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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 13 October 2015 | |
| Ref: | **TSB Circular 177** | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU Academia | |
| Contact: | Xiaoya Yang | |
| Tel: | +41 22 730 6206 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [conformity@itu.int](mailto:conformity@itu.int) | | **Copy:**  - To the Chairmen and Vice-Chairmen of all ITU-T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau | |
| Subject: | **WSC Workshop on Conformity Assessment, Geneva, Switzerland, 1-2 December 2015** | | | |

Dear Sir/Madam,

1 I would like to inform you that the World Standards Cooperation (WSC), i.e., the International Electrotechnical Commission (IEC), the International Organization for Standardization (ISO) and the International Telecommunication Union (ITU), is organizing a workshop on Conformity Assessment (CA) which will take place from 1 to 2 (1300 hours) December 2015. The workshop will be held in conjunction with the United Nations Economic Commission for Europe (UNECE) Working Party on Regulatory Cooperation and Standardization Policies (WP6) meeting, at the Palais des Nations which is the United Nations Office in Geneva (UNOG), Switzerland.

The workshop will open at 1000 hours on the first day and participants’ registration will begin at 0830 hours. The workshop will close at 1300 hours on the second day. The workshop will be followed by ITU-T Study Group 11 (*Signalling requirements, protocols and test specifications*) which will meet at ITU headquarters, Geneva, from 2 to 11 December 2015 inclusive.

2 Interpretation to/from English, French and Russian will be provided by UNECE.

3 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country which is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. The workshop is free of charge but no fellowships will be granted.

4 A draft programme as well as information relating to the workshop which will be regularly updated are available on the workshop website at: <http://www.wsccaworkshop.com/>.

5 This workshop aims to enhance awareness about global Conformity Assessment, in line with the relevant WSC terms of reference “to promote and increase the worldwide visibility of international consensus-based standardization and related conformity assessment matters”.

It also aims to inform on and explore important international conformity assessment issues and return practical and relevant feedback that will contribute towards the resolution and understanding of those issues.

6 Information relating to the workshop venue is available on the UNOG website at the following address: <https://www.unog.ch/80256EE60057CB67/(httpPages)/A4E85C5987169D36C1256F1100342CBE?OpenDocument>.

7 For your convenience, a hotel confirmation form is enclosed as **Annex 1** (see <http://www.itu.int/travel/> for the list of hotels).

8 **Registration**: This event will be held at the UNOG building, which will require you to register in the UN system. The online registration is hosted by UNECE which is accessible from the event website at: <http://www.wsccaworkshop.com/>. It will also be necessary to enter the event code number which is 45982.

To enable the WSC Secretariat to make the necessary arrangements concerning the organization of the event, I should be grateful if you would register online as soon as possible, but **not later than 17 November 2015**.

9 I 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 workshop** 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.

Individual letters of invitation for the relevant Switzerland authorities in your country can be issued upon request. Should you require such letters, please indicate this when registering for the workshop.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

Annex: 1

ANNEX 1  
(to TSB Circular 177)

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

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

**WSC Workshop on Conformity Assessment from 1 to 2December 2015 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.

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First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Credit card to guarantee this reservation: AX/VISA/DINERS/EC (or other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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