|  |  |  |
| --- | --- | --- |
| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau** | CCITT/ITU-T 60th Anniversary logo |
|  | Geneva, 16 December 2016 |
| Ref: | **TSB Collective letter 1/2** | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T SG2 Associates; and - To ITU Academia |
| Tel: | +41 22 730 5855 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg2@itu.int  |  |
| Subject: | **Meeting of Study Group 2; Geneva, 29 March - 7 April 2017 and BSG Hands-on Training Session for Developing Countries ; 28 March 2017** |

Dear Sir/Madam,

It is my pleasure to invite you to attend Study Group 2 (*Operational aspects of service provision and telecommunications management*) which is to meet at ITU headquarters, Geneva, from **29 March to 7 April 2017** inclusive.

I should like to inform you that the meeting will open at 0930 hours on the first day (29 March 2017). 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 and on the SG2 homepage. Please be aware that the opening plenary meeting will be held at 0930 hours on the morning of 3 April 2017 (Monday of the second week), as agreed in the last ITU-T SG2 meeting. Additional information about the meeting is set forth in **Annex A**.

The draft **Agenda** of the meeting and its **Timetable**, prepared in agreement with the SG2 Chairman (Mr Phil Rushton) are set out in **Annex B** andin **Annex C.**

The meeting will be preceded by a one-day Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries, on **28 March 2017**.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes: 3**

**ANNEX A**

(to TSB Collective letter 1/2)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 2 website and must therefore be received by TSB **not later than 16 March 2017 (23h59, Geneva time)**. 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 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/>.

**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**

Due to budget restrictions, **INTERPRETATION** will be available upon request for the closing plenary of the meeting. For sessions that are scheduled to be held with interpretation, please note that interpretation will only be provided if a Member State so requests by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least one month before the first day of the meeting**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

**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 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 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 28 February 2017**, 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). Members are invited to include women on their delegations whenever possible.

**Please note that pre-registration of participants for ITU-T SG2 meetings is carried out *online* on the ITU‑T website (**<http://itu.int/go/tsg02>**).**

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

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration will 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>). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. 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 **15 February 2017***(six weeks before the meeting)***.** 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.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 2017-01-29 | - submit contributions for which translation is requested |
| Six weeks | 2017-02-15 | - fellowship requests |
| Four weeks | 2017-03-01 | - requests for visa support letters |
| One month | 2017-02-28 | - requests for interpretation at closing plenaries- pre-registration |
| 12 calendar days | 2017-03-16 | - 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 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) bearing the words **“visa request”**.

**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. 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)