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| **Telecommunication Standardization Bureau** |  |
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Geneva, 31 October 2011

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| Ref: | **TSB Collective letter 4/TSAG** |  |
| Tel: Fax:  E-mail: | +41 22 730 5860 +41 22 730 5853 [tsbtsag@itu.int](mailto:tsbtsag@itu.int) | * To Administrations of Member States of the Union, to ITU-T Sector Members participating in the work of TSAG; * To the Secretary-General of the ITU; * To the Director of the Radiocommunication Bureau; * To the Director of the Telecommunication Development Bureau; * To ITU-T Study Group Chairmen; * To the Chairman of the ITU-T Standardization Committee for Vocabulary |

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| Subject: | **Meeting of the Telecommunication Standardization Advisory Group (TSAG), 10-13 January 2012, and workshop on Cloud Computing and Smart Grids on 9 January 2012 (afternoon), Geneva** |

Dear Sir/Madam,

1 In accordance with the schedule of ITU Telecommunication Standardization Sector meetings for 2012 (see schedule of events: [www.itu.int/events/upcomingevents.asp?sector=ITU-T](http://www.itu.int/events/upcomingevents.asp?sector=ITU-T)), I should like to inform you that the Telecommunication Standardization Advisory Group (TSAG) is to meet at ITU headquarters, Geneva, from Tuesday 10 to Friday 13 January 2012 inclusive. The TSAG meeting will be preceded by a workshop on Cloud Computing and Smart Grid on Monday 9 January 2012 from 1400 to 1730 hours where the two focus groups will report their results.

The TSAG meeting will open at 0930 hours on 10 January. Participant registration will begin on Monday 9 January 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 An interpretation service as well as a trial of remote participation in the six UN languages will be provided for all days of TSAG Plenary: 10, 11 and 13 January 2012. On 12 January 2012, ad hoc groups will meet without interpretation. The workshop on Monday 9 January will also be without interpretation.

3 The draft agenda, as prepared in agreement with the Chairman (Mr Bruce Gracie), is set out in **Annex 1** hereto. Details of the programme of the workshops on 9 January 2012 will be provided <http://www.itu.int/ITU-T/worksem/index.html>. An information session on conformance and interoperability is scheduled for Thursday 12 January 2012 at 1700 hours.

4 This TSAG meeting will establish the framework for the preparations for WTSA-12 on working methods, study group structure etc. Contributions on such issues are therefore invited. As the Radiocommunication Assembly meets the week after TSAG, any advice that TSAG could offer to the Radiocommunication Assembly is also relevant in this regard.

5 Due to the closure of ITU from 23 December 2011 to 2 January 2012 inclusive, the trial deadline of 12 (twelve) calendar days for submitting contributions to TSB meetings will not apply in this case. Contributions will be published on the TSAG website but must therefore be received by TSB **not later than 16 December 2011.** Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

6 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. Further information and guidelines for the new direct posting system are available at the following address (<http://www.itu.int/ITU-T/tsag/index.asp>).

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.

7 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 10 December 2011**, 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).

**8 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/tsag/index.asp**](http://www.itu.int/ITU-T/tsag/index.asp)**).**

9 In agreement with its Chairman, Mr Bruce Gracie, TSAG will take further steps towards working in a fully electronic environment and run the meeting paperless.

Printers are available in the cyber café of the 2nd basement 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](mailto:helpdesk@itu.int)) has prepared a limited number of laptops for those who do not have one.

10 New e-lockers are available on the ground floor of the Montbrillant building. Your ITU ID 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.

11 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 3**, should be returned to ITU not later than **10 December 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 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 New delegates will be offered a mentoring programme – welcome briefing upon registration, guided visit of ITU headquarters, meet and greet coffee/tea with TSAG management team, orientation session on ITU-T. Please check the corresponding box on the online registration form if you would like to participate.

13 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>).

14 For your convenience, a hotel confirmation form is enclosed as **Annex 2** (see <http://www.itu.int/travel/> for the list of hotels).

15 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: 3**

ANNEX 1  
(to TSB Collective letter 4/TSAG)

**DRAFT AGENDA FOR THE MEETING OF THE TELECOMMUNICATION STANDARDIZATION ADVISORY GROUP**

(Geneva, 10-13 January 2012)

1. Opening of the meeting
2. Opening remarks by the Secretary-General
3. Opening remarks by the Director, TSB
4. Chairman’s comments and observations
5. Approval of the agenda, time management plan and document allocation
6. TSB Director’s report including outcome of Council 2011
7. Review of working procedures, including electronic working methods
   1. Remote participation
   2. Feedback on direct posting
   3. Template for proposed draft Recommendations
   4. Deadlines for input documents
   5. Procedures for the registration of participants
   6. Number of vice-chairmen of the sector advisory groups, study groups and other groups

8. Work program

8.1 Review of JCAs (Joint Coordination Activities), GSIs (Global Standards Initiatives) and TSRs (Technical and Strategic Reviews)

8.2 Review of Focus Groups including status of Smart Grid Focus Group and   
 Cloud Computing Focus Group

8.3 ITU role in organizing the work on technical aspects of telecommunication networks to support the Internet (PP-10 Res. 178)

8.4 Machine-to-machine communication / Internet of Things

8.5 E-health

8.6 Conformance and interoperability

8.7 Intelligent Transport Systems

* 1. Review of Questions

9. Bridging the Standardization Gap and developing countries’ issues

10. Operational plan, WTSA action plan, action plan resulting from PP-10

11. Preparation for WTSA-12

11.1 General

11.2 Proposed structure of WTSA

11.3 Proposals on study group structure

11.4 Review of WTSA-Resolutions

11.5 Review of A-Series Recommendations

11.6 Draft letter inviting candidates for chairmanships of ITU-T study groups and TSAG

11.7 Correspondence groups for WTSA

* 1. Regional preparatory meetings

12. Suggestions for Global Standards Symposium (GSS)

13. CTO group

14. Collaboration and cooperation

15. Academia: TSB action plan; rights of academia

16. TSB: gender balance, age profile

17. Any other business

18. Consideration of draft meeting Report

19. Closing remarks by the Director, TSB

20. Closure of meeting

ANNEX 2  
(to TSB Collective letter 4/TSAG)

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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**

*TSAG 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 4/TSAG)

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|  | **ITU-T TSAG meeting**  **Geneva, Switzerland, 10-13 January 2012** | | | | | |  |
| **Please return to:** | | | **ITU/BDT**  **Geneva (Switzerland)** | | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** | | | |
| **Request for a full/partial fellowship to be submitted before 10 December 2011** | | | | | | | |
|  | | | | 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/tutorials/201111/index.html**](http://www.itu.int/ITU-T/studygroups/tutorials/201111/index.html)**)**  **Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of the Administration or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(family name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(given name)**  **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
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| CONDITIONS **(Please select your preference in “condition” 2 below)** | | | | | | | | |
| 1. One full or **partial** fellowship per eligible country. | | | | | | | | |
| 1. 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.**   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** | | |