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ACOS/530/AC

2009-02-06

INTERNATIONAL ELECTROTECHNICAL COMMISSION

ADVISORY COMMITTEE ON SAFETY (ACOS)

**TO ALL NATIONAL COMMITTEES
TO ALL TECHNICAL COMMITTEES AND SUBCOMMITTEES**

**ACOS WORKSHOP IX
Risk assessment in IEC safety standardization work supporting regulations,
to be held from 18 to 19 May 2009,
in Milan, Italy**

Dear Sir/Madam,

The ACOS Workshop VIII, held in Beijing in May 2006, underlined the increasing worldwide use of IEC safety standards in technical regulations by governments in developed and developing countries.

It is therefore essential that the standards developers in IEC and regulators all over the world develop a common basis of understanding as how IEC safety standards may support their regulatory requirements. This ACOS Workshop IX will pick out and specify the results of the last workshop in respect to the large volume of low voltage equipment. Special attention is drawn on the fact that risk assessment and risk reduction procedures are demonstrated in breakout sessions for four kinds of LV equipment. The basis for these discussions is a new developed "hazard list" on the basis of Annex A in IEC Guide 104.

This ACOS Workshop IX will offer a unique opportunity to discuss among international, regional and national regulators and IEC experts from standardization committees the confidence building procedure outlined in a risk assessment and risk reduction guidance document for low voltage equipment based on ISO/IEC Guides 50, 51 and 71 as well as IEC Guide 104.

Additionally this workshop will illustrate the basic safety concept in the draft of the future Publication IEC 62368 "Audio/video, information and communication technology equipment - Safety Requirements" which is planned as the common revision of IEC 60065 "Audio, video and similar electronic apparatus - Safety requirements" and IEC 60950 "Information technology equipment – Safety Requirements". This project is the first IEC publication which is based on a systematic hazard analysis. Regulators, manufacturers and test houses will receive information about this new way of drafting electrotechnical safety standards.

The two-days programme will cover:

- the emerging global safety regulatory environment with presentations from representatives of the European and national regulatory authorities;
- a brief overview of the IEC standardization development process and the role of ACOS;
- the safety related risk assessment in the area of low voltage;
- practical applications of IEC safety standards from low voltage equipment areas in the support of regulatory requirements;
- to underline the possible ways to fulfil the requirements presented on the first day, the workshop will contain four breakout sessions dealing with specific subjects.

The workshop will be of interest to:

- international, regional and national regulators;
- standards developers and users of IEC safety standards;
- manufacturers of electrical and electronic equipment;
- test laboratories;
- certification bodies.

The workshop is organized by ACOS (the Advisory Committee on Safety of the IEC) and hosted by the Italian National Committee of the IEC in the frame of the celebration of its 100th anniversary.

Please find attached the detailed workshop programme and the registration form.

Register at your earliest convenience, but no later than 15 March 2009, to take advantage of the special hotel arrangements available for the workshop participants.

Yours faithfully,

A. AMIT
General Secretary
Authorized by Michael J. Casson
Technical Department Manager

Annexes:

- General information on the workshop
- Registration form

ACOS WORKSHOP IX

Risk Assessment in IEC Safety Standardization Work supporting Regulations

18 -19 MAY 2009

MILANO – ITALY

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Information on Hotel Accommodation

The workshop will be held at:

HOTEL MICHELANGELO

Via Scarlatti, 33

20124 MILANO

Tel. +39 02 67551

Fax +39 02 6694232

Email: michelangelo@milanhotel.it



The Michelangelo Hotel is 2 blocks away from Milano's Railway Central Station and 200 meters from the airport bus terminal. The business district is one kilometer away and the Duomo is a 15-minutes metro ride.

A block booking of rooms has been made at the Hotel Michelangelo at the following prices:

- single room, including breakfast, service and VAT: € 140
- double room, including breakfast, service and VAT: € 160

This reservation will stand **until 15 March 2009**. After this deadline, the Hotel Management cannot guarantee the availability of the rooms.

We greatly recommend to book your room within the requested deadline, due to the many important exhibitions in Milano in this period.

Other Hotels are available for this event: addresses are included in the info package annexed to the IEC Administrative Circular. Participants are reminded that they are responsible for their hotel reservation and eventual cancellation, usually with a fee.

