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| itu_logo | **国际电信联盟****电信标准化局** | CCITT/ITU-T 60th Anniversary logo |

|  |  |
| --- | --- |
|  | 2016年12月16日，日内瓦 |
| 文号： | **电信标准化局第1/2号集体函** | 致：– 国际电联各成员国主管部门；– ITU-T部门成员；– 参加第2研究组工作的ITU-T部门准成员；和– 国际电联学术成员 |
| 电话： | +41 22 730 5855 |
| 传真： | +41 22 730 5853 |
| 电子邮件： | tsbsg2@itu.int |  |
|  |  |  |
| 事由： | **第2研究组的会议****2017年3月29日至4月7日，日内瓦****面向发展中国家的缩小标准化工作差距实践培训课****2017年3月28日** |

尊敬的先生/女士：

我高兴地邀请您出席第2研究组（服务提供和电信管理的操作方面）将于**2017年3月29日至4月7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（2017年3月29日）的会议将自09:30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和第2研究组的主页上显示。请注意，开幕全体会议将按照ITU-T第2研究组上一次会议一致通过的时间，于2017年4月3日（会议第二周的星期一）09:30召开。有关此次会议的更多信息见本函**附件A**。

征得第2研究组主席（Phil Rushton先生）同意后拟定的会议**议程**草案及其**时间表**分别见**附件B**和**附件C**。

会议前一天，即**2017年3月28日**将为发展中国家代表举办为期一天的缩小标准化差距（BSG）实践培训课。

祝您与会顺利且富有成效。

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1/2号集体函）

附件A

**文稿的提交**

**提交文稿的截止日期：**提交文稿的截止日期为会议召开的12（十二）个日历日之前。此类文稿将在第2研究组的网站上发布，因而必须在**2017年3月16日之前（日内瓦时间23时59分）**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。

**直接传送/文件提交：**现已在线提供文稿直传系统。该系统允许ITU-T成员保留文稿编号，并将文稿直接上传至ITU-T的网络服务器或进行修改。直传系统的更多信息和导则可见以下网址：<http://itu.int/net/ITU-T/ddp/>。

**模板：**请使用提供的一系列模板起草您的会议文件。可通过各ITU-T研究组网页的“Delegate resources”（代表资源）项（<http://itu.int/ITU-T/studygroups/templates>）获取模板。需在所有文件的首页上注明文稿联系人的姓名、传真号码、电话号码和电子邮件地址。

**工作方法与设施**

由于预算限制，**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**至少在会议召开日的一个月前**通过在报名表中相应方框打钩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：**本次会议将为无纸会议。

**无线局域网**设施在国际电联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的23:59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））准备了九部手提电脑，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：**塔楼地下二层网吧、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：**现在除使用需在使用者的电脑或设备上安装的打印机排队“传统”打印方法外，亦可通过电子邮件打印文件（“电子打印”（e-print））。方法很简单：将希望打印的文件作为附件附于一封电子邮件，发给希望使用的打印机的电子邮件地址（格式为：printername@eprint.itu.int）。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）的方式在**2017年2月28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（如果有副团长，亦盼一并注明）。请各成员在代表团的组建中尽力包含女性代表。

**请注意，ITU-T第2研究组会议的与会者只能通过ITU-T网页（**<http://itu.int/go/tsg02>**)）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）**，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，我们将视可用资金情况，向每个主管部门提供两份非全额与会补贴，以方便最不发达国家或低收入发展中国家与会（<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，至少一份须购买经济舱机票。申请与会补贴时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**2017年2月15日**（会议召开的六周）前交回国际电联。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；申请人向会议提交的文稿；在国家和区域之间的公平分配；以及性别平衡。

**（会前）重要截止日期**

|  |  |  |
| --- | --- | --- |
| 两个月前 | 2017年1月29日 | - 提交需翻译的文稿  |
| 六周前 | 2017年2月15日 | - 申请与会补贴 |
| 四周前 | 2017年3月1日 | - 申请签证协办函 |
| 一个月前 | 2017年2月28日 | - 要求在闭幕全体会议上提供口译服务- 预注册 |
| 12个日历日前 | 2017年3月16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，为到访者提供信息的新网站现已开通：<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，则请向驻距离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关瑞士当局接触，以便为发放签证提供方便，但仅限于在所述的**四个**星期内办理。此类请求[[1]](#footnote-1)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，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 1/2)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 2 meeting and BSG Hands-on Training Session****Geneva, Switzerland, 28 March - 7 April 2017** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail: fellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 15 February 2017** |
|  | Participation of women is encouraged |  |
| Registration Confirmation ID No: ……………………………………………………………………………**I will attend BSG Hands-on Training Session on 28 March : □ Yes □ No**(Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://itu.int/go/tsg02>)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 1/2)

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

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

**TELECOMMUNICATION STANDARDIZATION SECTOR**

ITU-T SG2 meetingfrom 29 March to 7 April 2017 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 1/2)

