|  |  |
| --- | --- |
| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 10 August 2010

|  |  |  |
| --- | --- | --- |
| Ref:Tel:Fax: | **TSB Circular 133**TSB Workshops/P.R.+41 22 730 5235+41 22 730 5853 | - To Administrations of Member States of  the Union;- To ITU-T Sector Members;- To ITU-T Associates; |
| 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 Permanent Mission of Sri Lanka in Geneva |

|  |  |
| --- | --- |
| Subject: | **Joint** **ITU/CTO event:**  “**Bridging the Standardization Gap, ITR and Interoperability issues” – (Colombo,Sri Lanka, 13 September 2010)** |

Dear Sir/Madam,

1 At the kind invitation of the Telecommunications Regulatory Commission of Sri Lanka (TRCSL), ITU-T, in association with the Commonwealth Telecommunications Organization (CTO), will jointly organize an event on “**Bridging the Standardization Gap, ITR and Interoperability issues”**which will take place at the Hilton Hotel, Colombo, Sri Lanka, on
13 September 2010. This event will be held in the framework of the **8th Annual CTO Forum 2010 “Towards Digital Commonwealth”, at the same venue, from 13 to 15 September 2010.**

The event will open at 0930 hours. Detailed information concerning the meeting room will be displayed on screens at the entrance of the venue.

2 Discussions will be held in English only.

3 Participation to this event is open to ITU Member States, Sector Members and Associates 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.

4 This event will focus on actions taken by the ITU-T, after WTSA-08, to assess standardization needs and issues and to measure the standardization gap in the Asia-Pacific region. It will also address the needs of developing countries for conformance to standards and interoperability of ICTs products aimed at better delivering broadband connectivity for all. Other topics will refer to the status of the revision of the ITU International Telecommunication Regulation and the preparation of the coming ITU Plenipotentiary Conference (Guadalajara, Mexico, 4-22 October 2010). Finally, it will deal with issues of interest to the Asia-Pacific region such as membership and academia.

5 A draft programme of the event is set out in **Annex 1** hereto. The updated programme, presentations and relevant information will be made available on the event website at the following address: <http://www.itu.int/ITU-T/worksem/joint/CTO/programme.html>.

6 Practical information relating to this event can be found at in **Annex 2** or on the event website: <http://www.itu.int/ITU-T/worksem/joint/CTO/index.html>.

7 **Accommodation**: The [Hilton Colombo Hotel](http://www1.hilton.com/en_US/hi/hotel/COLHITW-Hilton-Colombo-hotel/index.do), being the conference venue, is the recommended hotel for delegates and a special discounted rate has been offered to delegates by the Hilton Colombo Hotel. Participants including ITU fellow, are requested to book their hotel rooms directly with the Hilton Colombo Hotel. The Cinnamon Lakeside Colombo is also available, from which transport will be provided to the conference venue. Cinnamon Lakeside is about 5 minutes away from the venue of the conference.

8 **Fellowships**: ITU-T will provide a limited number of full fellowships to **one participant** **per eligible country within the Asia-Pacific region only** *and*within the available budget. The participant must be duly authorized by the respective Administrations from Least Developed Countries and from developing countries with per-capita income under US$ 2,000. While the provision of fellowship is limited to only one participant per country, the number of delegates from a country is not limited provided the expenses of additional delegates are borne by the country. Participants requiring a fellowship are requested to complete the **Fellowship Request Form** in **Annex 4** and return it to the ITU, duly validated by their Administration, by fax to +41 22 730 5778 by **Friday, 3rd September 2010 at the latest.**

9 **Registration**: Participation in the Joint ITU/CTO event on 13 September 2010 is free. Participants, including ITU-T fellowship attendees, are kindly requested to **register for this event via the on-line registration form at:** <http://www.itu.int/ITU-T/worksem/joint/CTO/index.html>**.**

 T**o register also for the 8th Annual CTO Forum (13-15 September 2010), please visit the CTO Forum website at:** <http://www.events.cto.int/default.aspx?event=CTOForum2010>. **ITU-T fellowship attendees who wish to also participate in the 8th Annual CTO Forum may do so at their expense.**

 To enable the event organizers to make the necessary arrangements concerning its organization, I should be grateful if you would register as soon as possible, but **not later than 6September 2010.**

