|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | | CCITT/ITU-T 60th Anniversary logo |
|  | | | Geneva, 17 May 2016 | |
| Ref: | **TSB Collective letter 5/TSAG** | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU Academia;  - To the Secretary-General of the ITU;  - To the Director of the Radiocommunication Bureau;  - To the Director of the Telecommunication Development Bureau;  - To the Chairmen of ITU-T Study Groups;  - To the Chairman of the Review Committee;  - To the Chairman of the ITU-T Standardization Committee for Vocabulary | |
| Tel: | +41 22 730 5860 | |
| Fax:  Email: | +41 22 730 5853  [tsbtsag@itu.int](mailto:tsbtsag@itu.int) | |
| Subject: | **Fifth meeting of the Telecommunication Standardization Advisory Group (TSAG), Geneva, 18-22 July 2016** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the fifth meeting of the Telecommunication Standardization Advisory Group (TSAG), which is to meet at the ITU headquarters, Geneva, from 18 to 22 July 2016 inclusive.

The meeting will open at 0930 hours on the first day. 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.

On Monday afternoon (18 July, 1430 – 1730 hours), an interregional meeting is scheduled where the regions are invited to present the current status of their preparations for WTSA-16. The regions are invited to arrange their presentations into two separate parts: (1) work programme and study group structure, and (2) working methods and other pertinent issues.

Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the TSAG meeting, as prepared by the Chairman of TSAG (Mr Bruce Gracie), is set out in **Annex B**. The draft Agenda for the interregional meeting is set out in **Annex C**.

The draft **time plan** of TSAG and associated meetings is set out in **Annex D**. Further enhancements to the timetable will be published on the TSAG homepage.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annexes**: 3

**ANNEX A**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the TSAG website and must therefore be received by TSB **not later than 5 July 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**

**INTERPRETATION** will be available on request for TSAG Plenary on 18 and on 22 July 2016. On 19, 20 and 21 July, TSAG Rapporteur Groups and ad hoc groups will meet without interpretation. Please note that interpretation will be provided only if a Member State so requests by checking the corresponding box on the registration form, or by sending a written request to TSB. Please inform us by **6 June 2016** whether you would like to have interpretation. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

Concerning **REMOTE PARTICIPATION IN THE UN LANGUAGES,** see section “**INTERPRETATION**”.

**CAPTIONING**: Real-time captioning of the English audio channel will be provided on-screen for the TSAG plenary sessions on 18 and on 22 July 2016.

**WEBCASTING:** Allows you to listen to any of the interpreted audio feeds in real-time or later (as the webcasting is archived). No documents and presentations are shown, and no interventions are possible.

**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 2359 hours on the last day of the meeting.

**LOAN LAPTOPS:** The ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) has a limited number of laptops available 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 first 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 make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), **not later than 20 June 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 for ITU-T meetings is carried out *online* on the ITU‑T website (**[**http://itu.int/ITU-T/tsag**](http://itu.int/ITU-T/tsag)**).**

**NEW DELEGATES** are invited to attend a **MENTORING PROGRAMME**, including a welcome briefing upon registration, a guided visit of ITU headquarters and an orientation session on ITU‑T. If you would like to participate, please contact [ITU‑Tmembership@itu.int](mailto:ITUTmembership@itu.int).

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration can be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1**) must be returned to ITU not later than **6 June 2016***.* Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance.

Please be informed that when two partial fellowships are requested, at least one must be an economy class air ticket.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | *18 May 2016* | - submit contributions for which translation is requested |
| Six weeks | *6 June 2016* | - fellowship requests  - requests for interpretation |
| Four weeks | *20 June 2016* | - online pre-registration  - requests for visa assistance |
| 12 calendar days | *5 July 2016* | - final deadline for contributions |

**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, and dates of issue and expiry of the passport of the individual(s) for whom the visa(s) is/are requested[[1]](#footnote-1) 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”**.