Information on the Workshop

The workshop is organized by ACOS (the Advisory Committee on Safety of the IEC) and hosted by the Italian National Committee of the IEC within the framework of its centenary celebration in the year 2009.

The workshop will be of interest to:

- international, regional and national regulators;
- standards developers and users of IEC safety standards;
- manufacturers of electrical and electronic equipment;
- test laboratories;
- certification bodies.

A workshop participation fee of 230 € will be charged. This fee will include the information folder, souvenir, two lunches and one formal dinner. Accompanying persons will be charged 40 € only for the formal dinner.

The registration form is included in the info package annexed to the IEC Administrative Circular.

Please fill this registration form and send it to:

Valentina POMPA

Tel: int+39 0221006313

Email: relazioniesterne4@ceiweb.it

For further information on the Workshop contents, please contact:

Friedrich HARLESS

SIEMENS AG

San Carlos Strasse 7

91058 Erlangen, Germany

Email: friedrich.harless@siemens.com

Charles JACQUEMART

IEC Central Office

3, rue de Varembe

CH-1211 GENEVA 20, Switzerland

Email: cj@iec.ch

Carlo MASETTI

COMITATO ELETTROTECNICO ITALIANO

Via Saccardo 9

20134 Milano, Italy

Email: iec@ceiweb.it



ACOS Workshop IX

Risk Assessment in IEC Safety Standardization Work supporting Regulations

Milano
Hotel Michelangelo

18 & 19 May 2009

Presentation of the Workshop

The ACOS Workshop VIII, held in Beijing in May 2006, underlined the increasing worldwide use of IEC safety standards in technical regulations by governments in developed and developing countries. It is therefore essential that the standards developers in IEC and regulators all over the world develop a common basis of understanding as how IEC safety standards may support their regulatory requirements. This ACOS Workshop IX will pick out and specify the results of the last workshop in respect to the large volume of low voltage equipment. Special attention is drawn on the fact that risk assessment and risk reduction procedures are demonstrated in breakout sessions for four kinds of LV equipment. The basis for these discussions is a new developed "hazard list" on the basis of Annex A in IEC Guide 104.

This ACOS Workshop IX will offer a unique opportunity to discuss among international, regional and national regulators and IEC experts from standardization committees the confidence building procedure outlined in a risk assessment and risk reduction guidance document for low voltage equipment based on ISO/IEC Guide 50, 51 and 71 as well as IEC Guide 104.

Additionally this workshop will illustrate the basic safety concept in the draft of the future Publication IEC 62368 "Audio/video, information and communication technology equipment - Safety Requirements" which is planned as the common revision of IEC 60065 "Audio, video and similar electronic apparatus - Safety requirements" and IEC 60950 "Information technology equipment - Safety Requirements". This project is the first IEC-publication which is based on a systematic hazard analysis. Regulators, manufacturers and test houses will receive information about this new way of drafting electrotechnical safety standards.

The two-days programme will cover:

- the emerging global safety regulatory environment with presentations from representatives of the European and national regulatory authorities;
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- the safety related risk assessment in the area of low voltage;
- practical applications of IEC safety standards from low voltage equipment areas in the support of regulatory requirements;
- to underline the possible ways to fulfill the requirements presented on the first day, the workshop will contain four breakout sessions dealing with specific subjects.

The format of the ACOS Workshop will also ensure enough opportunities for discussions.

Programme

18 May 2009		
09.00 – 09.15	Welcome	IT NC of IEC
	<i>Session 1</i> <i>International Standardization, IEC ACOS and Conformity Assessment</i>	F. Harless (ACOS Chairman)
09.15 – 09.45	The IEC and Advisory Committee on Safety (ACOS)	C. Jacquemart (ACOS Secretary)
09.45 – 10.15	Risk Assessment as part of Conformity Assessment	H. Fujisawa (CAB Chairman)
10.15 – 10.30	Discussion	
10.30 – 11.00	Coffee break	
	<i>Session 2</i> <i>Use of International Standards in the Regulatory Environment</i>	IT Government Representative
11.00 – 11.30	Risk assessment requirements in European legislation and subsequent consequences for European Standards	N. Anselmann (European Commission)
11.30 – 12.00	Japan	K. Arai
12.00 – 12.30	China	CN Government Representative
12.30 – 13.00	United States	US Government Representative
13.00 – 14.00	Lunch	