**Draft Agenda**

**Meeting of Study Group 2
Geneva, 29 March - 7 April 2017**

**1 Opening plenary meeting**

1.1 Opening of the meeting

1.2 Adoption of the agenda and other administrative issues (including timetable and room allocation)

1.3 Reports of SG2 work and follow-up actions

a) Approval of Reports COM 2 – R 19 to R 22 of the previous Study Period

b) Activities since the last meeting of SG2: Rapporteur meetings and interim activities

c) Report on Numbering, Naming, Addressing and Identification issues, including NCT (Numbering Coordination Team)

d) Report on activities related to misuse of numbering resources

e) Report on activities related to developing countries, including reports of regional groups

f) Status of discussions regarding Recommendations to be determined or consented

1.4 Reports of other meetings

a) WTSA-16

b) TSB Director CxO meeting

c) TSB Director CTO meeting

d) Joint SCV (Standardization Committee for Vocabulary)-CCV (Coordination Committee for Vocabulary) meeting

e) Expert Group on the International Telecommunication Regulations

1.5 Other issues for this meeting

a) Agreement on structure of SG2 and the number of the questions

b) Nomination of Working Party Chair, Vice-Chair and Rapporteurs as appropriate

1.6 Procedural notifications

**2 Closing plenary meeting**

2.1 Reports of the meetings of Working Parties, and the ad hoc group on developing country issues

2.2 Determination of Recommendations under TAP (Traditional Approval Process)

2.3 Recommendations Consented under AAP (Alternative Approval Process)

2.4 Deletion or renumbering of Recommendations

2.5 Approval or deletion of Supplements

2.6 Liaison statements, including liaisons reporting to TSAG on Lead Study Group activities:

a) numbering, naming, addressing, identification and routing

b) service definition

c) Telecommunications for disaster relief/early warning, network resilience and recovery

d) Telecommunication Management

e) Other

2.7 Recommendation status and work plans

2.8 Date and place of future meetings

2.9 Other business

2.10 Closure of the meeting

**ANNEX C**

(to TSB Collective letter 1/2)

**Draft Timetable - ITU-T Study Group 2 Meeting, Geneva, 29 March - 7 April 2017**

|  |
| --- |
| **NOTE:** The timetable below is a tentative plan for the meeting. It could be changed during the meeting. Please consult the following website for updates on possible session and room changes: <http://www.itu.int/en/events/Pages/Geneva-schedule.aspx?sector=ITU-T>.The timetable below shows two working parties merely for illustrative purposes. The actual number of working parties, and the allocation of Questions to individual working parties, will be determined by the Study Group itself at its first meeting.  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Tue 28/3*** | ***Wed 29/3*** | ***Thurs 30/3*** | ***Fri 31/3*** | ***Sat*** | ***Sun*** | ***Mon 3/4*** | ***Tues 4/4*** | ***Wed 5/4*** | ***Thu 6/4*** | ***Fri 7/4*** |
|  | *am* | *pm* | *am* | *pm* | *am* | *pm* | *am* | *pm* |  | *am* | *pm* | *am* | *pm* | *am* | *pm* | *am* | *pm* | *am* | *pm* | *am* | *pm* |
| **SG2** |  |  |  |  |  |  |  |  |  | **Mgt** |  | **(a)** |  |  |  |  |  |  |  |  |  |
| **WP 1/2** |  |  |  |  |  |  |  |  |  |  | **(a)** |  |  |  |  |  |  |  | **1** |  |
| Q.1/2 |  |  |  |  |  |  |  |  |  |  |  |  |  | **2** |  | **5** | **2** | **3** | **3,1** |  |  |
| Q.2/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **5** |  | **3** | **3,1** |  |  |
| Q.3/2 |  |  |  |  |  |  |  |  |  |  |  |  |  | **2** |  |  | **2** | **3** | **3,1** |  |  |
| **WP 2/2** |  | **Mgt** |  |  |  |  |  |  |  |  |  | **(a)** |  |  |  |  |  |  |  |  | **1** |  |
| Q.5/2 |  |  |  | **4** |  |  |  |  |  |  |  |  |  | **4** |  |  |  |  |  | **1** |  |  |  |
| Q.6/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |  |  |  |  |
| Q.7/2 |  |  |  | **4** |  |  |  |  |  |  |  |  |  | **4** |  |  |  |  |  | **1** |  |  |
| **Opening plenary:** The opening plenary of the Study Group will start at **0930 hours** on Monday **3 April** **2017** without Interpretation. **Note (a)**: The opening plenaries of WP 1/2 and of WP 2/2 will start immediately after the end of the opening plenary of SG2. **Note 1:** Session devoted to finalizing meeting reports.**Note 2:** Joint session of Qs 1/2 and 3/2. **Note 3:** Joint session of Qs 1/2, 2/2 and 3/2.**Note 4:** Sessions for JRG-CCM (Joint Rapporteur Group on Cloud Computing Management), Qs 5/2, 7/2 and 19/13.**Note 5**: Joint session of Qs 1/2 and 2/2. | **Working hours**: Plenary meetings and meetings of Working Parties normally take place from 09h30 to 12h30 and from 14h30 to 17h30, except for Friday, when the morning session will be 09h00 to 12h00. Meetings of Questions normally take place in the timeframes between 08h30 and 12h30 and between 13h00 and 18h00. All sessions/joint sessions for Q1/2 normally start at 09h00 in the morning and 14h00 in the afternoon. Please consult the screens for the exact meeting times for each Question, in particular the starting time. Ad-hoc groups should meet outside the hours of the related Questions, and on Saturday or Sunday, as required.  |
| **Closing Plenary:** It will start at 14h30 on Friday **7 April 2017** with Interpretation. |
| **Management Team:** The Management Team will meet in the afternoon from 14h00 to 17h00 (tentatively) of Sunday, **2 April 2017**.**WP2/2 Management Team:** Qs 5/2, 6/2, 7/2 Rapporteurs or acting Rapporteurs will meet in the afternoon from 16h00 to 17h00 (tentatively) of Tuesday, **28 March 2017**. |

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

1. 此类申请的模板参见<http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>。 [↑](#footnote-ref-1)