|  |  |
| --- | --- |
| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 7 June 2012

|  |  |  |
| --- | --- | --- |
| Ref: | **TSB Collective letter 8/12** |  |
| Tel:Fax:E-mail: | +41 22 730 6356+41 22 730 5853tsbsg12@itu.int  | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 12 and
* ITU-T Academia
 |

|  |  |
| --- | --- |
| Subject: | **Meeting of Working Party 2/12 Kista, Stockholm, 7 September 2012** |

Dear Sir/Madam,

At the kind invitation of Ericsson, and in accordance with the agreement reached at the last Study Group 12 meeting (Geneva, 29 May – 7 June 2012), I am pleased to inform you that Working Party 2/12 (Objective models and tools for multimedia quality) of Study Group 12 (Performance QoS and QoE) is to meet in Kista, Stockholm on 7 September 2012.

The objective of the Working Party 2/12 meeting is to consent two new Recommendations under Q14/12: P.NAMS and P.NBAMS.

This meeting will be preceded by a rapporteur’s meeting of Question 14/12 on 6 September 2012 at the same venue.

Working Party 2/12 will open at 0900 hours on 7 September. Participant registration will begin at 0830 hours at the meeting venue. Additional information about the meeting is set forth in **Annex A** andpractical information provided by the host organization is given in **Annex B**.

The draft **Agenda** of the meeting, as prepared by Mr Klemens Adler, Chairman of WP2/12, is set out in **Annex C.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 3

**ANNEX A**

**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. Such contributions will be published on the Study Group 12 website and must therefore be received by TSB **not later than 25 August 2012**. Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** 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 direct posting system complements the traditional email submission facilities, which you may continue to use at the following address: tsbsg12@itu.int . Further information and guidelines for the new direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** In agreement with its Chairman, Mr Klemens Adler, Working Party 2/12 will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

**REGISTRATION**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 7 August 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).

**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/com12**](http://itu.int/ITU-T/studygroups/com12)**).**

**ANNEX B**

**Practical Information**

**Address of the meeting**

Ericsson

Torshamnsgatan 23

Kista, Stockholm

Sweden

**Responsible for administrative arrangements**

Jörgen Gustafsson

Phone: +46 730 783282

Email: jorgen.gustafsson@ericsson.com

**Meeting schedule**

The WP2 meeting will start at Friday 7th September 09:00 and is expected to end no later than 12:00 the same day.

**Venue**

The meeting will be held at the Ericsson offices in Kista, north of Stockholm. The address of the meeting place is:

Ericsson
Torshamnsgatan 23
Kista, Stockholm
Sweden

The meeting will be in conference room “Sydney”. Note that the formal visitor entrance is on the “inside” of the building marked “18” below (i.e. the upper-right red dot), but it is also possible to enter from road “Kistagången” (to the left of the number “18”) although this entrance is not the official one.



**Practical Information**

A local Kista map can be found at <http://www.hitta.se/SearchCombi.aspx?vad=&var=torshamnsgatan+23E%2c+kista>

WLAN internet connection will be available at the meeting.

**Transport**

Prices below are quoted in Swedish kronor (SEK, or KR). Approximate exchange rates are 1 EUR≈9.3 SEK. Credit cards are accepted almost everywhere including shops, kiosks, taxis and airport coaches.

Note that there is **no price regulation** for taxis in Sweden, but all taxis are required by law to have a sign on the side windows showing their prices for a typical 15-minute 10 km trip for different times of the day. The large-letter price to the right is the highest price they would charge for such a trip. **Please look carefully at this price**, as some drivers/companies have extremely high prices to scam tourists who often assume that all taxis cost the same!

The highest price displayed on the sign should be in the region of 300 SEK for a normal taxi, and you should never need to take a taxi with higher typical price than 400 SEK. Observe the authentic photo below where you in this case would be charged more than 1000 euro for a 15-min trip! If you keep with the three biggest taxi companies (Taxi Stockholm, Taxi Kurir, dark blue cars, or Taxi 020, yellow cars) you should be safe.



**Travel from the airport to Stockholm**

From Arlanda airport (ARN), which is situated 40 km north of Stockholm, you have some options:

1. Taxi to Stockholm city should cost between 400 to 500 SEK. It’s slightly cheaper to Kista. Feel free to ask for a fixed price before entering the taxi, it is common with fixed-price drives on this route.
2. Flight train non-stop to Stockholm City (Central Station) takes 20 minutes and costs 260 SEK. The train is called “Arlanda Express”. <http://www.arlandaexpress.com>
3. Bus to Stockholm City takes 40 minutes and costs 99 SEK. The bus is called “Flygbuss” (“Airport Coach”) and stops several times before the final stop at Cityterminalen (bus terminal connected to the railway station, Central Station). <http://www.flygbussarna.se/Default.aspx?lang=EN>
4. Local train “Upptåget” directly from the airport to Upplands Väsby, then change to train towards Stockholm. Takes 40 minutes and costs 110 SEK. If you anyway will buy a travelcard, the extra cost for this trip is 60 SEK (extra airport terminal cost). Read more at the end of <http://sl.se/en/Visitor/Tickets/Visitor-tickets/>