14.00 – 14.30	Best practice example ISO TC 199	C. Preusse (ISO TC 199 Chairman)
14.30 – 15.15	Hazard based approach in IEC draft 62368 "Audio/video, information and communication technology equipment - Safety Requirements"	A. Brazauski (US)
15.15 – 15.45	Coffee break	
15.45 – 16.30	Project IEC LV Risk assessment	F. Harless
16.30 – 17.00	Discussion and arrangements for breakout sessions on 19 May 2009	Session 2 Leader
19 May 2009		
09:00 – 13.00	Breakout sessions*) Coffee Break 10:30 – 11:00	
Red	<i>Session 1</i> Office equipment (Printer)	R. Nute (US)
Blue	<i>Session 2</i> Audio/Video equipment (Flat screen)	T. Shiota (JP)
Green	<i>Session 3</i> Household equipment (Espresso machine)	T. Bilz (DE)
Yellow	<i>Session 4</i> LV Portable luminaire	U. Vercellotti (IT) M. Casari (IT)
13.00 – 14.00	Lunch	
14.00 – 15.30	Presentations of results from breakout sessions	4 Session Leaders
15.30 – 16.15	Discussion	
16.15 – 16.30	Concluding remarks	F. Harless
16.30	Refreshments	

*) These breakout sessions are intended to demonstrate a systematic risk assessment and its implementation in the present product standards. The products serve solely for demonstration for a better understanding.

2. Workshop Session Chairmen and Speakers

(in alphabetical order)

Mr Norbert Anselmann	Entreprise and Industry Directorate General European Commission Brussels, Belgium European Commission representative
Mr Katsumi Arai	Product Safety Technology Center National Institute of Technology and Evaluation (NITE) Tokyo, Japan METI representative
Mr Thomas Bilz	VDE Institute Offenbach, Germany Leader of Breakout session 3 (Household equipment)
Mr Albert Brazauski	Underwriters Laboratories Santa Clara, USA IEC/TC 108 Secretary and IEC/ACOS Member
Mr Mauro Casari	Istituto Italiano del Marchio di Qualità (IMQ) Milano, Italy Leader of Breakout session 4 (LV Portable luminaire)
Mr Hiromichi Fujisawa	Research & Development Group Hitachi Ltd Tokyo, Japan IEC/CAB Chairman
Mr Friedrich Harless	Siemens AG Erlangen, Germany IEC/ACOS Chairman and IEC/TC 44 Chairman
Mr Charles Jacquemart	IEC Central Office Geneva, Switzerland IEC/ACOS Secretary
Mr Richard Nute	Underwriters Laboratories San Diego, USA Leader of Breakout session 1 (Office equipment)
Mr Christoph Preusse	Berufsgenossenschaft Metall-Süd Mainz, Germany ISO/TC 199 Chairman
Mr Takehiko Shiota	Japan Quality Assurance Organization (JQA) Tokyo, Japan Leader of Breakout session 2 (Audio/Video equipment)
Mr Uberto Vercellotti	Centro Elettrotecnico Sperimentale Italiano (CESI) Milano, Italy IEC/TC 89 Chairman and IEC/ACOS Member Leader of Breakout session 4 (LV Portable luminaire)

ACOS WORKSHOP IX

18 - 19 MAY 2009

MILANO – ITALY

3. Date and Place of ACOS Workshop IX

HOTEL MICHELANGELO
Via Scarlatti 33
20124 MILANO, Italy
Phone +39 02 67551
Fax +39 02 6694232
E-mail: michelangelo@milanhotel.it
www.milanhotel.it

4. Registration

How to Register

Complete the registration form, then contact CEI in one of these convenient ways:

Comitato Elettrotecnico Italiano
Via Saccardo 9
20134 MILANO, Italy
Phone +39 02 21006 313
Fax +39 02 21006 210
E-mail: relazioniesterne4@ceiweb.it

Contact person: Ms Valentina POMPA

Registration fee

A Workshop registration fee of 230 € will be charged.

The registration fee includes the information folder, souvenir, two lunches, coffee breaks and the Gala Dinner on the evening of Monday, 18th May 2009 (not including guests). Guests will be charged 40 € only for the Gala Dinner. Please see the registration form. Further details will be available from the ACOS Workshop IX registration/information desk upon arrival.