10 We would also like to inform you that there may be visa requirements for citizens of some countries to enter Sri Lanka. Where this is the case, an entry visa will be issued to all delegates on arrival at the Colombo International Airport. In order to arrange entry visas to Colombo, delegates are advised to submit their passport information in advance to the following CTO contact:

**Mr Lasantha De Alwis**,
Corporate Secretary and Senior Manager, Programmes
Commonwealth Telecommunications Organization
Tel: (Direct)  +44 (0) 208 600 3814
Tel: (General)  +44 (0) 208 600 3800
Fax: +44 (0) 208 600 3819
E Mail: l.dealwis@cto.int

Participants requiring entry visas are requested to complete the visa support form in **Annex 3** and return it to the contact person provided on the form. **Please note that the organizers need at least one week to process the various documents required for the delivery of a visa.**

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 4**

**ANNEX 1**

(to TSB Circular 133)

**Joint** **ITU/CTO event:**“**Bridging the Standardization Gap, ITR and Interoperability issues”
(Colombo, Sri Lanka, 13 September 2010)**

|  |
| --- |
| **Draft Programme** |
| **Joint ITU/CTO event:** **“Bridging the Standardization Gap, ITR and Interoperability issues”****13 September 2010, Colombo, Sri Lanka** |
|  |
| 09:40 | **Malcolm Johnson, Director, ITU/TSB: Keynote speech** (in the framework of the whole Forum Opening Ceremony) |
|  |  |
| 12:50 – 13:00 | **Opening Ceremony: Chairperson’s opening remarks** |
| 13:00 – 14:00 | **Session 1:  The ITU Standardization Sector and the ITU Plenipotentiary 2010****Objectives**: This session will review the Commonwealth Common Objectives for the ITU Plenipotentiary Conference, October 2010 in Mexico. * **Bruce Gracie, TSAG Chairman:** Issues of the ITU Plenipotentiary Conference 2010 (PP-10) of interest to the Asia-Pacific region: membership and academia.
 |
| 14:00 – 14:45 | **Session 2:  Bridging Standardization gap for the Asia-Pacific region** **Objectives**: This session will identify the standards needs and present research and case studies on improving the national standards readiness of developing countries. It will also provide elements to evaluate the effectiveness of tools established to measure the reduction of the **Standardization Gap. It will also** look at some of the key standards issues being dealt with in ITU-T.* **Paolo Rosa, Head, Workshops & Promotion Division, (ITU/TSB):** Assessing standardization needs and issues to bridge and to measure the standardization gap in Asia-Pacific.
 |
| 14:45 - 15:15 | **Coffee Break** |
| 15:15 – 16:00 | **Session 3:****Internet Governance, IPv6 and the International Telecommunication Regulations** **Objectives: This session will review the aims of the Commonwealth Internet Governance Forum Group and outline relevant initiatives under way, discussions on the implementation of IPv6 and the World Conference on International Telecommunications to revise the International Telecommunication Regulations.*** TBC
 |
| 16:00 – 17:15 | **Session 4: The need for Conformity and Interoperability testing****Objectives**: This session will highlight the implementation of the ITU WTSA-08 Res. 76 to address the concerns about lack of conformity and interoperability of ICTs products and the point of view of the industry on that matter. It will show also the four action lines of the ITU programme endorsed by the ITU Council. It will also present the steps undertaken to improve the ITU-T Conformity Database and to develop a capacity building initiative and testing facilities. * **Paolo Rosa, Head, Workshops & Promotion Division, ITU/TSB:** The ITU-T activities for Conformity and Interoperability issues
* **Paolo Rosa, Head, Workshops & Promotion Division, ITU/TSB:** The C&I Consultations events for the Asia-Pacific, Americas and Africa regions
 |
| 17:15 – 17:30 | **Closing Session** |

**ANNEX 2**
(to TSB Circular 133)

**Joint** **ITU/CTO event:**“**Bridging the Standardization Gap, ITR and Interoperability issues”
(Colombo, Sri Lanka, 13 September 2010)**

## Practical Information

**COUNTRY PROFILE**

Sri Lanka, an island in the Indian Ocean, is located south of the Indian subcontinent. From North to South it has a maximum length of 435 km (270 miles) and at its widest point it measures 225 km. (140 miles). The total land area is 65,610 sq. km (25,000 sq. miles). It encompasses beautiful tropical beaches, verdant vegetation, ancient monuments and a thousand delights to please all tastes.

