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

 Geneva, 14 November 2014

|  |  |  |
| --- | --- | --- |
| Ref: | **TSB Collective letter 4/RevCom** |  |
| Tel:Fax:E-mail: | +41 22 730 6311+41 22 730 5853tsbrevcom@itu.int | * To Administrations of Member States of the Union,
* To ITU-T Sector Members,
* To ITU-T Academia,
* To the Chairmen of ITU-T Study Groups;
* To the Chairman of the ITU-T Standardization Committee for Vocabulary,
* To the Chairman of the Telecommunication Standardization Advisory Group,
* To the Director of the Arab Regional Office
 |

|  |  |
| --- | --- |
| Subject: | **Fourth meeting of the Review Committee (RevCom), Tunis, Tunisia, 19-21 January 2015** |

Dear Sir/Madam,

It is my pleasure to inform you that, at the kind invitation of Tunisie Telecom, the Review Committee (RevCom) will hold its fourth meeting at Le Palace Gammarth Hotel, Tunis, Tunisia, from 19 to 21 January 2015.

The RevCom meeting will be followed by the TSAG Rapporteur Group meeting on Strengthening Collaboration and its sub-group "Intra-ITU collaboration and coordination" on 22 and 23 January 2015 at the same venue. It should be noted that registration for this event will be separate from that of RevCom.

The RevCom meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours at the venue. Detailed information concerning the meeting rooms will be displayed at the venue and on the RevCom web page. Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the meeting, prepared by agreement with the Chairman of RevCom (Mr Yoichi Maeda, Japan), is set out in **Annex B**.

Practical information relating to the venue is enclosed as **Annex C.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 3

**ANNEX A**

(to TSB Collective letter 4/RevCom)

**Additional information about the meeting**

**MAKING CONTRIBUTIONS**

**DEADLINE FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the RevCom website (<http://itu.int/en/ITU-T/revcom>) and must therefore be received by TSB **not later than 6 January 2015.**

**DOCUMENT SUBMISSION/DIRECT POSTING:** A direct posting system for contributions is 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. Further information and guidelines for the direct posting system are available at the following address: [http://itu.int/net/‌ITU-T/ddp/](http://itu.int/net/ITU-T/ddp/). Should any difficulties arise in the submission process, please contact the RevCom secretariat at tsbrevcom@itu.int.

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

**LOCATION OF MEETING DOCUMENTS:** As usual, documents will be available from the ITU-T REVCOM website (<http://www.itu.int/en/ITU-T/revcom/Pages/default.aspx>) or alternatively from the IFA for RevCom (<http://ifa-int.itu.int/t/2013/revcom/>).

 **WORK METHODS AND FACILITIES**

**INTERPRETATION:** In agreement with the Chairman of RevCom, the meeting will be conducted in English only.

**PAPERLESS MEETINGS:** This RevCom meeting will be run paperless.

**WIRELESS LAN:** Facilities and Internet access will be available at the venue of the event.

**REGISTRATION and NEW DELEGATES**

**REGISTRATION:** Participants, either in-person or remote, are requested to pre-register *online* at the ITU-T website.

In addition, to enable TSB to make the necessary arrangements, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax (+41 22 730 5853) **not later than 19 December 2014** *(one month before start of the meeting)*, the list of people who will be representing their 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).

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| One month | 19 December 2014 | - pre-registration |
| 4 weeks | 22 December 2014 | - invitation letters for visas |
| 12 Calendar days | 6 January 2015 | - final deadline for contributions |

**VISITING TUNISIA: VISAS AND HOTELS**

**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 Tunisia. The visa must be requested and obtained from the Tunisian Embassy in your country or, if there is no such office in your country, from the one
that is closest to the country of departure.

Participants who require an invitation letter to facilitate their entry visa are requested to complete the Visa Support Form **(Form 1)** indicating their passport information and fax number, **as soon as possible, and no later than 22 December 2014.** The duly completed form should be returned to: **Ms Saida Mouellhi** (Email: saida.mouellhi@tunisietelecom.tn; Telephone: +216 70 302 863; Mobile +216 99 54 42 22).

**HOTELS:** Details of the venue hotel where preferential rates are offered can be found in **Annex C**. However, participants may wish to book their hotel rooms directly with the hotel of their choice in Tunis.

