|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2017-2020 | | | Focus Group Digital  Currency Including  Digital Fiat Currency (FG DFC) | |
| **Question(s):** | | | N/A | Washington D.C, USA, 11 April 2019 | |
| **MEETING ANNOUNCEMENT** | | | | | |
| **Source:** | | | ITU | | |
| **Title:** | | | Meeting of Reference Architecture Working Group of FG DFC, 11 April 2019, Washington D.C, USA | | |
| **Purpose:** | | | Admin | | |
| **Contact:** | | David Wen eCurrency USA | | | E-mail: [david.w@ecurrency.net](mailto:david.w@ecurrency.net) |
|  | | Vijay Mauree ITU | | | Tel: +41 22 730 5591 E-mail: [vijay.mauree@itu.int](mailto:vijay.mauree@itu.int) |

|  |  |
| --- | --- |
| **Keywords:** | FG DFC; announcement; digital currency; digital fiat currency; Reference Architecture working group; meeting; |
| **Abstract:** | This document contains the meeting announcement of the Reference Architecture Working Group of ITU-T Focus Group Digital Currency including Digital Fiat Currency (FG DFC) which will take place on 11 April 2019 in Washington D.C, USA. |

1 The meeting of the Reference Architecture Working Group of the ITU-T Focus Group Digital Currency including Digital Fiat Currency (FG DFC) will take place on 11April 2019 in Washington D.C, United States, and is kindly hosted by Digital Fiat Currency Institute. The location of the meeting will be confirmed in coming weeks on the [FG DFC website](https://itu.int/en/ITU-T/focusgroups/dfc).

Participants attending the Working Group meeting are also invited to participate in the International Monetary Fund (IMF) iLab’s Fintech Exchange events on 12th April 2019, held in conjunction with the Spring Meetings in Washington D.C. Attendance requires advance registration for the IMF Spring Meetings. Fintech Exchange session attendance will be limited to IMF-registered participants and be available on a first come, first served basis day of the event. More information and registration can be obtained on the IMF website: https://www.imfconnect.org/content/imf/en/meetings/sm19/Registration.html

2 Participation in the Working Group meeting is open to ITU Member States, Sector Member, Associates and Academia. It is also open to any individual from a country which is a member of ITU and who is willing to contribute to the work. This includes individuals who are also members or representatives of interested standards development organizations.

3 The meeting will open at **10:00 am** on **11 April 2019**. Registration will begin at 09:00 hours on 11 April 2019. No registration fee is required for participating in this meeting. The discussions will be held in English only.

4 To enable ITU and the host to make the necessary arrangements concerning the organization of the working group meeting, please **register** via the online form at <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00005808> as soon as possible, but **no later than 15 March 2019**. Please note that registration of participants to the meeting is carried out exclusively online*.*To easily provide you with any updates concerning the meeting planning, please provide a valid e-mail address when registering online.

5 Information related to the meeting and the items for discussion at the meeting will be made available on the Focus Group web page under meeting documents: <https://itu.int/en/ITU-T/focusgroups/dfc> . A draft agenda for the meeting is enclosed at Annex B for information. Please note that an ITU user account is required to access some of the meeting documents. Accounts can be obtained at <https://itu.int/en/ties-services/> (non-members select the ‘Other / I don’t know’ option in the ITU membership status dialogue).

6 Participants are encouraged to submit input documents to ITU ([tsbfgdfc@itu.int](mailto:tsbfgdfc@itu.int)) in electronic format using FG-DFC template available at <https://www.itu.int/en/ITU-T/focusgroups/dfc/Documents/FG-DFC_template.docx>.

In order to permit participants to prepare for the meeting, the proposed **deadline for document submission** for this meeting is **25th March 2019**. Please note that this is a paperless meeting.

7 Participants will need to make their own arrangements for travel, hotel booking, and transport from the airport to the hotel. More information about the event logistics will be available on the Focus Group web page: <https://itu.int/en/ITU-T/focusgroups/dfc>.

8 Remote participation will not be available for this meeting.

9 **Letter for visa support and Funding for Experts (Annex A)**: Should you require a personal letter of invitation to support your visa application and/or funding to attend the meeting, please complete the Form at **Annex A.** The focal point for letter of support for visa application is Carolyn McMahon, Acting Executive Director, Digital Fiat Currency Institute (DFCI) (E-mail: carolyn.m@dfc-institute.org). **Please refer to the information and instructions on the Form at Annex A on how to apply. Requests for letter to support visa applications should be received before the 6th March 2019.**

10 Please note that the decision criteria to grant funding for participants include but are not limited to the following:

1. Available budget;
2. Participation of Experts from [eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf);
3. Role and activities of the applicant strongly related to digital currency implementation or financial inclusion;
4. Proven experience in the areas of competence of the focus group;
5. Written contributions by the applicant directly relevant to the areas of interest of the working group;
6. Equitable distribution among countries and regions;
7. Gender balance.

