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| --- | --- | --- |
| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** | C:\Users\fikrat\Desktop\ITU-T60_blue-small.jpg |
|  | Geneva, 18 February 2016 |
| Ref: | **TSB Collective letter 11/11** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T SG11 Associates; and - To ITU Academia |
| Tel: | +41 22 730 5858 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg11@itu.int  |  |
| Subject: | **Meeting of Working Party 3/11 and Rapporteurs meetings of Q1, Q3, Q4, Q6, Q8, Q9 and Q14/11; Geneva, 25-29 April 2016** |

Dear Sir/Madam,

With my agreement to the request of Working Party 3/11 Chairman (Mr Shin-Gak Kang) and as endorsed at the meeting of Study Group 11 (Geneva, 2-11 December 2015), it is my pleasure to invite you to attend the meeting of WP3/11 *(Attachment and service networking*) which is to meet at ITU headquarters, Geneva, on **Tuesday, 29 April 2016**. The meetings will be preceded by SG11 Rapporteurs groups meetings of Questions 1, 3, 4, 6, 8, 9 and 14/11.

The Rapporteurs groups meetings of SG13 as well as a SG13 Plenary session and the Joint Coordination activity on Software-Defined Networking will also be organized in parallel at the same venue:

* [ITU-T Study Group 13](http://www.itu.int/ITU-T/studygroups/com13/index.asp) meeting, Geneva, 29 April 2016, preceded by Rapporteurs meetings. More information is available in [TSB Collective 10/13](http://www.itu.int/md/T13-SG13-COL-0010/en).
* Joint Coordination Activity on Software-Defined Networking ([JCA-SDN](http://www.itu.int/en/ITU-T/jca/sdn/Pages/default.aspx)) meeting, Geneva, 25 April 2016. More information is available in the [meeting announcement](http://www.itu.int/en/ITU-T/jca/sdn/Documents/JCA-SDN_April_2016_Meeting_announcement.pdf).

I should like to inform you that the Rapporteurs meetings will open at 0930 hours on the first day while the WP3/11 meeting will open at 1430 hours on 29 April 2016. 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. Additional information about the WP3/11 meeting is set forth in **Annex A**, while more information on SG11 Rapporteurs groups meetings of Questions 1, 3, 4, 6, 8, 9 and 14/11 is set forth in **Annex B**.

The draft **Agenda** of the WP3/11 meeting as well as a draft meetings plan for the week, as prepared in agreement with the Chairman of WP3/11 (Mr Shin-Gak Kang) and various Rapporteurs, are set out in **Annex C** and **D**,respectively. Further enhancements to the meeting plan will be published on the SG11 home page.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 4

**ANNEX A**

(to TSB Collective letter 11/11)

**MAKING CONTRIBUTIONS TO WP3/11 MEETING**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting of WP3/11. Such contributions will be published on the Study Group 11 website and must therefore be received by TSB **not later than 16 April 2016**. 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 available
online. 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/>.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents. 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:** The meeting will be run paperless.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms 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>).

**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.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis for those who do not have one.

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms for delegates who wish to print documents.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to attach the documents to be printed to an email that is sent to the desired printer email address (in the form printername@eprint.itu.int). No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**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 29 March 2016** 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/com11**](http://itu.int/ITU-T/studygroups/com11)**).**

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 29 February 2016 | - submit contributions for which translation is requested |
| Four weeks | 1 April 2016 | - requests for visa support letters |
| One month | 29 March 2016 | - pre-registration |
| 12 calendar days | 16 April 2016 | - final deadline for contributions to WP3/11 meeting |
| 7 calendar days | 17 April 2016 | - final deadline for contributions to Rapporteurs meetings |

**VISITING GENEVA: HOTELS AND VISAS**

Please note that a new visitor information website is now available at <http://itu.int/en/delegates-corner>.

**HOTELS:** For your convenience, a hotel reservation form is enclosed (**Form 2**). A list of hotels can be found at <http://itu.int/travel/>.

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend 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[[1]](#footnote-2) 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”**.

