be returned to ITU not later than **13 April 2011**. 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 fulfil 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.

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

10 For your convenience, a hotel confirmation form is enclosed as **Annex 2** (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 **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: 3**

ANNEX 1(to TSB Collective letter 8/11)

**Meeting of Working Parties 2, 3 and 4/11
Geneva, 13 May 2011 (afternoon)**

**Draft Agenda**

1. Opening remarks and welcome
2. Approval of the agenda for the plenary meetings of Working Parties 2, 3 and 4/11
3. Consider consent of draft Recommendations for WPs 2, 3 and 4/11 as follows:

**WP 2/11**

* To consider CONSENT for the following candidate Draft Recommendations: Q.centreSig, Q.3308, Q.3310, Q.3325, Q.M9, Q.rsctum and Q.sigafmob.
* To discuss the progress of work on the draft recommendation under study in Q.3, 4, 5/11.

**WP 3/11**

– To consider CONSENT for AAP the following candidate Draft Recommendations: Q.NGN‑nacf‑mob2;

– To discuss and initiate the new work of Q.6/11 work on the draft document “Handbook on Network Performance Testing”.

– To discuss the progress of Q.7/11 work on the draft documents on NACF signalling.

**WP 4/11**

– To CONSENT the following 6 Draft Recommendations:

* Draft Recommendation ITU-T Q.3930 “Performance Testing of distributed systems Concept and Terminology”;
* Draft Recommendation ITU-T Q.3940 “NGN Interconnection Testing”;
* Draft Recommendation ITU-T Q.3941.1 “Network Integration Testing between SIP and ISDN/PSTN network signalling protocols Part 1: TSS&TP”;
* Draft Recommendation ITU-T Q.3941.2 “Network Integration Testing between SIP and ISDN/PSTN network signalling protocols Part 2: PIXIT & ATS”;
* Draft Recommendation ITU-T Q.3945 “The types and list of NGN services testing on the Model networks. Test suites I”;
* Draft Recommendation ITU-T Q.3948 “VoIP services testing at NGN UNI”;

4 AoB

5 Closure of the meeting

**Meeting of Working Party 1/11
Geneva, 20 May 2011 (afternoon)**

**Draft Agenda**

1. Opening remarks and welcome
2. Approval of the agenda for the plenary meetings of Working Party 1/11
3. Approve updates to ETS Supplements. The stability of the updates and consequently the need for working Party approval to amend published supplements to be determined by Q.13/11 during the May Interim Rapporteurs meeting.

4 AoB

5 Closure of the meeting

ANNEX 2
(to TSB Collective letter 8/11)

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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 3
(to TSB Collective letter 8/11)

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|  | **ITU-T Study Group 11 Working Parties 1, 2, 3 & 4 meeting****Geneva, Switzerland, 13 & 20 May 2011** |  |
| **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 13 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.
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| 1. ITU will cover either one of the following:
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| □ **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.
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| **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** |