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 5/TSAG )

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T TSAG meeting**  **Geneva, Switzerland, 18-22 July 2016** | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail:** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one partial fellowship to be submitted before 6 June 2016** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation ID No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://www.itu.int/ITU-T/tsag/index.asp>)  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 5/TSAG )

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

|  |  |  |
| --- | --- | --- |
|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

TSAG meetingfrom 18 to 22 July 2016 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**

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

(Geneva, 18-22 July 2016)

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. Report by the Director, TSB
7. WTSA-16 preparation (administrative)
8. Report of the Review Committee
9. Interregional Meeting
10. Strategic and Operational Plan
11. Work Programme
12. Working Methods
13. Bridging the Standardization Gap
14. External relations
15. Meeting of Rapporteur Groups and ad hoc groups
16. Intellectual Property Rights (IPR)
17. ITU-T meeting schedule
18. Any other business
19. Consideration of draft meeting Report
20. Closing remarks by the Director, TSB
21. Closure of meeting

**ANNEX C**

**DRAFT AGENDA FOR THE INTERREGIONAL MEETING**

(Geneva, 18 July 2016, 14:30 – 17:30)

1. Presentations by the regions on the current status of their preparation regarding work programme and study group structure:
   1. APT
   2. Arab Group
   3. ATU
   4. CEPT
   5. CITEL
   6. RCC
2. Discussion of the regional proposals regarding study group structure
3. Presentations by the regions on the current status of their preparation regarding working methods and other pertinent issues:
   1. APT
   2. Arab Group
   3. ATU
   4. CEPT
   5. CEPT
   6. RCC
4. Discussion of the regional proposals regarding working methods and other pertinent issues
5. Dates of upcoming WTSA preparatory meetings
6. AOB

**ANNEX D**

**DRAFT TIME PLAN FOR TSAG, REVCOM AND RELATED RAPPORTEUR GROUP MEETINGS (additional ad hoc groups may be scheduled)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Session #** | **Friday**  **15 July** | **Saturday**  **16 July** | **Sunday**  **17 July** | **Monday**  **18 July** | **Tuesday**  **19 July** | **Wednesday**  **20 July** | **Thursday**  **21 July** | **Friday**  **22 July** |
| #1; am | **9:00 - 10:30**  RevCom Plenary |  |  | **9:30 - 10:45**  TSAG Plenary | **9:30 - 10:45**  TSAG Rapporteur Group on Work Programme and Study Group Structure | **9:30 - 10:45**  TSAG Rapporteur Group on Strengthening Cooperation | **9:30 - 10:45**  TSAG Rapporteur Group on Working Methods | **9:00 - 10:15**  TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |  |  |
| #2; am | **11:00 - 12:00** RevCom Plenary |  |  | **11:15 - 12:30**  TSAG Plenary | **11:15 - 12:30**  TSAG Rapporteur Group on Work Programme and Study Group Structure | **16:15 - 17:30**  TSAG Rapporteur Group on Strengthening Cooperation | **11:15 - 12:30**  TSAG Rapporteur Group on Working MethodsTSAG | **10:45 - 12:00**  TSAG Plenary |
| *Lunch* |  |  |  |  |  |  |  |  |
| #3; pm | **14:30 - 15:30**  RevCom Plenary |  | **15:00 - 18:00**  TSAG Management Meeting | **14:30 - 15:45**  TSAG Plenary – Interregional Meeting | **14:30 - 15:45**  TSAG Rapporteur Group on Working Methods | **14:30 - 15:45**  TSAG Rapporteur Group on Work Programme and Study Group Structure | **14:30 - 15:45**  TSAG Rapporteur Group on Work Programme and Study Group Structure | **14:30 - 15:45**  TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |  |  |
| #4, pm | **16:00 - 17:30**  Chairmen Meeting |  | TSAG Management Meeting | **16:15 - 17:30**  TSAG Plenary – Interregional Meeting | **14:30 - 15:45**  TSAG Rapporteur Group on Working Methods | **16:15 - 17:30**  TSAG Rapporteur Group on Work Programme and Study Group Structure | **16:15 - 17:30**  TSAG Sub-group on Rapporteur Intra-ITU Collaboration and Coordination | **16:15 - 17:30**  TSAG Plenary |

Note: No meeting for the TSAG Rapporteur Group on the Strategic Plan and Operational Plan is foreseen at the moment

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

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-1)