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| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 11 December 2017 | |
| Ref: | **TSB Collective letter 2/3**  SG3/LS | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 3;  - To ITU Academia | |
| Tel: | +41 22 730 5884 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg3@itu.int](mailto:tsbsg3@itu.int) | |
| Web: | <http://itu.int/go/tsg3> | |
| Subject: | **Meeting of Study Group 3; Geneva, 9-18 April 2018** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 3 (Tariff and accounting principles and international telecommunication/ICT economic and policy issues), which will be held at ITU headquarters, Geneva, from 9 to 18 April 2018, inclusive.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting-room allocations will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).

**Key deadlines**:

|  |  |
| --- | --- |
| 9 February 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 26 February 2018 | - Submit fellowship requests (see form 1 below)  - Submit interpretation requests (via online pre-registration form) |
| 9 March 2018 | - Pre-registration (online via the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/03/Pages/default.aspx))  - Submit requests for visa support letters (a request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)) |
| 27 March 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and time plan**, prepared by   
Mr Seiichi Tsugawa (Japan) are set out in **Annex B**.

I wish you a productive and enjoyable meeting.

|  |  |
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| Yours faithfully,  *(signed)*  Chaesub Lee Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg3 ITU-T SG3 |
| Latest meeting information |

**Annexes**: 2

Annex A  
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Member Contributions should be submitted using [Direct Document Posting](http://itu.int/net/ITU-T/ddp/); draft TDs should be submitted by email to the study group secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**INTEPRETATION**: Due to budget restrictions,interpretationwill be available for the closing plenary of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least six weeks before the first day of the meeting**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**PRINTERS** are available in the delegates’ lounges and near all [major meeting rooms](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on delegates’ computer, documents may be “e‑printed” by emailing them to the desired printer.  
Details at: <http://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) on a first-come, first‑served basis.

**PRE-REGISTRATION, NEW DELEGATES AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-registration is to be done online via the study group home page **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation. The membership is invited to include women on their delegations whenever possible.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU‑T. If you would like to participate, please contact [ITU-Tmembership@itu.int](mailto:ITU-Tmembership@itu.int). A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf). Requests must be received **at least six weeks before the beginning of the meeting**. Pre-registration for the meeting is mandatory.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS**: A number of Geneva hotels offer preferential rates for delegates attending ITU meetings, and provide a card giving free access to Geneva’s public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

**VISA SUPPORT**: If required, visas must be requested before the date of arrival in Switzerland from the 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

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. Any such request must specify the name, function, date of birth, passport information, and registration confirmation for all applicants. Requests should be sent to TSB **no later than one month before the meeting** by email ([tsbreg@itu.int](mailto:tsbreg@itu.int)) or fax (+41 22 730 5853), bearing the words “**visa request**”. A sample request can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

**FORM 1 - FELLOWSHIP REQUEST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Meeting of ITU-T Study Group 3  (Geneva, Switzerland, 9-18 April 2018)**  Request for one partial fellowship  (Submission deadline: **26 February 2018**) | | | |  |
| Please return completed form, preferably by e-mail, to: ITU Fellowships, Geneva (Switzerland) | | | E-mail: [fellowships@itu.int](mailto:fellowships@itu.int) Tel: +41 22 730 5227 Fax: +41 22 730 5778 | | |
| **Applications from women are encouraged** | | | | | |
| Registration number (required): (Pre-registration is [online only](http://itu.int/go/tsg3)) | |  | | | |
| Title(s) of contributions submitted/planned: | |  | | | |
| Country ([list of eligible countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf)): | |  | | | |
| Name of the Administration/Organization: | |  | | | |
| Professional role/title: | |  | | | |
| Mr/Mrs/Ms: | |  | | | |
| Applicant’s family name: | |  | | | |
| Applicant’s given name: | |  | | | |
| Address: | |  | | | |
| Telephone: | |  | | | |
| Fax: | |  | | | |
| E-mail: | |  | | | |
| Passport number: | |  | | | |
| Date and place of issue: | |  | | | |
| Passport valid until (date): | |  | | | |
| Nationality: | |  | | | |
| Date of birth: | |  | | | |
| Please select your preferred fellowship type (one only),  which ITU will do its best to accommodate:  **Economy class air ticket (duty station -> event venue -> duty station)**  **Subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | |
| **Signature of applicant:** | | | | **Date:** | |
| TO VALIDATE THIS FELLOWSHIP REQUEST, THE NAME, TITLE AND SIGNATURE OF THE CERTIFYING OFFICIAL DESIGNATING THE PARTICIPANT MUST BE COMPLETED BELOW, ALONG WITH AN OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST TO THE LAST DAY OF THE MEETING. | | | | | |
| **Signature and stamp of certifying official:** | | | | **Date:** | |

**Annex B  
Draft agenda and time plan**

Draft agenda for the plenary meeting of Study Group 3  
(Geneva, 9-18 April 2018)

1. Opening plenary meeting

1.1 Opening of the meeting

1.2 Review of documents and electronic working methods available

1.3 Adoption of the agenda

1.4 Results of the work of ITU-T Study Group 3 and follow-up

1.5 Progress reports on the work of the Regional groups of ITU-T Study Group 3

1.6 Timetable

1.7 List of orphaned/dormant Recommendations

1.8 Procedural notifications

2. Closing plenary meeting

2.1 Reports of the meetings of Working Parties, Questions, and ad-hoc groups

2.2 Approval of Recommendations under TAP

2.3 Determination of Recommendations under TAP

2.4 Deletion or renumbering of Recommendations

2.5 Approval or deletion of Supplements

2.6 Liaison statements

2.7 Recommendation status and work plans

2.8 Dates of future ITU-T Study Group 3 meetings

2.9 Other business

2.10 Closure of the meeting

Draft time plan

**(Geneva, 9-18 April 2018)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday 9 April | Tuesday 10 April | Wednesday 11 April | | Thursday 12 April | Friday 13 April |  | Monday 16 April | | | Tuesday 17 April | Wednesday 18 April |
| Morning 1 09h30-11h15 | PLEN | WP1 | WP2 | Ad hoc and other meetings\* | WP1 | WP2 | WP3 | | Ad hoc and other meetings\* | WP4 | PLEN |
| WP2 |
| Morning 2 11h30-12h30 | WP1 | *AI Workshop*  *AI Workshop*  *AI Workshop* | WP3 | | WP1 | WP2 | WP3 | | | WP4 | PLEN |
| *Lunchtime sessions* | *Newcomers’ session* |  | |  |  |  |  | | |  |  |
| Afternoon 1 14h30-16h00 | WP2 | WP1 | Ad hoc and other meetings\* | PLEN | PLEN |  | PLEN | | | WP4 | PLEN |
| Afternoon 2 16h15-17h30 | WP3 | WP3 | WP1 | | WP2 | WP3 |  | WP4 | Ad hoc and other meetings\* | | WP4 | PLEN |
| WP4 |

\* Ad-hoc and other meetings will be scheduled as needed

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