**FORM 1 - HOTELS**

(to TSB Collective letter 11/11)

|  |
| --- |
| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

|  |  |  |
| --- | --- | --- |
|  | **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 B**

(to TSB Collective letter 11/11)

**Information for SG11 Rapporteurs meetings during 25-29 April 2016**

In accordance with the results of last SG11 meeting (Geneva, 2-11 December 2015) please be informed that Rapporteurs meetings of Q1/11, Q3/11, Q4/11, Q6/11, Q8/11, Q9/11 and Q14/11 are to be held at ITU during 25-29 April 2016.

The various Rapporteurs meetings will be organized according to the draft schedule to be found in Annex D. Updates to this schedule will be posted as soon as available on the SG11 webpage: <http://itu.int/ITU-T/studygroups/com11>

Meetings will open at 0930 hours on the first day. Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be displayed on screens in the Montbrillant entrance.

To enable TSB to make the necessary arrangements, please **register** as soon as possible online at <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000850>.

## How to contribute to the Rapporteurs meetings:

**To** **contribute** to the meetings, please send via email ([see contacts below](#_Rapporteurs’_contacts)) to the responsible Rapporteur, preferably 7 calendar days before the first day of the Rapporteurs meeting concerned (17 April 2016) or directly submit your Contributions by uploading them to the related FTP area as provided below:

## Location of meeting documents:

Question 1/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp1/q1/2016-April-Geneva/>

Question 3/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp1/q3/2016-April-Geneva/>

Question 4/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp2/q4/2016-April-Geneva/>

Question 6/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp2/q6/2016-April-Geneva/>

Question 8/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp3/q8/2016-April-Geneva/>

Question 9/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp3/q9/2016-April-Geneva/>

Question 14/11: <https://www.itu.int/ifa/t/2013/sg11/exchange/wp4/q14/2016-April-Geneva/>

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.

## Rapporteurs’ contact information

|  |  |
| --- | --- |
| **Question** | **Rapporteur****Associate** |
| 1/11 | Ms Xiaojie Zhu (Rapporteur) zhuxj@gsta.com  |
| 3/11 | Mr Viqar Shaikh (Rapporteur) vshaikh@appcomsci.com  |
| 4/11 | Mr Ying Cheng (Rapporteur) chengying10@chinaunicom.cn  |
| 6/11 | **Ms Cathy Zhou (Rapporteur)** cathy.zhou@huawei.com |
| 8/11 | Mr Isaac Boateng (Rapporteur) isaac.boateng@nca.org.gh  |
| 9/11 | Mr Shin-Gak Kang (Rapporteur) sgkang@etri.re.kr  |
| 14/11 | Mr Nan Chen (Associate Rapporteur) chenn@gsta.com |

**ANNEX C**

(to TSB Collective letter 11/11)

Draft Agenda of WP3/11 meeting

The terms of reference for the meeting are:

* To consider Consent ITU-T X.mp2p-pamp “Managed P2P communications: Peer Activity Management Protocol”
* Discuss the future of each Question of WP3/11

**ANNEX D**

(to TSB Collective letter 11/11)

## Draft Timetable for the WP3/11 and SG11 Rapporteurs meetings (25-29 April 2016)

|  | **Mon 25** | **Tue 26** | **Wed 27** | **Thu 28** | **Fri 29** |
| --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **WP3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |
| **Special Session** |  |  |  |  |  |  |  |  | **1** | **1** |  |  |  |  |  |  | **1** | **1** |  |  |
| **Q1/11** | **X** | **X** |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |
| **Q3/11** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |
| **Q4/11** | **X** | **X** |  |  | **X** | **X** |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |
| **Q6/11** |  |  | **X** | **X** |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q8/11** |  | **X** |  |  |  |  | **X** | **X** |  |  | **X** | **X** |  |  | **X** | **X** |  |  |  |  |
| **Q9/11** |  |  | **X** | **X** | **X** | **X** |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |
| **Q14/11** | **X** | **X** |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **JCA-SDN** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Session 1: 0930-1045; Session 2: 1115-1230; Session 3: 1430-1545; Session 4: 1615-1730**

*Note 1: A special session providing remote access capabilities will be held to discuss SG11 revised Question texts to be proposed at WTSA-16*

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

1. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf> [↑](#footnote-ref-2)