Payments, cancellations and refunds

Registration fees are refundable if CEI receives notification by **17th April 2009**. There will be no refund after this date. You may substitute participants, in which case a timely notification to CEI would be highly appreciated. No liability is assumed by the organizers for changes in Workshop dates, contents, speakers or venue.

Registration Form

Participants are kindly requested to complete this and return it before **15 March 2009** to:

Ms Valentina POMPA

CEI

Via Saccardo 9

20134 MILANO, Italy

Phone: +39 02 21006 313

Fax: +39 02 21006 210

E-mail: relazioniesterne4@ceiweb.it

Yes! Please register me for the ACOS Workshop IX to be held in Milano, on 18 and 19 May 2009

First name

Family name

Title, Position

Company

Business address

City

Country

Phone number

Fax number

E-mail address

Accompanied by (Mrs, Ms, Mr):

Identity: Workshop speaker Delegate

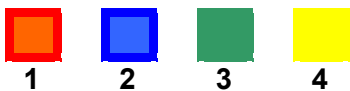
I booked at Hotel: from..... to.....

Yes, I will attend the Gala Dinner on Monday, 18 May 2009 and I will be accompanied by ___ guest(s). I/We have special requirements with respect to diet or access (e.g. vegetarian food). Please specify:

.....

We will make every effort to accommodate your request.

On Tuesday, 19 May 2009 (morning of the second day of the ACOS Workshop IX), I will participate to the following session:



My payment amount is:

Registration fee for the Workshop including Gala Dinner	230,- €
Gala Dinner fee per accompanying person (18 May 2009)	40,- €

Total payment: _____ €

I am paying by:

Bank transfer on Banca Popolare di Sondrio
IBAN: IT11Q0569620700000002419X20
Beneficiary: Comitato Elettrotecnico Italiano
Reason for payment: ACOS Workshop IX

Please send a copy of this payment to Comitato Elettrotecnico Italiano:
via fax: +39 02 21006 210 or
via e-mail: relazioniesterne4@ceiweb.it

Credit Card:

Visa Amex MasterCard

Card number:..... Expiry date:

Card Verification Value (CVV):

Cardholder's name:

Signature:

Date:

Yes! I need an invoice relevant to this payment.
Please supply the following data for the invoice:

Name:

Company name:

Address.....

City

Country

VAT number.....

5. Accommodation

A block of single and double rooms have been reserved at **HOTEL MICHELANGELO**. Rooms will be allocated on a "first come, first served" basis.

Price of a single room, including breakfast, service and VAT:	€ 140
Price of a double room, including breakfast, service and VAT:	€ 160
Price of a room (double for single use), including breakfast, service and VAT:	€ 150

Special price of the rooms for the weekend:

Price of a single room, including breakfast, service and VAT:	€ 110
Price of a double room, including breakfast, service and VAT:	€ 120
Price of a room (double for single use), including breakfast, service and VAT:	€ 115

This reservation will stand until **15 March 2009**. After this date, the hotel Management cannot guarantee the availability of the rooms. We greatly recommend to book your room within the requested deadline, due to the many important exhibitions in Milano in this period.

The booking at the Hotel Michelangelo is online. The access to the accommodation page is: www.milanhotel.it

- Click on Hotel Michelangelo
- Click on the language that you prefer
- Click on the red icon "Enter password" on the top left side
- Enter the username: **elet2009**, and the password: **elet2009**
- Then fill the reservation form, inserting also the data of your credit card that will be used only as a guarantee.

The following other hotels are also available for this event:

HOTEL SPLENDIDO (****1st Cat)

Viale Andrea Doria 4

20124 MILANO, Italy

Phone: +39 02 6789

Fax: +39 02 66713369

E-mail: reservations.splendido.mi@starhotels.it

<http://www.starhotels.com>

Price of a standard room (single use) including breakfast, service and VAT:	€ 120
Price of a classic (double for single use), including breakfast, service and VAT:	€ 127
Price of a classic double room including breakfast, service and VAT:	€ 127
Price of a superior double room including breakfast, service and VAT:	€ 152

Please specify which kind of room you wish to reserve.

The hotel is located exactly opposite to the Central Railway Station, and a few minutes away from the Hotel Michelangelo.

