|  |  |  |
| --- | --- | --- |
| itu_logo | **国 际 电 信 联 盟****电信标准化局** |  |
|  | 2015年9月23日，日内瓦 |
| 文号： | **电信标准化局第7/12号集体函** | 致：– 国际电联各成员国主管部门；– ITU-T部门成员；– ITU-T第12研究组部门准成员；和– 国际电联学术成员 |
| 电话： | +41 22 730 6356 |
| 传真： | +41 22 730 5853 |
| 电子邮件： | tsbsg12@itu.int |  |
| 事由： | **第12研究组会议，2016年1月12-21日，日内瓦** |

尊敬的先生/女士：

我高兴地邀请您出席第12研究组（性能、服务质量（QoS）和体验质量（QoE））将自2016年1月12至21日（含）在日内瓦国际电联总部召开的会议。

我谨通知您，第一天的会议将自11:00时开始。与会者的注册工作将自08:30起在Montbrillant大楼入口处开始。有关会议厅安排的具体信息将在国际电联总部入口处的电视屏幕上显示。有关该会议的更多信息见本函**附件A**。

由第12研究组主席（Kwame Baah-Acheamfuor先生）起草的会议**议程**草案见本函**附件B**。经主席同意后确定的**时间表**草案见本函**附件C**。

祝您与会愉快且富有成效。

顺致敬意！

电信标准化局主任
李在摄

**附件**：3件

（电信标准化局第7/12号集体函）
 **附件A**

提交文稿

**提交文稿的截止日期：**提交文稿的截止日期为会议召开日的12（十二）个日历日之前。此类文稿将发布在第12研究组的网站上。由于国际电联将于2015年12月25日至2016年1月3日停止办公，因此文稿必须在**2015年12月23日之前**寄达电信标准化局。在会议开始日至少**两**个月之前收到的文稿，可以应要求予以翻译。

**直传（DIRECT POSTING）/文件提交**：现已在线提供文稿直传系统。该系统允许ITU-T成员预留文稿编号，并将文稿直接上传至ITU-T的网络服务器或进行修改。有关文稿直传系统的进一步信息和指南见以下网址：<http://itu.int/net/ITU-T/ddp/>。

**模板：**请使用提供的一套模版起草您的会议文件。这些模版可以在ITU-T各研究组网页中的“代表资源”（Delegate resources）（<http://itu.int/ITU-T/studygroups/templates>）处找到。应在所有文件的首页上注明文稿联系人的姓名、传真号码和电话号码以及电子邮件地址。

工作方法与设施

**口译服务：**将根据请求在会议的闭幕全体会议上提供。请注意，对于那些安排口译服务的会议，只有当成员国**至少在会议召开首日的一个月前**通过勾选报名表上对应的选框或通过向电信标准化局（TSB）发出书面请求时，才可提供口译服务。为便于电信标准化局对口译服务做出必要安排，请务必遵守此截止日期。

**无纸会议：**此次会议将为无纸会议。

**无线局域网**设施在国际电联的所有会议厅和日内瓦国际会议中心（CICG）均有提供，供代表使用。详尽信息见ITU-T网站（<http://itu.int/ITU-T/edh/faqs-support.html>）。

**电子储物箱：**Montbrillant办公楼零层设有电子储物箱。您的国际电联RFID胸卡可用来开关电子储物箱。该箱仅可在您出席会议期间使用，所以请务必在会议最后一天23:59时之前将其清空。

**借用手提电脑：**国际电联计算机使用问询台（Service Desk（servicedesk@itu.int））准备了几部手提电脑，数量有限，按先来后到的顺序供没有手提电脑的代表借用。

**打印机：**在塔楼地下二层网吧处、Montbrillant办公楼的零层以及主要会议厅附近均备有打印机，供希望打印文件的代表使用。

**电子打印：**现在除使用需安装在用户电脑或设备上的打印机排队这一“传统”打印方法外，亦可通过电子邮件（“电子打印”（e-print））打印文件。方法很简单：向希望使用的打印机的电子邮件地址（具体为：printername@eprint.itu.int）发送一封电子邮件，将希望打印的文件作为附件附上。无需安装驱动器即可打印。详情见 <http://itu.int/ITU-T/go/e-print>。

注册、新代表和与会补贴

**注册：**为便于电信标准化局做出必要安排，请通过信函、传真（+41 22 730 5853）或电子邮件（tsbreg@itu.int）、在**2015年12月12日之前**将代表贵主管部门、部门成员、部门准成员、学术机构、区域性组织和/或国际组织或其它实体出席会议的人员名单发至我处。同时亦请各主管部门注明其代表团团长的姓名（如有副团长，亦盼一并注明）。

**请注意，ITU-T会议的与会者需通过ITU-T网址（**[**http://itu.int/ITU-T/studygroups/com12**](http://itu.int/ITU-T/studygroups/com12)**）进行网上预注册。**

**新代表：**我们为出席会议的新代表安排了**入门介绍**（**MENTORING PROGRAMME**），其中包括注册时的迎新简介、引导参观国际电联总部和有关ITU-T的情况介绍会。如欲参加，请联系：ITU‑Tmembership@itu.int。

