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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 20 May 2016 | |
| Ref: | **TSB Circular 224**  TSB Workshops/M.A. | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU Academia | |
| Contact: | **Martin Adolph** | |
| Tel: | +41 22 730 6828 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbworkshops@itu.int](mailto: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, ITU Regional Office for Asia and Pacific, Bangkok;  - To the Head of ITU Area Office in Jakarta | |
| Subject: | **ITU/TTC Workshop on How Communications will Change Vehicles and Transport (Tokyo, Japan, 4 July 2016), and**  **Meeting of the Collaboration on ITS Communication Standards (Tokyo, Japan,  5 July 2016)** | | | |

Dear Sir/Madam,

1 I would like to inform you that the Telecommunication Technology Committee (TTC), Japan and the International Telecommunication Union (ITU) will convene a workshop on **How Communications will Change Vehicles and Transport** on 4 July 2016 and a meeting of the **Collaboration on ITS Communication Standards** on 5 July 2016.

Both events will take place at the TTC Headquarters (Shiba Kouen Denki Building, 1-1-12 Shibakouen, Minato-ku, Tokyo 105-0011, Japan, see <http://www.ttc.or.jp/e/intro/map/>).

The meeting will open at 1000 hours on 4 July 2016. Participants’ registration will begin at 0930 hours.

2 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. This includes individuals who are also members of international, regional and national organizations. Participation in the workshop and the meeting of the Collaboration on ITS Communication Standards is free of charge. There will be no fellowships. The discussions will be held in English only.

3 Intelligent transport systems (ITS) and automated driving are fast moving toward widespread commercialization and market acceptance. High levels of automation – the penultimate step to fully automated driving – are expected on the road by 2020 and hold great promise to improve road safety, reduce congestion and emissions, and increase the accessibility of personal mobility.

On 4 July 2016, the international workshop will examine advances in the area of vehicle communications, from the perspectives of technology, business, and regulation. Sessions will discuss inter alia, Communications for ITS and automated driving; cybersecurity for automotive communications; and ITS communications at the service of citizens and cities.

On 5 July 2016, the meeting of the Collaboration on ITS Communication Standards will review the state of ITS communication standards and discuss the road ahead.

The target audience of the events includes government representatives, policymakers and regulators; technical staff and decision makers at vehicle manufacturers, OEMs, suppliers, network operators and service providers; analysts and market researchers; technical experts involved in standardization; and members of the interested public.

4 A **draft programme** of both events will be made available on the ITU website: <http://www.itu.int/en/ITU-T/extcoop/cits/Pages/201607.aspx>. This website will be regularly updated as new or modified information become available. Participants are requested to check periodically for new updates.

5 A list of hotels in proximity to the meeting venue can be found in **Annex A**. Other **general information** for participants are available on the ITU website.

6 To enable TTC and ITU to make the necessary arrangements concerning the organization of the events, I should be grateful if you would **register** via the online form at: <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000888> as soon as possible, but **not later than 27 June 2016.** **Please note that pre-registration of participants to workshops is carried out exclusively *online*.** Participants will be able to register on-site on the day of the event.

**Remote participation** will be provided. Remote participation instructions will be made available to registered participants.

7 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Japan. The visa must be obtained from the office (embassy or consulate) representing Japan in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Participants who require a letter of invitation from the host to facilitate their visa application are requested to refer to **Annex B** for detailed information. Please be aware that visa approval might take time so kindly send your application as soon as possible and no later than **3 June 2016**.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annexes: 2**

ANNEX A   
(to TSB Circular 224)

**Hotels near TTC**

|  |  |  |
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|  | HOTEL | REMARKS |
| 1 | SHIBA PARK HOTEL  <http://en.shibaparkhotel.com/>  1-5-10 Shibakouen, Minato-ku, Tokyo 105-0011  Tel: +81-3-3433-4141 / Fax: +81-3-3433-4142  e-mail: [reservation@shibaparkhotel.com](file:///C:/Users/bettini/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/B6ZZ3RU1/reservation@shibaparkhotel.com) | 3 min. walk  about 220 m from TTC |
| 2 | THE PRINCE PARK TOWER TOKYO  <http://www.princehotels.com/en/parktower/>  4-8-1 Shibakoen Minato, Tokyo 105-8563  Tel: +81-3-5400-1111 | 8 min. walk  about 700 m from TTC |
| 3 | MIELPARQUE TOKYO  <http://www.mielparque.jp/tokyo/en/>  2-5-10 Shibakouen, Minato-ku, 105-8582  Tel: +81-3-3433-7211 / Fax: +81-3-3433-3895 | 7 min. walk  about 600 m from TTC |
| 4 | MITSUI GARDEN HOTEL Shiodome Italia-gai <http://www.gardenhotels.co.jp/eng/shiodome-italiagai/>  2-14-24 Higashi-shinbashi, Minato-ku, Tokyo 105-0021  Tel: +81-3-3431-1131 / Fax: +81-3-3431-2431 | 7 min. walk  about 600 m from TTC |

Note: Delegates are responsible for their own hotel reservation.

ANNEX B   
(to TSB Circular 224)

**Support document for visa to Japan**

Participants who need an invitation letter are kindly requested to complete the form and email the form and a scanned passport data page to [mano@ttc.or.jp](mailto:mano@ttc.or.jp) **and** [tsbcits@itu.int](mailto:tsbcits@itu.int) by **3June 2016**.

|  |  |  |
| --- | --- | --- |
| Given name (First name) | |  |
| Given name (Last name) | |  |
| Date of Birth (dd/mm/yy) | |  |
| Gender (Male/Female) | |  |
| Nationality | |  |
| Valid passport number | |  |
| Expiry Date (dd/mm/yy) | |  |
| Address (Home) | |  |
| Occupation and Job title | |  |
| Name of Company/Organization | |  |
| Company/Organization mailing address | Address |  |
| Postal Code |  |
| Country |  |
| Telephone number | |  |
| Fax number | |  |
| Email address | |  |
| Schedule for your stay | | Please fill in your itinerary below |

**ITINERARY (refer to examples shown in the table)**

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| D/M/Y | Schedule | Address and Phone number to reach | Hotel |
| ex) 3/July/2016 | Arrival from xxx to Haneda, Flight xxx |  |  |
| ex) 4/July/2016 | Attending workshop |  |  |
| ex) 5/July/2016 | Attending C-ITS Meeting |  |  |
| ex) 6/July/2016 | Departure from Haneda to xxxx, Flight xxx |  |  |
| Fill in your Itinerary below | | | |
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