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| INTERNATIONAL TELECOMMUNICATION UNION | | **Focus Group - Bridging the Gap: From Innovation to Standards** |
| **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 20013-2016 | | **Innovation-I-070** |
| **English only**  **Original: English** |
| **WG(s):** | All | Tunis, Tunisia 29-30 January 2014 |
| **DOCUMENT** | | |
| **Source:** | TSB | |
| **Title:** | Seventh meeting of the Focus Group on Bridging the Gap: From Innovation to Standards (Tunis, Tunisia, 29-30 January 2014) and workshop on ICT Innovations in emerging economies (Tunis, Tunisia, 28 January 2014) | |

This document provides information on the seventh meeting of the Focus Group on Bridging the Gap: From Innovation to Standards (FG Innovation) and the workshop on ICT Innovations in emerging economies.

1 The seventh meeting of the FG Innovation is scheduled to take place at the Le Palace Hôtel, La Marsa, Tunis, Tunisia on 29-30 January 2014.

2 On Tuesday 28 January, a workshop on ICT Innovations in emerging economies will be held in Tunis to showcase the ICT Innovations happening in the region and to present the work of the Focus Group Bridging the gap: from innovation to standards, in order to enhance participation from the region in the work of the focus group. For more details, kindly refer to [TSB Circular 65](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/201401/Documents/065E.docx).

Details of the workshop programme will be provided at <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/201401/Pages/default.aspx>. This workshop will be held in English only.

3 FG Innovation is open to ITU Member States, Sector Member, Associates and Academic Institutions and 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.

4 The items for discussion at the meeting will be made available on the Focus Group web page:  
[http://www.itu.int/en/ITU-T/focusgroups/innovation/Pages/default.aspx](http://www.itu.int/ar/ITU-T/focusgroups/innovation/Pages/default.aspx). Information related to the meeting as well as the contributions received will also be made available on the Focus Group web page.

Participant registration will begin at 0830 hours. The FG Innovation meeting will open at 0930 hours on 29 January 2014. No registration fee is required for participating in this meeting.

The discussions will be held in English only.

The documents will be made publicly available. In preparing documents, please use the basic template for the FG documents available from the Focus Group web page. Participants shall submit input documents to FG innovation in electronic format to TSB as follows:

- contact TSB at [tsbfginnovation@itu.int](mailto:tsbfginnovation@itu.int) to receive a number (nnnn) for each document

- prepare documents with a file name as follows: FG-Innovation-I-nnnn (with the appropriate file extension)

- using an FTP client, upload the document to the document drop folder in the FG Innovation FTP area, namely:   
 **Host name:** ifa.itu.int  
 **Path:** /t/fg/innovation/docs/incoming  
Note: contents of the document drop box can be read with a web browser at: <http://ifa.itu.int/t/fg/innovation/docs/incoming/>.

Documents will be processed by TSB and moved to the relevant read only folder:   
<http://ifa.itu.int/t/fg/innovation/docs/1401-tun/in>

The deadline for document submission for this meeting is **22 January 2014**. Please note that this is a paperless meeting.

5 For general information about visa, hotel accommodation and transportation from airport to hotel, please refer to the practical information section on the website: <http://www.itu.int/en/ITU-T/focusgroups/innovation/>.

6 To enable TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, please register via the [on-line form](http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000607), as soon as possible, but **not later than 14 January 2014**. **Please note that pre-registration of participants to the meeting is carried out exclusively *online.*** To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form.

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 Tunisia. It is the responsibility of participants to make the arrangements for obtaining their visa to Tunisia. The visa can be obtained from the office (embassy or consulate) representing Tunisia 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 visa should complete and return the Visa Support Form in **Appendix III of the practical information document** (see para. 5 above) to the local host contact mentioned below, indicating their passport information and fax number, **as soon as possible, and no later than 13 January 2014.** Please be aware that visa approval might take time so kindly make your request for the invitation letter as soon as possible.

Participants who require an invitation letter and/or a visa supporting letter for entering Tunisia are advised to get in touch with the following contact person from the host organization:

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