The capital of Sri Lanka is Colombo, which is a fascinating city, not only for a comfortable blend of east and west, but also for a cosy mixture of the past and present. It is the commercial centre of the country and situated 34 km from the International Airport.

**HOST**

Telecommunications Regulatory Commission of Sri Lanka (TRCSL at [www.trc.gov.lk](http://www.trc.gov.lk))

**VENUE**

**Hilton Colombo (5\*)
Address:** 2,  Sir Chittampalam  A. Gardiner Mawatha,
                Colombo 02,   Sri Lanka.
**Tel:**  +94  11  2544644   &  +94 11 2344644
**Fax:**   +94 11 2544657   &   +94 11 2544658
**E – mail:** Jeremy.Hardy@hilton.com / reservations.hiltoncolombo@hilton.com
**Website:** www1.hilton.com/en\_US/hi/hotel/COLHITW-Hilton-Colombo-hotel/index.do

Hilton Colombo is situated about one hour’s drive (34 km) from Colombo International Airport. It is located in the heart of the city of Colombo, and surrounded by 7 acres site overlooking Beira Lake and the Indian Ocean.

**ACCOMMODATION**

**Hilton Colombo (5\*)**

A special discounted rate has been offered to the delegates by Hilton.

***Room Rates***

|  |  |  |
| --- | --- | --- |
| **Hilton Guest Room** | **Deluxe Floor** | **Executive Floor** |
| Single   Room | US$102  | Single   Room     | US$131 | Single /Double Room | US$218 |
| Double Room | US$111 | Double Room | US$143 | Studio Suite  | US$274 |
| * Tea/coffee making facility  in room
* Iron & Ironing board in room
* Free use of the Fitness Centre
 | * Tea/coffee making facility in room
* Free use of the Fitness Centre
* Newly refurbished rooms on higher floors
* Complimentary buffet breakfast at Spices Restaurant
* Complimentary fruit platter with chocolates, replenished daily
* Two pieces of laundry/ dry cleaning complimentary per day
* Complimentary 01 hour internet access per day
* Complimentary 01 hour of squash or tennis per stay
 | * Tea/coffee making facility in room
* Iron & Ironing board in room
* Free use of the Fitness Centre
* Fruit bowl with a variety of tropical fruits and chocolates, replenished daily
* Free laundry and dry cleaning
* Rooms located from 16th to 19th floor
* Welcome drink of your choice
* Lounge facilities with Butler in attendance, tea/coffee, daily breakfast, high tea between 15:00hr to 18:00hr and theme cocktails from 18:00hr to 20:00hr
* Free unlimited broadband internet facility
* Complimentary half an hour massage per person per stay
* Complimentary shoe shine service
* Complimentary late check-out at 20:00hr on availability
 |

 The room rates are inclusive of Breakfast and all the applicable taxes.

***Check-in/Check-out***

* Check-In time is 2pm, and Check-Out time is 12 noon.
* Guaranteed access to rooms prior to 2pm requires pre-registration from the night before; at contracted rate (subject to availability).
* Late Check-Out up to 6pm at half-contracted rate.
* Late Check-Out after 6pm at full contracted rate.

***Room Facilities***

Hilton has 384 elegantly appointed guest rooms on 19 floors, a Presidential Suite and three other suite types. All rooms are centrally air conditioned with individual temperature controls, direct dial telephone with IDD facility, private bath with tub and telephone, shaving adapters, piped music and radio, Doctor on call, 24 hour satellite news and sports news, colour television/in-house movies, hair dryer, executive writing desk, refrigerated mini bar, safety vault, and 24 hour room service. Mix of rooms with king size or twin beds.

***Other Facilities***

Hilton has six speciality restaurants, 24-hour room service, a discotheque and karaoke bar, 24-hour business centre, four Executive Floors, non-smoking floors, two Sakura Floors and facilities for the physically challenged. Additional facilities are the 24-hour travel desk, a fully equipped Sports and Fitness Club complete with a sophisticated gymnasium, aerobics studio, hydro area, tennis and squash courts and extensive car parking facilities.

