



Telecommunication Standardization  
Bureau (TSB)

Telecommunication Development  
Bureau (BDT)

Geneva, 30 August 2012

Ref: **TSB Circular 259**

Ref: **BDT/IEE/CYB/Circular/11**

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To:

- Administrations of Member States of the Union;
- ITU-T and ITU-D Sector Members;
- ITU-T and ITU-D Associates;

**Subject: Invitation to the fourth meeting of the ITU IPv6 Group,  
12 June 2012, Geneva, Switzerland**

Dear Sir/Madam,

1 As agreed at the third meeting of the IPv6 Group (Geneva, 7-8 April 2011), the fourth meeting of this group is scheduled to take place at the ITU Headquarters in Geneva, on Tuesday **12 June 2012** so as to be back-to-back with the meetings of the Council Working Group on international Internet-related Public Policy Issues (CWG-Internet) on 8 and 11 June 2012. As in the previous meetings, participation is open to ITU Member States, ITU-T and ITU-D Sector Members, Associates and relevant organizations invited.

2 The meeting will be conducted in English only. The meeting will open at 0930 hours on 12 June 2012. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU Headquarters. A draft agenda of the meeting is set out in **Annex 1** hereto.

3 Information relating to the meeting will be available in due course on the IPv6 Group website at <http://itu.int/ITU-T/othergroups/ipv6>.

4 Following the current practice of ITU-T, contributions to the Group should be submitted not later than **31 May 2012** (twelve calendar days prior to the meeting) to the following e-mail address: [ipv6info@itu.int](mailto:ipv6info@itu.int). They will be published at the web site referenced above.

5 We would strongly encourage you to use the **ITU-T basic template** that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. This template is accessible from ITU-T web page, under "Delegate resources" (<http://itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

6 Registration for the meeting should be done exclusively *online* at the IPv6 Group website: <http://itu.int/ITU-T/othergroups/ipv6> before **5 June 2012**.

7 Facilities for remote participation will be provided. In particular, the meeting will be webcast. Interested persons will be able to access the webcast from the group's web site. In addition, registered delegates will be able to call-in. Instructions will be sent to registered delegates on request.

8 The meeting will be run paperless. **PRINTERS** are available in the cyber café on the second basement level of the Tower building and **on the ground** floor of the Montbrillant building for delegates who wish to print documents. In addition, the Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) has available a limited number of laptops for those who do not have one.

9 **WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CIGG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>). Also **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.

10 For your convenience, a hotel confirmation form is enclosed as **Annex 2**. A list of hotels can be found at <http://itu.int/travel/>

11 We are pleased to inform you that one full or 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>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use form enclosed as **Annex 3**), must be returned to ITU no later than **12 May 2012**.

12 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any 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 by **ITU Member States, Sector Members or Associates**, and at the official request made by them to TSB, the Union can 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 should be made by official letter from the administration or entity you represent.

This letter must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested 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**". **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members or ITU Associates.**

Yours faithfully,

[Original signed]

Malcolm Johnson  
Director, Telecommunication  
Standardization Bureau (TSB)

[Original signed]

Brahima Sanou  
Director, Telecommunication  
Development Bureau (BDT)

**Annexes: 3**

**ANNEX 1**

(to TSB Circular 259 – BDT/IEE/CYB/Circular/11)

**DRAFT AGENDA OF IPV6 GROUP'S 4<sup>TH</sup> MEETING**

**Geneva, 12 June 2012**

1. Opening
2. Adoption of the Agenda
3. Adoption of the time management plan
4. Introduction of input documents
5. Discussions
6. Future meetings
7. Other Business



**ANNEX 2**

(to TSB Circular 259– BDT/IEE/CYB/Circular/11)

*This confirmation form should be sent direct to the hotel of your choice*



**INTERNATIONAL TELECOMMUNICATION UNION**



***IPv6 Group meeting, 12 June 2012 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 3**

(to TSB Circular 259 – BDT/IEE/CYB/Circular/11)

***Fellowship request form***

	<b>IPv6 Group meeting</b> <b>Geneva, Switzerland, 12 June 2012</b>	
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**Please return to:** ITU  
Geneva (Switzerland)

**E-mail :** [bdtfellowships@itu.int](mailto:bdtfellowships@itu.int)  
Tel: +41 22 730 5487  
Fax: +41 22 730 5778

**Request for one full fellowship or two partial fellowships to be submitted before 12 May 2012**

Participation of women is encouraged

Registration Confirmation I.D. No: .....

(Note: It is imperative for fellowship holders to pre-register via the on-line registration form at: <http://itu.int/ITU-T/othergroups/ipv6>)

**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**

1.  One full fellowship **or**  two partial fellowships (per eligible country).

2. In case of two partial fellowships, **choose one of the following:**

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** \_\_\_\_\_