**Travel between Stockholm and Kista**

1. Taxi costs around 300 SEK and takes 15 minutes.
2. Subway (tunnelbana) is easy and frequent. It takes 20 minutes from Stockholm to Kista. Subway stations are marked with a “T”. Take the blue line towards Akalla, get off at Kista. Then pass through the mall and walk to the meeting venue (10 minutes).
Link to map of Kista subway station: <http://www.hitta.se/ViewDetailsPink.aspx?Vkiid=y4GLRb7%2faUllzLUPTikd8w%3d%3d&vad=Kista+tunnelbanestation&var=Kista>
3. Commuter train (“Pendeltåg”) is quick and takes 12 minutes from the Central Station to Helenelund. Train stations are marked with a “J”. Take the train towards Märsta or Upplands Väsby, get off at Helenelund. Then walk 10 minutes to the meeting venue.
Link to map of Helenelund train station: <http://www.hitta.se/ViewDetailsPink.aspx?vad=Helenelund+pendelt%e5gsstation&var=helenelund&Vkiid=24AhqRan9YkYXjbI0wB7cA%3d%3d&Vkid=10464259&isAlternateNumberResult=False>

**Prices for local transport**

Two coupons are needed for a trip on subways, trains and buses and cost 20 SEK each. A booklet of 16 costs 200 SEK. Stockholm uses a zone system so you might end up using more than two coupons depending on the length of your travel. Alternatively, you can buy a one-day travel card for 115 SEK or a three-day for 230 SEK. <http://sl.se/en/Visitor/Tickets/Visitor-tickets/>

**Accommodation**

We have not made any block reservations, below are some possibilities. Some of the hotels have a special rate for Ericsson, which you might be able to get if you call the hotel and state that you are an Ericsson customer. The hotels are roughly ordered by rate with the most expensive first.

**Stockholm**The trip to Kista takes roughly 20 minutes and walking to the meeting venue 10 additional minutes.

1. Nordic Sea Hotel
Address: Vasaplan 4, Stockholm
Phone: 46 8 50 56 30 00
<http://www.nordicseahotel.se/en/>
Nice design hotel located very close to the central station, subway and Arlanda express train. The hotel is co-located with an ice bar, which some say is a cold and interesting experience. This is not the cheapest hotel, but still with reasonable rates.
Link to a local map:
<http://www.hitta.se/SearchCombi.aspx?vad=&var=Vasaplan+4%2c+Stockholm>
2. First Hotel Amaranten
Address: Kungsholmsgatan 31, Stockholm.
Phone: +46 8 692 5200, Fax: + 46 8 652 6248
[www.firsthotels.com/Amaranten](http://www.firsthotels.com/Amaranten)
There is an entrance to the subway station (Rådhuset) in the same building as the hotel with a direct connection to Kista (blue line towards Akalla). The Central Station is within 10 minutes walking distance.
Link to a local map:
<http://www.hitta.se/SearchCombi.aspx?vad=&var=Kungsholmsgatan+31%2c+Stockholm>
3. Comfort Hotel Stockholm
Address: Kungsbron 1, Stockholm
Phone: +46 8 566 222 00
<http://www.choicehotels.no/choice/en/stockholm-hotel-comfort-se030-en>
Cheap but still ok hotel located quite close to the central station, subway and Arlanda Express. Note that the cheapest rooms do not have a window.
Link to a local map:
<http://www.hitta.se/SearchCombi.aspx?vad=&var=Kungsbron+1%2c+Stockholm>

**Kista**

The area is not too exciting, but you will be able to walk to the meeting venue:

1. Scandic Victoria Tower
Address: Arne Beurlings torg 3A, Kista
Phone: +46 8 517 533 00, Fax: +46 8 517 533 11
<http://www.scandichotels.com/en/Hotels/Countries/Sweden/Stockholm/Hotels/Victoria-Tower/>

Brand new with 20 floors and a sky bar with a nice view of Stockholm. Might be the most expensive in Kista (but prices vary).
Link to a local map:

<http://www.hitta.se/SearchCombi.aspx?vad=&var=Arne+Beurlings+torg+3A%2c+Kista>

1. Memory Hotel
Address: Borgarfjordsgatan 3, Kista.
Phone: +46 8 793 0700, Fax: + 46 8 793 0800
<http://www.memoryhotel.se/?l=en>
Nice hotel, not brand new.
Link to a local map:
<http://www.hitta.se/SearchCombi.aspx?vad=&var=Borgarfjordsgatan+3%2c+Kista>
2. StayAt Hotel Apartments
Address: Danmarksgatan 34/38, Kista.
Phone: +46 8 505 727 00, Fax: +46 8 505 727 99
<http://www.booking.com/hotel/se/accome-apartment-kista.html>

A cheaper option in the shopping mall (Kista Centrum).
Link to a local map:

<http://www.hitta.se/SearchCombi.aspx?vad=&var=Danmarksgatan+38%2c+Kista>

**Other practical information**

Being in Scandinavia you cannot be sure what weather to expect, but average temperature should be *around* 15 degrees C in the beginning of September.

The time zone in Sweden is Central European Time (CET), one hour ahead of GMT.

The power plugs used in Sweden are of type C or F as described on this page: <http://users.telenet.be/worldstandards/electricity.htm>

**Useful Stockholm Links**

Stockholm information: [http://www.stockholmtown.com/](http://www.stockholmtown.com/Default.aspx?epslanguage=EN) and [www.cityguide-europe.com/se/stockholm](http://www.cityguide-europe.com/se/stockholm).

Local travel: <http://sl.se/en/Visitor/Plan-your-journey/>, and you can also download maps and plan your trip at the same site.

Welcome to Stockholm in September!

**ANNEX C**

**Draft agenda**

Friday, 7 September 2012, 0900 hours

1. Opening

2. Approval of the Agenda

3. Document allocation

4. Consent of draft new Recommendation P.NAMS

5. Consent of draft new Recommendation P.NBAMS

6. Approval of liaison documents

7. Any other business

8. Closure of the meeting

**\_\_\_\_\_\_\_\_\_\_\_\_**