HOTEL FLORIDA (***)
Via Lepetit, 33
20124, MILANO, Italy
Phone: +39-02-6705921
Fax: +39-02-6692867
E-mail: reception@hotelfloridamilan.com
www.hotelfloridamilan.com

Price of a single room, including breakfast, service and VAT: € 70
Price of a room (double for single use), including breakfast, service and VAT: € 100
Price of a double room, including breakfast, service and VAT: € 100

Please specify which kind of room you wish to reserve.

The hotel is located exactly opposite to the Hotel Michelangelo.

Requests must be sent directly to the Hotel. When booking, please indicate “**CEI Agreement/Convenzione CEI**” in order to obtain the special rate. Please give also your credit card number in order to assure the reservation.

Participants will be personally responsible for all financial obligations arising from reservations made on their behalf, including charges for cancellation on non-arrival.

6. Organization

Reception

The ACOS Workshop IX registration/information desk at Michelangelo Hotel will be open at the following hours:

Sunday, 17 May 2009 – from 17.00 to 19.00
Monday, 18 May 2009 – from 08.00 to 12.00

Badges

Delegates and accompanying persons will receive a badge showing their name and country represented.

Considering that Tuesday morning, 19 May 2009, there will be four parallel Breakout sessions, the following colours will be used to identify the badges:

- Red for Session 1
- Blue for Session 2
- Green for Session 3
- Yellow for Session 4
- White for accompanying persons

All participants are requested to wear their badge throughout the ACOS Workshop IX.

7. Social event

A Gala Dinner has been organized for all the delegates and accompanying persons, who have registered for this event, on the evening of Monday, 18 May 2009.

8. General Information

Business hours

Banks: 08.30 - 13.30 and 14.45 - 16.15
Post Offices: 08.30 - 14.00
Major shops: 10.00 - 19.00

Electric supply

220 volts AC; flat two- or three-pin plugs are used

Passport and visa

Participants are advised to check with their local travel agency about regulations regarding passport and visa, and, particularly, the length of notice for obtaining a visa, if required. The Organizing Committee will send, if necessary, an official invitation to all registered delegates, enabling them to apply for a visa.

Insurance

The organizers cannot accept any responsibility for accidents, losses, and/or damages, which may occur. Participants are advised to obtain travel, medical, personal accident and luggage insurance in their home country prior to departure.

9. Tourist information

For any information, please connect to the following websites:

<http://www.turismo.comune.milano.it>

<http://www.eventi-milano.it>

<http://www.appuntamentimetropolitani.milano.it/home/english.php>

http://www.travelplan.it/milan_guide_events.htm


10. Transport – Your way to Hotel Michelangelo:

HOTEL MICHELANGELO
Via Scarlatti 33
20124 MILANO, Italy
Phone: +39 02 67551
Fax: +39 02 6694232

The **Hotel Michelangelo** is close to the Central Railway Station (Stazione Centrale) and to the Air Terminal, and a few minutes by underground from the city centre.



From MALPENSA AIRPORT (MXP)

- Malpensa Express trains (run by Ferrovie Nord) connect Terminal 1 of MALPENSA AIRPORT directly to the city centre (Cadorna Railway Station – connection with the Subway  red and green lines). *To reach the Hotel Michelangelo take then Subway MM2/Green Line – direction Cascina Gobba or Gessate or Cologno Nord – exit Stazione Centrale*

Trains leave every hour at 23' and 53' to Milano Cadorna and at 27' and 57' to Malpensa Airport. (**Fare:** € 11). Information on timetable and tickets: www.malpensaexpress.it

- From MALPENSA AIRPORT are available Bus services www.autostradale.it connecting the airport to Milano Central Railway Station.

Departure from: Terminal 1 - exit 6 - stop 3

Timetable: from 06.00 to 23.35. Every day/two buses every hour at 35' and 55'

Running Time: 50 min

Fare: € 7.50

Tickets are sold at Agenzia Autostradale - arrivals floor or on the bus.

Between Terminal 1 and Terminal 2 a free shuttle bus is available every 15 minutes for twenty four hours a day.

- From MALPENSA AIRPORT by taxi to the city centre: fare: more than 70 €, depending on time and traffic.

