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| **Telecommunication StandardizationBureau** |  |

 Geneva, 15 February 2012

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| Ref:Contact:Tel:Fax:E-Mail: | **TSB Circular 252**Reinhard Scholl+41 22 730 5860+41 22 730 5853wtsa@itu.int  |  **To:** - Administrations of Member States of the Union- ITU-T Sector Members- Regional telecommunication organizations- Intergovernmental organizations operating satellite systems- The United Nations - Specialized Agencies of the United Nations and the International Atomic Energy Agency |
|  |  | **Copy to:**- Chairmen and Vice-Chairmen of ITU-T study groups- Director of the Telecommunication Development Bureau- Director of the Radiocommunication Bureau |

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| Subject: | **World Telecommunication Standardization Assembly (WTSA-12)Dubai, United Arab Emirates, 20-29 November 2012** |

Dear Sir/Madam,

The Secretary-General of ITU by [Circular letter No. 65](http://www.itu.int/oth/T260B000065/en) and letters [DM-11/1028](http://www.itu.int/oth/T260B001028/en) and
[DM-11/1029](http://www.itu.int/oth/T260B001029/en) of 16 December 2011 has announced that at the kind invitation of the Government of the United Arab Emirates, and pursuant to Resolution 77 (Rev. Guadalajara, 2010) and the Council Resolution 1335, the World Telecommunication Standardization Assembly (WTSA‑12) will take place in Dubai, United Arab Emirates from 20 to 29 November 2012, preceded by the Global Standards Symposium on 19 November 2012.

I now have the pleasure to provide you with the relevant information concerning the Assembly.

# 1 Venue

The Assembly will be held at the Dubai World Trade Center, Dubai. The opening meeting will take place on Tuesday, 20 November 2012, at 1100 hours and will be preceded, at 0930 hours, by a meeting of heads of delegation. Meeting rooms will be indicated at the entrance of the Dubai World Trade Center.

# 2 Duties and functions of the Assembly

The daily agenda of the Assembly will be based on the functions and duties of the World Telecommunication Standardization Assembly as set forth in Article 18 of the ITU Constitution and Article 13 of the ITU Convention.

# 3 Conditions for invitation and admission

The conditions for invitation and admission to the World Telecommunication Standardization Assembly are specified in Article 25 of the Convention.

# 4 Draft structure of the Assembly

The World Telecommunication Standardization Assembly shall conduct its work by setting up committees in accordance with Section 1 of [Resolution 1](http://www.itu.int/pub/T-RES-T.1-2008) (Johannesburg, 2008). A provisional committee structure is outlined in **Annex 1**, this structure being subject to review by the meeting of heads of delegation prior to the opening of the Assembly.

# 5 Items for consideration by the Plenary Meeting

The following items will be included in the agenda of the Plenary Meeting:

– Approval of the work programme for WTSA-12;

– Appointment of the chairman and vice-chairmen of the Assembly;

– Establishment of committees of WTSA-12;

– Appointment of the chairmen and vice-chairmen of the committees;

– Allocation of documents;

– Examination of reports, including proposals submitted relating to the activities of study groups;

– Reports of Committees 2 (Budget Committee), 3 (Committee on Working Methods of ITU-T) and 4 (Committee on the ITU-T Work Programme and Organization);

– Appointment of the chairmen and vice-chairmen of ITU-T groups established by WTSA‑12;

– Report of the Conclusions of the GSS

# 6 Contributions

Consistent with the normal practice governing ITU-T documents, Member States and Sector Members are requested to submit any contributions preferably two months in advance of the opening of the Assembly, i.e., by **20 September 2012**. Contributions should be addressed to the Director of the Telecommunication Standardization Bureau and submitted by electronic mail to tsbwtsa-doc@itu.int.

# Furthermore, in order to ensure the timely translation and thorough consideration by delegations of documents submitted to WTSA-12, in accordance with Resolution 165 (Guadalajara 2010), Member States and Sector Members should submit their contributions no later than fourteen calendar days before the opening of the Assembly, i.e., 6 November 2012. Member States and Sector Members are urged to give careful attention to the initial preparation of contributions so as to avoid revisions to documents.

# 7 Document distribution

7.1 The following documents will be published as preparatory documents for WTSA‑12:

a) Reports on the work of each of the study groups;

b) Report on the activities of the Telecommunication Standardization Advisory Group (TSAG);

c) Reports by the Director of TSB on:

1) the activities of ITU-T since WTSA-08;

2) structure and staffing of the Telecommunication Standardization Bureau (TSB);

3) ITU-T expenditure during the study period 2009-2012;

4) the estimated financial needs of ITU‑T up to WTSA‑16.

d) Reports on any matters considered necessary in the light of the ITU Constitution and Convention and Council decisions.

