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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 11 September 2017 |
| Ref: | **TSB Collective letter 2**TSAG/RS | - 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 ITU-T StandardizationCommittee for Vocabulary |
| Tel: | +41 22 730 5860 |
| Fax: | +41 22 730 5853 |
| Email: | tsbtsag@itu.int  |
| Web: | <http://itu.int/go/tsag>  |
| Subject: | **Second meeting of the Telecommunication Standardization Advisory Group (TSAG),Geneva, 26 February-2 March 2018** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the second meeting of the Telecommunication Standardization Advisory Group (TSAG) which will be held at ITU headquarters, Geneva from 26 February to 2 March 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**:

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| 22 December 2017 | - Submit requests for real-time captioning and/or sign-language interpretation- [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 15 January 2018 | - Submit fellowship requests (application form and guidelines can be found [here](http://staging.itu.int/en/ITU-T/tsag/2017-2020/Documents/TSAG_Fellowships.docx))- Submit interpretation requests (via online pre-registration form) |
| 26 January 2018 | - Pre-registration (online via the [TSAG homepage](http://www.itu.int/en/ITU-T/tsag/2017-2020/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)) |
| 14 February 2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/)  |

Practical meeting information is set out in **Annex A** below. A draft meeting **agenda** and **timeplan**, prepared by
Mr Bruce Gracie, Chairman of TSAG, are set out in **Annexes B** and **C**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau |  ITU-T TSAG |
| Latest meeting information |

**Annexes**: 3

**Annex A**

**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 TSAG homepage, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**INTEPRETATION**: Due to budget restrictions,interpretationwill be available upon request 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) on a first-come, first‑served basis.

**ACCESSIBILITY:** **Remote participation**, **webcasting** in the six official languages as well as **real-time captioning** of the English audio channel will be provided for the TSAG Plenaries on 26 February and 2 March; remote participation, webcasting and real-time captioning of the English audio channel only will be provided on 27, 28 February and 1 March.

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

**PRE-REGISTRATION:** Pre-registration is to be done online via the TSAG homepage **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), 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. 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 using the form and guidelines indicated on page one of this letter **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 **at least one month 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. 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 by email (tsbreg@itu.int) or fax (+41 22 730 5853), bearing the words **“visa request”**. A request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

**Annex B
Draft agenda**

1. Opening of the meeting
2. Opening remarks by the ITU 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. Strategic and Operational Plan of ITU-T
8. Input to the Strategic and Financial Plan of ITU
9. Work Programme:
	1. Study group matters
	2. Focus groups
	3. Joint Coordination Activities
	4. CTO group meeting
	5. ITU Journal
	6. WTSA Action Plan
10. Bridging the Standardization Gap
11. External relations
12. Meeting of TSAG Rapporteur Groups and ad hoc groups
13. ITU-T meeting schedule including date of next TSAG meeting(s)
14. Any other business
15. Closing remarks by the Director, TSB
16. Closure of meeting

**Annex C**

**DRAFT TIMEPLAN FOR TSAG AND RELATED RAPPORTEUR GROUP MEETINGS** (additional ad hoc groups may be scheduled; the allocation of time slots to TSAG Rapporteur Groups is preliminary and subject to modification)

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| **Session #** | **Sunday****25 February** | **Monday****26 February** | **Tuesday****27 February** | **Wednesday****28 February** | **Thursday****1 March** | **Friday****2 March** |
| #1; am |  | **9:30 - 10:45**TSAG Plenary | **9:30 - 10:45**TSAG Rapporteur Group on Standardization Strategy | **9:30 - 10:45**TSAG Rapporteur Group on Standardization Strategy | **9:30 - 10:45** TSAG Rapporteur Group on Strengthening Cooperation | **9:00 - 10:15** TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |
| #2; am |  | **11:15 - 12:30**TSAG Plenary | **11:15 - 12:30**TSAG Rapporteur Group on Standardization Strategy | **11:15 - 12:30**TSAG Rapporteur Group on Strengthening Cooperation | **11:15 - 12:30**TSAG Rapporteur Group on Strengthening Cooperation | **10:45 - 12:00**TSAG Plenary  |
| *Lunch* |  |  |  |  |  |  |
| #3; pm | **15:00 - 18:00**TSAG Management Meeting | **14:30 - 15:45** TSAG Plenary | **14:30 - 15:45**TSAG Rapporteur Group on Work Programme | **14:30 - 15:45**TSAG Rapporteur Group on Strategic and Operational Plan | **14:30 - 15:45**TSAG Rapporteur Group on Work Programme | **14:30 - 15:45**TSAG Plenary |
| *Coffee break* |  |  |  |  |  |  |
| #4, pm |  | **16:15 - 17:30**TSAG Plenary | **16:15 - 17:30**TSAG Rapporteur Group on Working Methods | **16:15 - 17:30**Study Group/TSAG Chairmen’s meeting | **16:15 - 17:30**TSAG Rapporteur Group on Working Methods | **16:15 - 17:30**TSAG Plenary |

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