Preference will be given to national regulators and public officials.

11 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. If required, visas must be requested before the date of arrival in the United States from the embassy or consulate representing 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

**Key deadlines:**

|  |  |
| --- | --- |
| 6 March 2019 | - Submit requests for visa support letters (see §9 above) |
| 10 March 2019 | - Request for funding (see §9 above) |
| 15 March 2019 | Online Registration <https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00005808> |
| 25 March 2019 | - Submit written contributions in (by e-mail to [tsbfgdfc@itu.int](mailto:fgdfc@itu.int?subject=tsbfgdfc@itu.int)) using the [template](https://www.itu.int/en/ITU-T/focusgroups/dfc/Documents/FG-DFC_template.docx) |

**ANNEX A**

***Visa Support Letter and Expert Funding Request Form***

**IMPORTANT NOTE FOR PARTICIPANTS**

**ALL the fields on the Form below are MANDATORY and should be completed by the applicant. It will not be possible to process your request if the Form below is not submitted with the requested information and the attachments accompanying the form as mentioned below are not provided before the deadlines specified for each request.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Registration ID (is required) | | |  | | Register online for the meeting to obtain the registration ID |
| Title (e.g Mr, Mrs, Dr …) | | |  | | |
| First name | | |  | | |
| Last name | | |  | | |
| Date of Birth (dd/mm/yy) | | |  | | |
| Gender (Male/Female) | | |  | | |
| Job title | | |  | | |
| Name of Company/Organization | | |  | | |
| Passport number | | |  | | |
| Nationality as written on passport | | |  | | |
| Passport Expiry Date (dd/mm/yy) | | |  | | |
| Company/Organization mailing address | | Address |  | | |
| Postal Code |  | | |
| Country |  | | |
| Telephone number: | | | Email address: | | |
|  | | | **Note Instructions to follow below so your request can be processed.** | | |
| **Participant Request** | | | **Response (Yes/No)** | **Instructions for each request** | |
| I am applying for **funding** to attend the meeting: (Yes or No) | | |  | Email the completed Annex A, your written contribution for the meeting and an official letter of nomination from your employer to [tsbfgdfc@itu.int](mailto:tsbfgdfc@itu.int) before **10th March 2019** | |
| I require a **personalized letter of invitation**: (Yes or No) | | |  | Email the completed Annex A to [tsbfgdfc@itu.int](mailto:tsbfgdfc@itu.int) | |
| I require **visa support letter**: (Yes or No) | | |  | Email the completed Annex A, an official letter of nomination from your employer and a scanned copy of your passport to the host at carolyn.m@dfc-institute.orgwith a copy to [tsbfgdfc@itu.int](mailto:tsbfgdfc@itu.int) before **6th March 2019**. | |
| Specify: City and Country of Departure | | | City: Country: | | |
| Your stay in the US  (dd/mm/yy) | Date of arrival | |  | | |
| Date of departure | |  | | |
| Participated in previous meetings of ITU-T FG DFC (yes/no) | | |  | | |

**ANNEX B**

**Draft Agenda**

|  |  |
| --- | --- |
| **11 April 2019** | |
| **Reference Architecture Working Group Meeting** | |
| 09:00 -10:00 | **Registration** |
| 10:00 – 10:30 | **Opening Plenary Session**   * Welcome remarks * ITU/TSB * FG DFC Chair * Approval of Agenda * Administrative Logistics |
| 10:30-11:30 | **Introduction of new members and use cases of DFC** |
| 11:30 – 12:45 | **Working Session on Deliverable for uses cases for Digital Currency including Digital Fiat Currency**  Contributors:   * IMF * PBOC * Bank of Canada |
| 12:45 - 13:30 | **Lunch** |
| 13:30 – 15:30 | **Working Session on Deliverable for Reference Architecture Options for Digital Currency including Digital Fiat Currency** |
| 15:30-15:45 | **Coffee Break** |
| 15:45 – 17:00 | **Working Session on Deliverable for Reference Architecture Options for Digital Currency including Digital Fiat Currency** |
| 17:00 – 18:00 | **Working Session with Security Working Group of FG DFC** |
| 18:00 – 18:30 | **Closing Plenary – Report of Meeting** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_