7.2 The above documents will be posted on the WTSA-12 website as soon as they are available. There is also an electronic notification service that will inform you as soon as new documents have been posted on the website. Please consult the WTSA-12 website for details on how to subscribe to this notification service.

7.3To help keep the costs down, and in line with the policy to move to a paperless environment, it is strongly recommended to use electronic working methods. Should paper copies be required they should be downloaded and printed from the WTSA-12 website in advance and brought to the Assembly. However, the Secretariat will send a maximum of two paper copies for Member States and one copy for Sector Members via postal mail if so requested by completing the form at **Annex 2** and returning it to TSB before **15 May 2012**. In addition, if requested by the Focal Point (see **Annex 3**) paper copies of documents issued during WTSA-12 will be distributed on site. The distribution will be limited to a maximum of two copies for Member States delegations and one copy for Sector Member and other organizations’ delegations.

7.4 A wireless LAN will be available to access all documents online during the Assembly. In order to obtain electronic access to documents of the Assembly and also to benefit from the electronic notification service, it is necessary to have a TIES account. Please see <http://itu.int/ties/> for TIES registration information.

7.5 The WTSA-12 website at <http://itu.int/en/ITU-T/wtsa-12> will contain all the information presented in this circular. It will also contain the Assembly documents, online forms for registration of participants and document request, information on hotels and other practical information, as well as a link to the website of the host country.

# 8 Tribute to former collaborators in ITU-T activities

8.1 In accordance with tradition, a tribute will be paid at WTSA-12 to ITU-T collaborators deceased since WTSA-08. Similarly, wishes for a long and happy retirement will be addressed to ITU-T collaborators who have retired since WTSA-08.

8.2 In order to uphold this tradition, I would be grateful if you could let me know by **30 October 2012** the names, titles and functions of any nationals of your country who you would wish to have mentioned in either connection.

# 9 Addresses by heads of delegation

In line with tradition at previous assemblies, and in view of the short time available during the Assembly, please be reminded that addresses by heads of delegation will be published in the original language(s) and as electronic documents only, on the WTSA-12 website, and noted by the Plenary.

# 10 Global Standards Symposium

Immediately before WTSA-12, on Monday, 19 November 2012, ITU-T will organize a one-day Global Standards Symposium (GSS-12). Details of this event will be communicated in due time by a separate circular, but I would already like to invite all delegates to participate in this important symposium which will be organized in line with Resolution 122 (Rev. Guadalajara, 2010).

# 11 Hotels and practical information

Further information on hotel accommodation, the hotel reservation form and general information will be provided shortly.

**12 Participant registration for WTSA-12 and GSS-12**

A common and unique registration for GSS-12, WTSA-12 and WCIT-12 (World Conference on International Telecommunications, 3-14 December 2012) will open on 20 August 2012 and carried out exclusively on-line using the Event Delegate Registration System (EDRS). Each Member State is invited to designate a focal point responsible for handling all registration formalities. Official information providing contact details of designated focal points (First Name, Last Name, E-mail address) should be submitted to the WTSA-12 Secretariat by fax (+41 22 730 5853) by 2 July 2012.

**Annex 3** sets forth details regarding the online registration process for WTSA-12 as well as the mandatory information to be provided to TSB.

**13 Fellowships**

Either one full or two partial fellowships per eligible Member State will be awarded based on available funding to facilitate participation from Least Developed Countries, or Low Income Developing Countries with per capita GDP not exceeding USD 2.000. An application must be authorized by the relevant Administration of the ITU Member State. The fellowship request form, enclosed as **Annex 4**, should be returned to ITU not later than 20 September 2012**.**

I look forward to seeing you in Dubai.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes**: 4

ANNEX 1

(to TSB Circular 252)

Draft structure of the Assembly

**(Excerpt from WTSA-08 Resolution 1)**

**1.1** The World Telecommunication Standardization Assembly (WTSA), in undertaking the duties assigned to it in Article 18 of the ITU Constitution, Article 13 of the ITU Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each assembly by setting up committees and group(s) to address organization, work programme, budget control, editorial matters, and to consider other specific matters if required.

**1.2** It shall establish a Steering Committee, presided over by the chairman of the assembly, and composed of the vice-chairman of the assembly and the chairmen and vice-chairmen of the committees and any group(s) created by the assembly.

**1.3** WTSA shall establish a Budget Control Committee and an Editorial Committee, the tasks and responsibilities of which are set out in the General Rules of Conferences, Assemblies and Meetings of the Union (General Rules, Nos. 69-74):

a) The "Budget Control Committee", *inter alia*, examines the estimated total expenditure of the assembly and estimates the financial needs of ITU-T up to the next WTSA and the costs entailed by the execution of the decisions of the assembly.

b) The "Editorial Committee" perfects the wording of texts arising from WTSA deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union.