***Recreation***

Sports & Fitness Club, Connected to the main hotel by an overhead pedestrian walkway. 1 1/2 acre complex comprising large swimming pool, two tech tone tennis courts, squash court, complete gymnasium, weight section, fitness cinema, jogging, track, hydro area with sauna, stream rooms, Jacuzzi, aerobics studio, yoga, massage rooms, kiddies wading pool and children\'s playground. Indoor and outdoor sports and golf links are available nearby.

As the conference venue this is the recommended hotel for delegates to stay at.

**Cinnamon Lakeside Colombo (5\*)**

Cinnamon Lakeside Colombo is also available, from which transport will be provided to the conference venue. Cinnamon Lakeside is about 5 minutes away from the venue of the Conference.

115, Sir Chittampalam A.Gardiner Mawatha
Colombo 2
Sri Lanka

Telephone :  +94 11 249 1000
Fax: +94 11 2544211
E-mail: lakeside@cinnamonhotels.com / susans@cinnamonhotels.com
Website: [www.cinnamonhotels.com](http://www.cinnamonhotels.com)

Single   Room    :         US$ 122 (Net)
Double  Room    :         US$140 (Net)

**TRAVEL**

The CTO is pleased to inform that the Sri Lankan Airlines has become the official airline for the event and has offered special rates to the delegates. A sample of the airfares is listed below. Fares for different routings are available on request.

|  |  |  |
| --- | --- | --- |
| **Routing**  | **Fare**(Gbp) | **Taxes**(Gbp) |
| London –Colombo return | 360 | 155 |
| Singapore- Colombo return | 190 | 30 |
| Kuala Lumpur-Colombo return | 285 | 30 |
| Karachi – Colombo return | 140 | 40 |
| Trivandrum – Colombo return | 130 | 30 |
| Trichi- Colombo return | 110 | 28 |
| Madras -Colombo return | 90 | 20 |
| Bangalore – Colombo return | 115 | 38 |
| Mumbai - Colombo return | 185 | 30 |
| Delhi – Colombo return | 210 | 42 |
| Dubai – Colombo return | 255 | 32 |
| Grenada- Colombo Via London return | 900 | 282 |
| Bridgetown – Colombo Via London return | 900 | 402 |
| Nairobi –Colombo Via Dubai return | 565 | 32 |
| Capetown – Colombo Via Dubai return | 670 | 50 |
| Johannesburg – Colombo Via Dubai return | 670 | 50 |

Sri Lankan Airlines flies to 49 destinations in 31 countries around the world with convenient connections into South Asia, the Far East, Middle East and Europe. It has code share agreements with other airlines for destinations it does not serve so that Council delegates could book their entire journey through the Sri Lankan Airlines London office.

In addition Sri Lankan Airlines is offering delegates local holidays. More information about Sri Lankan Airlines is available on their website at [www.srilankan.aero](http://www.srilankan.aero/).

Delegates who wish to take advantage of this special offer are invited to contact either the CTO or Sri Lankan Airlines London office using the following contacts:

**Sri Lanka Airlines Contact**

**Ms Imasha Dahanayake**Tel:  +44 (0) 208 538 2034
Fax: +44 (0) 208 572 3808
E Mail: imashad@srilankan.aero

**CTO HQ Contact**

**Mr Lasantha De Alwis**
Corporate Secretary and Senior Manager, Programmes
Commonwealth Telecommunications Organization

Tel: (Direct)  +44 (0) 208 600 3814
Tel: (General)  +44 (0) 208 600 3800
Fax: +44 (0) 208 600 3819

E Mail: l.dealwis@cto.int

**LOCAL TRANSPORTATION**

Taxis and a train service are available for transport from the airport to the hotels.

**HEALTH REQUIREMENTS**

There no health requirements for temporary entry to Sri Lanka except that visitors from yellow fever infected areas should possess a valid certificate against yellow fever.

**VISA REQUIREMENTS**

Entry visa will be issued to all the delegates on arrival at the international Airport, Colombo. Delegates are advised to submit following information to the CTO and TRCSL (contacts appear below) in advance in order to arrange entry visa.

1. Full Name:
2. Date and Place of Birth:
3. Nationality:
4. Date of Arrival:
5. Date of Departure:
6. Passport Number:
7. Date of issue:
8. Date of Expiry:
9. Place of issue:

TRCSL will be pleased to issue comfort letters on request for the purpose of Airline clearance.

**COMMUNICATIONS**

Sri Lanka is served by five mobile companies with wide coverage and delegates are advised to carry their mobile phones (GSM) with them.

