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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 9 February 2017 |
| Ref: | **TSB Circular 10**TSB Workshops/VM | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU Academia |
| Contact: | **Vijay Mauree** |
| Tel: | +41 22 730 5591 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbworkshops@itu.int  | **Copy:**- To the Chairmen and Vice-Chairmen of ITU-T Study Groups;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau- To the Director of the ITU Regional Office for Americas- To the Director of the ITU Regional Office for Africa- To the Director of the ITU Regional Office for Asia Pacific- To the Director of the ITU Regional Office for Arab |
| **Subject:** | **Workshop on Digital Financial Services and Financial Inclusion 19 April 2017, World Bank, Washington D.C., USA** |

Dear Sir/Madam,

1 I would like to inform you that ITU is organizing a workshop on **Digital Financial Services and Financial Inclusion,** in partnership with the World Bank and the Bill & Melinda Gates Foundation, on 19 April 2017. The workshop will take place at the World Bank premises, Room C 8-150, C‑Building, 1225 Connecticut Ave, N.W., Washington, D.C. 20433, USA. The main objectives of this workshop will be to disseminate the final outputs of the ITU Focus Group Digital Financial Services (FG DFS) and provide an overview of future events, which will take place for the next phase of digital financial services. The event will include participation from ICT regulators, Central Banks, mobile network operators, mobile money operators, payment service providers and academia.

2 The workshop will open at 0930 hours. Participant registration will begin at 0830 hours. More information can be obtained from the ITU website at:
<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ifds/Pages/201704.aspx>.

3 Discussions will be in English only.

4 Participation is open to ITU Member States, Sector Members, Associates, Academic Institutions and to any individual from a country that 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. A draft programme is included in Annex 3.

5 To enable ITU to make the necessary arrangements concerning the organization of the Focus Group meeting, please register via the online form available on the ITU website (<http://itu.int/reg/tmisc/3000955>). The deadline for online registration is **7 April 2017**. **Please note that pre-registration of participants to the meeting is carried out exclusively *online.*** In order to provide you with any updates concerning the meeting planning in a timely manner, please fill in your valid e-mail address on your registration form.

6 **Funding for participants from least developed countries and low income** **developing countries may be provided**. Please note that the decision criteria to grant this funding include but are not limited to the following:

1. available budget;
2. participation of Experts from Least Developed Countries or low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>);
3. whether the applicant was involved in the work of the ITU Focus Group Digital Financial Services;
4. proven experience in the areas of competence of the Focus Group Digital Financial Services;
5. equitable distribution among countries and regions;
6. gender balance.

Preference will be given to national regulators and public officials. Expert funding requests (please use enclosed form in Annex 1), must be sent to ITU by email to tsbfgdfs@itu.int not later than **28 February 2017**.

7 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the United States. **The visa must be requested as soon as possible, preferably at least six (6) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing the United States in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

8 All requests for letters of invitation for visa purposes must be addressed to *Ms. Gillian Lafond, Bill & Melinda Gates Foundation* by e-mail: gillian.lafond@gatesfoundation.org, bearing the words **“Letter of invitation for visa”** as subject and should be sent before the deadline of **5 March 2017**. **The email should also include as attachments the duly completed form in Annex 2, specifying 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 a copy of the notification of confirmation of registration for the workshop.**

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes: 3**

**ANNEX 1 – FUNDING REQUEST FOR EXPERTS**

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|  | **Workshop on Digital Financial Services and Financial Inclusion****Findings of ITU Focus Group Digital Financial Services****19 April 2017, Washington D.C., USA** |  |
| **Please return to:** | **ITU, Geneva (Switzerland)** | **E-mail :** **tsbfgdfs@itu.int** |
| **Request for funding to be submitted before 28 February 2017** |
| **Note: All fields on the form should be completed**Registration Confirmation I.D. No: …….………………. (obtained after online registration)**Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name of the Administration/Organization/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Title (Mr. / Ms.) \_\_\_\_\_\_\_\_\_\_\_\_\_ (Family Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(Given Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****PASSPORT INFORMATION :****Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place Issued : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Valid until (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Please state your experience in digital financial services and financial inclusion :** |
| **Signature of candidate:** | **Date:** |

**ANNEX 2 – LETTER OF INVITATION FOR VISA REQUEST**

**(Deadline for submission is 5 March 2017)**

*[Note: Visa approval might take time. Please send your request as soon as possible]*

Please use **CAPITAL** letters.

|  |  |
| --- | --- |
| Surname & first name(s): |   |
| Sex: |  |
| Position: |   |
| Organization: |   |
| Address: |  |
| Telephone: |  |
| Fax: |  |
| Nationality: |  |
| Passport number: |  |
| Date of issue: |  |
| Place of issue: |  |
| Date of expiry: |  |
| Country & city where you will obtain visa for United States: |  |
| Date of birth: |  |
| Place of birth: |  |
| Date of arrival: |  |
| Date of departure: |  |

***Please return this form together with a scanned copy of your national passport and
a copy of the ITU e-mail confirming your registration for the meeting to:******Mrs Gillian Lafond, Bill & Melinda Gates Foundation,***

***E-mail:*** gillian.lafond@gatesfoundation.org with copy (cc) to tsbfgdfs@itu.int

**ANNEX 3 – Draft Programme**

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| **19 April 2017** |
| 08:30-09:30 | **Registration**  |
| 09:30-10:00 | **Opening Plenary** * Welcome Remarks
* ITU/TSB
* World Bank
* Bill & Melinda Gates Foundation
 |
| 10:00-11:20 | **Session 1: DFS Ecosystem Outputs*** Main findings
* Examples of best practices and use cases
* Questions & Answers
 |
| 11:20-11:40 | **Coffee Break + Group Photo** |
| 11:40-13:00  | **Session 2: Technology, Innovation and Competition Outputs*** Main findings
* Examples of best practices and use cases
* Questions & Answers
 |
| 13:00-14:00 | **Lunch** |
| 14:00-15:20 | **Session 3: Interoperability Outputs*** Main findings
* Examples of best practices and use cases
* Questions & Answers
 |
| 15:20-15:40 | **Coffee Break** |
| 15:40-17:00 | **Session 4: Consumer Experience and Protection Outputs*** Main findings
* Examples of best practices and use cases
* Questions & Answers
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| 17:00-18:00 | **Digital Financial Services and Financial Inclusion: Next Phase** |
| 18:00 | **Networking cocktail** |

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