To ensure airport pick-up upon arrival and departure, participants are requested to complete and return the Airport Transfer Form **(Form 2)** to the local host contact:

**Mr. Riadh Baghdadi** (Email: riadh.baghdadi@tunisietelecom.tn; Telephone: +216 71 105 749; Mobile +216 99 257 730)indicating their flight details and their choice of hotel, **as soon as possible**, **and no later than 15 January 2015.**

**FORM 1 – VISA SUPPORT FORM**

 **Visa Support Form (Deadline 22 December 2014)**

*[Note: Visa approval might take time. Please send your request as soon as possible]*

Please use **CAPITAL** letters.

|  |  |
| --- | --- |
| Surname & first name(s): |   |
| Sex: |   |
| Position: |   |
| Organization: |   |
| Address: |    |
| Telephone: |   |
| Fax: |   |
| Nationality: |   |
| Passport number: |   |
| Date of issue: |   |
| Date of expiry: |   |
| Country & city where you will obtain visa to Tunisia: |   |
| Date of birth: |   |
| Place of birth: |   |
| Date of arrival: |   |
| Date of departure: |   |

***Please return this form and a scanned copy of your national passport
no later than 22 December 2014 to:******Ms Saida Mouelhi***

***Email:*** ***saida.mouelhi@tunisietelecom.tn***

 ***Telephone: +216 70 30 28 63***

***Mobile: +216 99 544 222***

**ANNEX B**

(to TSB Collective letter 4/RevCom)

**DRAFT AGENDA FOR THE MEETING OF THE REVIEW COMMITTEE**

 (Geneva, 19-21 January 2015)

| **Agenda Item** |
| --- |
| 1. | Opening of the meeting |
| 2. | Opening remarks by the Director, TSB |
| 3. | Approval of the Agenda |
| 4. | Objectives for this meeting |
| 5. | Documents and their allocation |
| 6. | Work plan for this meeting |
| 7. | Conduct of and facilities |
| 8. | Approval of the third RevCom report |
| 9. | Interim activity report of Rapporteur Group on ITU-T Restructuring |
| 10. | Consideration on Action Plan |
| 11. | Review of current ITU-T activity monitoring |
| 12. | Consideration of Input Documents |
| 13. | Liaison and interaction with other groups |
| 14. | Rapporteur Group meeting on ITU-T Restructuring |
| 15. | Reviews of the meeting results |
| 16. | Future activities |
| 18. | Any other business |
| 19. | Closure of meeting |

**ANNEX C**

(to TSB Collective letter 4/RevCom)

**Practical information for participants**

1. **Venue**

**Le Palace Gammarth Hotel**

Complexe Cap Gammarth

P.O.Box 86 2078 La Marsa

Les Côtes de Carthage – Tunisie

**Tél :** +216 71 912 000

**Fax :** +216 71 911 442 / +216 71 911 971

**Website :** <http://www.lepalace.tn/>

**2. About Tunis**

**Tunis** is the capital of Tunisia. It is Tunisia's largest city, with a population of 651,183 as of 2013.

Situated on a large Mediterranean Sea gulf (the Gulf of Tunis), behind the Lake of Tunis and the port of La Goulette (Halq al Wadi), the city extends along the coastal plain and the hills that surround it. At the centre of more modern development (from the colonial era and later) lies the old medina. Beyond this district lie the suburbs of Carthage, La Marsa, and Sidi Bou Said.

Just through the Sea Gate (also known as the Bab el Bahr and the Porte de France) begins the modern city, or Ville Nouvelle, transversed by the grand Avenue Habib Bourguiba (often referred to by popular press and travel guides as "the Tunisian Champs-Élysées"), where the colonial-era buildings provide a clear contrast to smaller, older structures. As the capital city of the country, Tunis is the focus of Tunisian political and administrative life; it is also the centre of the country's commercial activity. The expansion of the Tunisian economy in recent decades is reflected in the booming development of the outer city where one can see clearly the social challenges brought about by rapid modernization in Tunisia.



