

INTERNATIONAL TELECOMMUNICATION UNION



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Date: 3 February 2010 Time: Page Ref:
To: Administrations of ITU Member States Fax:
Regulators and ITU-D Sector Members of the
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Contact: Ms. Eun-Ju Kim For your reply:
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Subject: **ITU Asia Pacific Centre of Excellence Training Workshop on "Improving Rural Development Through Telecentres: Key Success Factors", 30 March to 1 April 2010, Penang, Malaysia**

Dear Sir/Madam,

I am pleased to invite your organization to participate in a training workshop on "*Improving Rural Development Through Telecentres: Key Success Factors*", organized jointly by The Telecommunication Development Bureau of the ITU and Universiti Utara Malaysia from **March 30 to April 1, 2010 in Penang, Malaysia**. This workshop aims to provide an avenue for participating countries in sharing their experiences in implementing community telecentre for rural development and to identify policies that can promote sustainability of the centre.

This workshop has been developed as a part of the Rural ICT Development Programme within the framework of the ITU Centre of Excellence for the Asia Pacific Region and will take place at *The Gurney Resort Hotel & Residences, Penang, Malaysia*. It is addressed to Policy Makers, Regulators, Corporate Executives and Managers, i.e. middle-level managers, administrators and officials dealing with Rural ICT Development. The draft Agenda of the workshop is attached (Annex 1) for your information. Participants wishing to present a paper, in compliance with the list of topics to be addressed as per the agenda, are welcome to send their proposals by e-mail to Ms. Noorhazeira Noor Izahar (itu@uum.edu.my) and Mr. Ashish Narayan (ashish.narayan@itu.int).

To register for the above-mentioned training workshop, participants are kindly requested to complete the attached Registration and Hotel Reservation form (Annex 2) and send it by e-mail directly to Ms. Noorhazeira, with copy to the ITU ASP CoE coordinator, Mr. Ashish Narayan, **by 11 March 2010** at the latest.

Travel arrangements, accommodation should be made and borne by the participating Administration. Kindly fill in the attached Registration and Hotel Reservation form (Annex 2) with the participants details and send it to the training workshop secretariat. Please be informed that a training fee of USD 400 (Four hundred US Dollars) is being applied for this workshop. For payment instructions, please see Annex 3.

Those participants requiring an entry visa to Malaysia are requested to contact their local Embassy of Malaysia for information well in advance. For ease of reference, useful information for participants is attached in Annex 3.

Should you need any further information, please do not hesitate to contact us.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Eun-Ju Kim', written in a cursive style.

Eun-Ju Kim
Head, ITU Regional Office for Asia and the Pacific

Annexes: 3