**1.4** In addition to the Steering, Budget Control and Editorial committees, the two following committees are set up:

a) The "Committee on Working Methods of ITU-T", which submits to the plenary meeting reports including proposals on the ITU-T working methods for implementation of the ITU‑T work programme, on the basis of the TSAG reports submitted to the assembly and the proposals of ITU Member States and ITU-T Sector Members.

b) The "Committee on the ITU-T Work Programme and Organization", which submits to the plenary meeting reports including proposals on the programme and organization of the work of ITU-T consistent with ITU-T strategy and priorities, on the basis of the TSAG reports submitted to the assembly and the proposals of ITU Member States and ITU-T Sector Members. It shall specifically:

i) propose a set of study groups;

ii) review the Questions set for study or further study;

iii) produce a clear description of the general area of responsibility within which each study group may maintain existing and develop new Recommendations, in collaboration with other groups, as appropriate;

iv) allocate Questions to study groups, as appropriate;

v) decide, when a Question or group of closely related Questions concerns several study groups, whether:

− to accept the recommendation of TSAG;

− to entrust the study to a single study group; or

− to adopt an alternative arrangement;

vi) review, and adjust as necessary, the lists of Recommendations for which each study group is responsible;

vii) propose the establishment, where needed, of other groups in accordance with Nos. 191A and 191B of the Convention.

**1.4.1** The chairmen of study groups and the chairman of TSAG and the chairmen of other groups set up by WTSA should make themselves available to participate in the Committee on the Work Programme and Organization.

**1.5** The plenary meeting of a WTSA may set up other committees in accordance with No. 63 of the General Rules.

**1.6** All committees and groups referred to in 1.2 to 1.5 above shall normally cease to exist with the closing of WTSA except, if required and subject to the approval of the assembly and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of the assembly to complete its tasks as assigned by the assembly.

ANNEX 2

(to TSB Circular 252)

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| REQUEST FOR PREPARATORY DOCUMENTS IN PAPER FORM |
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| **All preparatory documents can be downloaded from the WTSA-12 website at:**[**http://itu.int/en/ITU-T/wtsa-12**](http://itu.int/en/ITU-T/wtsa-12)To download documents from the Web, a TIES account is necessary. This can be requested at ties.registration@itu.int |
| **⇨** | If you want to receive paper copies of the preparatory documents, kindly complete this form and return it by **15 May 2012** to:Telecommunication Standardization Bureau (TSB)International Telecommunication UnionOffice M.522Place des Nations **Fax: +41 22 730 58 53**CH-1211 Geneva 20 **e-mail:** **tsbwtsa-doc@itu.int** |  |
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 | Administration of Member State ……………………………………………………... |

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 | ITU-T Sector Member ……………………………………………………... |

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 | Regional or International Organization ……………………………………………………... |

To receive the documents in **paper form**, please indicate in the boxes below the **number of copies** you wish to receive in the desired language (maximum of **two** copies for Member States and **one** copy for Sector Members)

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| English: |  | Arabic: |  | Chinese: |  |
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| Spanish: |  | French: |  | Russian: |  |

 These documents should be dispatched by mail to the following **single central address**, for subsequent internal distribution (please indicate the name of the contact person):

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E-mail address : …………………………………………………. Tel.: ……………………………………………..

 Name: …………………………………………...

Date: ………………………………………………. Signature: ……………………………………….

ANNEX 3

(to TSB Circular 252)

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| **REGISTRATION OF PARTICIPANTS** |
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Registration for WTSA-12 will be carried out exclusively ***online*** at the WTSA-12 website (<http://itu.int/en/ITU-T/wtsa-12>). A username and password is required to access the online system.

To facilitate the registration process and to ensure the security of the system, it is necessary that a focal point be designated by your Administration/Entity. The focal point will be responsible for the submission of all participant registration requests and for on site document request.

**Those Administrations/entities for which the focal point is not the same as that designated as the TIES Focal Point in the Global Directory (see** [**http://itu.int/GlobalDirectory/index.htm**](http://itu.int/GlobalDirectory/index.htm)**) should provide the following contact details to TSB by e-mail (****tsbwtsa-reg@itu.int****) or by fax (+41 22 730 5853) before 2 July 2012:**

Focal point information will then be published on the WTSA-12 website on 3 July 2012. The actual online registration system will be available as from 20 August 2012.

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| Name of Member State: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Entity: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Designated Focal Point: |
| First name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Last name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| e-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

ANNEX 4

(to TSB Circular Letter 252)

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|  | **World Telecommunication Standardization Assembly (WTSA-12)****Dubai, United Arab Emirates, 20-29 November 2012** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **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 20 September 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/en/ITU-T/wtsa-12>**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 **□ t**wo partial fellowships (per eligible country).
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| 1. In case of two partial fellowships, chose one of the following:
 |
|  **□ Economy class air ticket (duty station / Dubai / duty station).** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** |
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| **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** |

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