**REGISTRATION**

The registration Counter will be set up at the Hilton Hotel. Registration will commence at 17:00 hours on Sunday, 12th September 2010.

**LOCAL TIME**

GMT + 5.30 hours.

**LANGUAGE**

Sinhala, Tamil and English are official languages in Sri Lanka. English is widely spoken and understood. Place names and signboards on buses and trains are usually in all three languages. Sri Lanka is a land of religious freedom and tolerance.

**ELECTRICITY**

 230 Volts  AC  50Hz. Round/square type three-pin plugs are used.

**PUBLIC TRANSPORT**

There are many companies providing excellent cab/taxi transport services to commuters at affordable cost. Toll-free Dial-A-Cab services are recommended for transport needs of delegates during the stay in Sri Lanka

**MONEY AND CURRENCY EXCHANGE RATES**

The unit of currency is the Sri Lanka Rupee (SLR), which is divided into 100 cents. Notes are in denominations of SLR 2,000, 1,000, 500, 100, 50, 20 and 10. Major credit cards are widely accepted, and travellers’ cheques in US Dollars or Sterling are recommended. ATMs are commonly available. Foreign currency can be exchanged at bureaux de change, banks and hotels.

For the latest exchange rates please visit [www.xe.com](http://www.xe.com).

**WEATHER**

The climate of Sri Lanka is typically tropical with humidity. The average temperature is about 27 Celsius.

**ANNEX 3**
(to TSB Circular 133)

**Visa Support Form (Deadline Monday, 6 September 2010)**

Please use **CAPITAL** letters.

|  |  |
| --- | --- |
| Surname & first name(s): |  |
| Date and Place of Birth: |  |
| Nationality: |  |
| Date of Arrival: |  |
| Date of Departure: |  |
| Passport Number: |  |
| Date of issue: |  |
| Date of Expiry: |  |
| Place of issue:  |  |

TRCSL will be pleased to issue comfort letters on request for the purpose of airline clearance.

Please fax or email this form duly completed by **Monday, 6 September at the latest,** to the following CTO contact:

**Mr Lasantha De Alwis**
Corporate Secretary and Senior Manager, Programmes
Commonwealth Telecommunications Organization

Tel: (Direct)  +44 (0) 208 600 3814
Tel: (General)  +44 (0) 208 600 3800
Fax: +44 (0) 208 600 3819

E Mail: l.dealwis@cto.int

**ANNEX 4**
(to TSB Circular 133)

|  |  |  |
| --- | --- | --- |
| ITU globe2 | **Joint** **ITU/CTO event:**“**Bridging the Standardization Gap, ITR and Interoperability issues” (Colombo, Sri Lanka, 13 September 2010)** | ITU globe2 |
| **Please return to:** | **Fellowships ServiceITU/BDTGeneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int****Tel: +41 22 730 5095** **Fax: +41 22 730 5778**  |
| **Request for a fellowship to be submitted before Friday, 3rd September 2010** |
| **Participation of women is encouraged** |
| Country:  ……………………………………………………………….………..……………………………..Name of the Administration or Organization: ………...……………….…..………………………………Mr. / Ms.: ……………….………………………………….…………………………………………………. (family name) (given name)Title: ………………………………………………..…………………………….……………………………Address: ……………………………………………………………………………………………………….………………………………………………………..…………………………………………………………Tel: ……………………….……. Fax: …………..…….………... E-Mail: …...………………………………………………………………………………….PASSPORT INFORMATION:Date of birth: ……………………………. Nationality: ……………………………….……………………Passport Number: ……………….…………… Date of issue: ……………………...….………..………In (place): ……………………………….…..… Valid until (date): ………….……………………………. |
| CONDITIONS 1. **One full** fellowship per eligible country within the **Asia-Pacific region** **only.**
2. It is imperative that fellows be present for the entire duration of their fellowship.
3. ITU-T Fellows are to register for the Joint ITU/CTO event at the following URL: <http://www.itu.int/ITU-T/worksem/joint/CTO/index.html>
 |
| Signature of fellowship candidate: ………………………………………….. Date: ……...……………... |
| TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL MUST BE COMPLETED BELOW WITH OFFICIAL ADMINISTRATION STAMP.Signature: ……..………………………………………. Date: …………………………………………….. |