**与会补贴：**我们高兴地通知您，将视可用资金情况，向每个最不发达国家或低收入发展中国家的主管部门发放两份非全额与会补贴，以促进这些国家的代表与会（<http://itu.int/en/ITU-T/info/Pages/resources.aspx>）。另请注意，在申请两（2）份非全额与会补贴时，至少一份必须是经济舱机票。与会补贴的申请必须得到相关国际电联成员国主管部门的授权。与会补贴申请表（请使用所附**表1**）必须在**2015年12月1日之前**填妥并交回国际电联。请注意，决定是否发放与会补贴的标准包括：电信标准化局的可用预算；申请人向会议提交文稿的情况；国家与区域间的平等分配；性别平衡。

**（会前）重要截止日期**

|  |  |
| --- | --- |
| 2015年11月12日 | - 提交需翻译的文稿 |
| 2015年12月1日 | - 申请与会补贴 |
| 2015年12月15日 | - 索要申请签证的证明信 |
| 2015年12月12日 | - 要求在闭幕全体会议上提供口译服务- 预注册 |
| 2015年12月23日 | - 提交文稿的最后截止日期 |

到访日内瓦：酒店和签证

请注意，现已开通新的访客信息网站：<http://itu.int/en/delegates-corner/>。

**酒店**：为方便起见，本函附有一份酒店预定表（**表2**）。酒店一览表见：<http://itu.int/travel/>。

**签证：**在此谨提醒您，一些国家的公民需要获得签证才能入境瑞士并在此逗留。**签证必须至少在会议召开日的四（4）个星期前**向驻贵国的瑞士代表机构（使馆或领事馆）申请，并随后领取。如果贵国没有此类机构，则请向驻出发国最近的国家的此类机构申请并领取。如果遇到问题，国际电联可根据您所代表的主管部门或实体提出的正式请求与有权能的瑞士当局接触，以便为发放签证提供方便，但仅限于在所述的**四（4）**个星期内办理。此类请求必须说明申请签证人员的姓名和职务、出生日期、护照号码以及护照签发日期和失效日期[[1]](#footnote-1)，并必须附有一份已批准该人员参加ITU-T所述会议的注册确认通知，而且必须通过传真（传真号码：+41 22 730 5853）或电子邮件（tsbreg@itu.int）发至电信标准化局，上面注明“**visa request**”（“**签证申请**”）。

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 7/12)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 12 meeting****Geneva, Switzerland, 12-21 January 2016** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail:** **bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 1 December 2015** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form: <http://itu.int/ITU-T/go/sg12> )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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Please select your preference(which ITU will do its best to accommodate) |
|  **□ Economy class air ticket (duty station / Geneva / duty station)** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** |
|  |
| **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.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. |
| **Signature:** | **Date:** |

**FORM 2 - HOTELS**

(to TSB Collective letter 7/12)

|  |
| --- |
| *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 7/12)

Draft Agenda

1. Opening of the meeting
2. Adoption of the agenda
3. Document review and allocation
4. Timetable for ad-hoc meetings
5. Reports from Chairmen, RevCom and TSAG Rapporteur Group meetings
6. Report of QSDG
7. Review of the status of Rapporteurs, Liaison Rapporteurs and other roles
8. Discussion on Questions 1/12 and 2/12, including

8.1 Planning for the future

8.2 Bridging the standardization gap

8.3 Review of the status of Technical Reports and other publications (QoS/QoE flyer)

1. Working Parties meetings, including Ad Hoc meetings
2. Reports of the meetings of Working Parties, including

10.1 Consent/determination/deletion of Recommendations

10.2 Approval of Technical Reports/informative texts

10.3 Outgoing liaison statements/communications

1. Review of the SG12 work programme
2. Review of the draft SG12 new Questions for 2017-2020 Study Period
3. Future meetings and activities
4. Other business
5. Acknowledgments and closure of the meeting
6. Webinar on outcomes of the meeting

**ANNEX C**

(to TSB Collective letter 7/12)

Draft Timetable

|  |  |  |
| --- | --- | --- |
|  | **Morning** | **Afternoon** |
| Monday 11 January |  |  | Management Team meeting |
| Tuesday12 January |  | Study Group 12 Opening Plenary | Opening of Working Parties 1, 2 and 3/12 in sequence | Opening of Working Parties 1, 2 and 3/12 in sequence |
| Wednesday13 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Thursday14 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Friday15 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meeting of Q 1 and 2/12 |
| **WEEK-END** |
| Monday18 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party  |
| Tuesday19 January | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Wednesday20 January | Closing of Working Parties 1, 2 and 3/12 in sequence |
| Thursday21 January | Management Team meeting | Study Group 12 Closing Plenary | Study Group 12 Closing Plenary | Webinar on outcomes of the meeting |

**Notes from TSB:**

1 Management meeting, 11 January 2016, 14:00-17:00 and 21 January 2016, 9:00-10:30

2 Welcome of new SG 12 participants and tour of ITU premises; Tuesday 12 January 2016, (10:30-11:00, Sabrina Fares and/or Emile Armour-Heselton /TSB; meeting place: reception desk/Montbrillant building). Please note that the guided tour will conclude by escorting all newcomers to the Opening Plenary. Opening Plenary starts at 11:00

3 SG12 Orientation session for newcomers & Newcomers’ discussion with SG12 management, Wednesday, 13 January 2016, 13:00 – 14:00

4 Closing Plenary sessions are 10:30 -12:00 and 13:30 - 15:30

5 Webinar on outcomes of the meeting (consented Recommendations, approved Supplements and Technical Reports, etc.), Thursday 21 January 2016, 15:45-16:30

6 All other sessions are 9:00-12:30 and 14:00-17:30 with 30 minute breaks in the middle

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

1. 此类申请范本见：<http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>。 [↑](#footnote-ref-1)