**3. Hotel Accommodation**

**Le Palace Gammarth Hotel (also meeting venue for the events)**

Located on the Gammarth hill, Le Palace Gammarth Hotel is the jewel of business hotels in Tunisia bordering the Mediterranean and overlooking the Gulf of Tunis. It is the symbol of a true art of living in Tunisia. The hotel is situated 20 minutes from Tunis Carthage International Airport and 20 minutes from downtown. Its 239 rooms and 44 suites, conference center with nine meeting rooms of various capacities, its restaurants and bar are designed to combine business and relaxation in the great tradition of luxury and elegance.

**Le Palace Gammarth Hotel**

**Website:** <http://www.lepalace.tn/>

**Address :** Complexe Cap Gammarth

 P.O.Box 86 2078 La Marsa

 Les Côtes de Carthage – Tunisie

**Telephone:** +216 71 912 000

**Fax:** +216 71 911 442 / +216 71 911 971

**Recommended Hotels**

|  |  |  |
| --- | --- | --- |
| **Hotel** | **Contact Person / Phone / Fax** | **Preferential Rate** |
| **Le Palace Gammarth Hotel**Complex Cap GammarthLes Côtes de CarthageBP 86 2078 La MarsaTunisiaURL: <http://www.lepalace.tn>(Note: Event venue) | **Contact person:** Ms Lamia LaaridhiEmail: thalasso@lepalace.tnTel : +216 71 91 20 00Fax : +216 71 91 14 42 / + 216 71 91 19 71 | Single room : 185TND (breakfast included)Double room : 210TND (breakfast included) |

**4. Transportation from Airport to Hotel**

Transportation will be provided by Tunisia Telecom to all participants at no cost upon arrival and departure and to the meeting venue. In order to ensure airport pick-up upon arrival and departure, participants are requested to complete and return the Airport Transfer Form **(Form 2)** to the local host contact: **Mr. Riadh Baghdadi** (Email: riadh.baghdadi@tunisietelecom.tn; Telephone: +216 71 105 749; Mobile +216 99 257 730) indicating their flight details and their choice of hotel accommodation, **as soon as possible**, **and no later than 15 January 2015.**

**5. Weather**

January is the height of winter in Tunis yet the weather remains relatively warm. The average temperature hovers around 12 degrees Celsius. This average incorporates a low of 7 degrees and a high of 16 degrees. Tunis sees around 80 millimetres of rain throughout the month of January however the region sees an average of seven hours of sunshine each day.

**6. Time zone**

UTC/GMT + 0100 hours

**7. Banking facilities**

Exchange rate 1 TND = 0,436 Euro (average). Banks are opened Monday till Friday from 08:00 to 16:00. Credit cards such as Visa, American Express, Access/Master Cards and Diners Club can also be used.

**8. Electricity (voltage used)**

220V/50Hz

**9. Local Host Focal Point:**

Mr Mohsen Nahdi
Email: mohsen.nahdi@tunisietelecom.tn
Telephone: +216 70 30 28 62 or +216 98 22 02 03

**FORM 2 – AIRPORT TRANSFER**

 **AIRPORT TRANSFER FORM**

*To ensure transfer to and from the airport, participants are requested to
 complete and return this form to the local host contact* ***Mr. Riadh Baghdadi*** *(Email:* *riadh.baghdadi@tunisietelecom.tn**; Telephone: +216 71 105 749; Mobile +216 99 257 730) indicating their flight details and their choice of hotel accommodation,* ***as soon as possible****,* ***and no later than 15 January 2015***

*Family name    -------------------------------------------------------------------------------------*

*First name*     ----------------------------------------------------------------------------------------

*Address*    ---------------------------------------------   *Tel: -----------------------------------*

*----------------------------------------------------------------   Fax: ----------------------------------*

*---------------------------------------------------------------   E-mail:* -------------------------------

***Name of Hotel*** *----------------------------------------------------------------------------------------*

***From*** *-----------------------------------------****to*** *---------------------------------------------------*

*Date* ----------------------------------  *Signature*        -----------------------------------------------

**TRANSFER INFORMATION**

**Transportation will be provided from the airport to the hotels and to the meeting venue.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Arrival |   |   | Time of Arrival  |   | FLIGHT NO. |   |
| Date ofDeparture |  |   | Time of Departure  |   | FLIGHT NO. |   |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_