From LINATE AIRPORT (LIN)

- At LINATE AIRPORT are available bus services www.autostradale.it connecting Linate to Milano:

From LINATE AIRPORT to MILANO Central Railway Station (special bus):

Departure from: Arrivals floor

Timetable: from 06.10 to 23.30, every 30 min

Running time: 30 min

Fare: € 4.50

Tickets are sold at Agenzia Autostradale Linate or on the bus

- From LINATE AIRPORT to MILANO Piazza San Babila (bus n. 73):

Departure from: Arrivals floor

Timetable: from 06.05 to 00.55, every 10 min

Fare: € 1

Tickets are sold at bar, newspaper kiosks and other authorised sales points

- From LINATE AIRPORT by taxi to the city centre: fare about 20 €, depending on time and traffic.

Subway, Bus, Tram in MILANO – ATM Azienda Trasporti Milanese

ATM makes available the following types of tickets:

- single ticket: 1 € (with a duration of 75 min also changing lines but valid only for a single trip by using the subway)
- 10 trip ticket: 9,20 € (limits as above)
- daily ticket: 3 € (duration of 24 hours – urban path)
- two day ticket: 5,50 € (duration of 48 hours – urban path)
- weekly ticket for 6 days: 6,70 € (2 trips a day - with duration of 75 min and limits as above)

For further information: www.atm-mi.it/ATM/eng

Rete metropolitana e tratte ferroviarie urbane Underground network and urban railway system



LINEE FERROVIARIE SUBURBANE / SUBURBAN RAIL LINES

- | | |
|--|--|
| 81 SARONNO - MILANO P.ta Vittoria | 55 VARESE - GALLARATE - MILANO Piasante - PIOLTELLO |
| 62 MARIANO COMENSE - MILANO P.ta Vittoria | 56 NOVARA - MAGENTA - MILANO P.ta Vittoria |
| 63 SARONNO - MILANO Cadorna | 59 SEREGNO - MILANO Greco - MILANO S. Cristoforo |
| 54 SEVESO - MILANO Cadorna | 510 MILANO Bovisio - MILANO P.ta Vittoria |

AGGIORNAMENTO: DICEMBRE 2005
UPDATE: DECEMBER 2005

LEGENDA / LEGEND

- | | |
|--|--|
| M METROPOLITANA LINEA 1
UNDERGROUND LINE 1 | COLLEGAMENTO FERROVIARIO CON MALPENSA
RAIL CONNECTION TO MALPENSA AIRPORT |
| M TRATTO DI AT IN FASE DI ULTIMAZIONE (DETTENBRE 2005)
AT SECTION BEING COMPLETED (SEPTEMBER 2005) | COLLEGAMENTO AUTOMOBILISTICO CON MALPENSA, LINATE, ORIO AL SERIO
BUS CONNECTION WITH MALPENSA, LINATE, ORIO AL SERIO AIRPORTS |
| M METROPOLITANA LINEA 2
UNDERGROUND LINE 2 | AUTOREGOLAZIONE PER LINEE
RATP TO LINE AIRPORT |
| M TRATTO DI AT IN FASE DI ULTIMAZIONE (FINE 2005)
AT SECTION BEING COMPLETED (END 2005) | INTERSCAMBIO CON RETTE FERROVIARIE
INTERCHANGE WITH RAILWAY SYSTEM |
| M METROPOLITANA LINEA 3
UNDERGROUND LINE 3 | CAPOLINEA BUS EXTRAURBANA
INTERURBAN BUS TERMINI |
| M TRATTO DI AT IN FASE DI ULTIMAZIONE (2007)
AT SECTION BEING COMPLETED (2007) | PARCHeggi AT/M di CORRESPONDENZA
ATA INTERCHANGE PARKING |
| S LINEE FERROVIARIE SUBURBANE
SUBURBAN RAIL LINES | OSPEDALE
HOSPITAL |
| S LINEE FERROVIARIE SUBURBANE IN COSTRUZIONE
SUBURBAN RAIL LINES UNDER CONSTRUCTION | LIMITE TARIFFA URBANA
URBAN FARE LIMIT |
| R LINEE FERROVIARIE REGIONALI
REGIONAL RAIL LINES | ATM POINTS: INFORMAZIONI E ABBONAMENTI/ATA
ATA POINTS: INFORMAZIONI LINEE E ABBONAMENTI |