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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 12 June 2013

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| Ref:Tel:Fax: | **TSB Circular 29**TSB Workshops/A.N.+41 22 730 6301+41 22 730 5853 | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia; |
| 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 Regional Director, ITU Regional Office for the Americas, Brasilia;- To the Head, ITU Area Office, Santiago, Chile;- To the Permanent Mission of Brazil in Switzerland |

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| Subject: | **ITU Workshop on “Smart Sustainable Cities in Latin America” (São Paulo, Brazil, 30 July 2013); andITU Workshop on “Universities, Green ICT Standards and Latin America”(São Paulo, Brazil, 1 August 2013)** |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) is organizing the following workshops in São Paulo, Brazil: (i) workshop on “**Smart Sustainable Cities in Latin America”** on 30 July 2013 and (ii) workshop on “**Universities, Green ICT Standards and Latin America**” on 1 August 2013. These events will be kindly hosted by Telefónica and will take place at Oficina Telefônica Vivo Brasil, Teatro Vivo,
 Av. Dr. Chucri Zaidan, 860 - 04583-110 - Morumbi – São Paulo – Brasil.

The second meeting of the “Focus Group on Smart Sustainable Cities”, also hosted by Telefónica, will take place on 31 July 2013 at the same venue. More information can be found at: <http://www.itu.int/en/ITU-T/focusgroups/ssc/Pages/default.aspx>.

Both workshops will open at 1000 hours. Registration will begin at 0900 hours.

2 Discussions will be held in English. Translation into Portuguese will be kindly provided by Telefónica.

3 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 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.

4 The key objective of the workshop on “Smart Sustainable Cities” is to look at the role that ICT and green ICT standards can play to shape smart sustainable cities and to present some global initiatives and examples of how ICT based solutions can drive green and sustainable growth of cities with a special focus on Latin America.

The workshop will bring together leading specialists in the field, from top policy-makers to engineers, designers, planners, government officials, regulators, standards experts and others.

5 The focus of the workshop on “Universities, Green ICT Standards and Latin America” will be to provide examples as well as to present projects on how ICTs can help to address climate change, promote energy efficiency and build a green economy, shedding light on standards, policies and best practices.

6 A draft programme for both workshops are in Annexes 1 and 2 respectively. Both programmes will be made available on the respective event websites. Please do not hesitate to contact Cristina Bueti (cristina.bueti@itu.int ) and Bruno Ramos (bruno.ramos@itu.int) should you need additional information on the programme of both workshops.

7 **Accommodation:** Detailed information on hotel accommodation, transportation, visa and health requirements will be made available at the respective event websites: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ssc-la/201307/Pages/default.aspx> and <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/greenict/201307/Pages/default.aspx>. These websites will be updated as new or modified information become available.

8 **Fellowships:** Unfortunately, ITU will not be able to provide fellowships due to budget restrictions.

9 **Registration**: To enable TSB to make the necessary arrangements concerning the organization of the workshops, please register online for both workshops at this address: <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000552>, as soon as possible, **but not later than 22 July 2013**. **Please note that pre-registration of participants to workshops is carried out exclusively *online***. Participants will be able to register onsite after
22 July 2013.

10 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in São Paulo. The visa must be requested and obtained from the Brazilian Embassy in your country, or if there is no such office in your country, from the one that is closest to the country of departure. Please see ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ssc-la/201307/Pages/default.aspx> for additional information on visa requirements.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

ANNEX 1
(to TSB Circular 29)

**ITU Workshop on Smart sustainable Cities (SSC) in Latin America**

**(São Paulo, Brazil, 30July 2013)**

**Draft Programme**

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| **09: 00 – 10:00**  | **Registration**  |
| **10:00 – 10:30** | **Opening session** |
| **10:30 – 10:45** | **Keynote speech** |
| **10:45 – 11:00** | Coffee Break |
| **11:00 – 12:00** | **Session 1: From Turin to São Paulo: Shaping Smart Sustainable Cities (SSC)** This session will discuss the role that ICTs can play in shaping smart sustainable cities through the presentation of case studies and ongoing projects. This session will also provide a platform to discuss and benchmark crucial issues on how to seize new opportunities, develop innovative tools, and tackle challenges with intelligent techniques for the development of SSC in Latin America.Q&A |
| **12:00 – 13:00**  | **Session 2: Smart and Sustainable Living** This session will provide a platform to discuss long-term sustainability ambitions and strategies to improve the quality of life of citizens. Topics under discussion will include: how to increase the levels of energy efﬁciency for new and existing building constructions; the promotion of the use of ICTs to regulate traffic and improve road conditions in congested urban areas; the development of energy efﬁcient and integrated water-energy conservation strategies and standards; the development of sustainable solid and electronic waste management; and the integration of disaster management plans to make cities resilient to natural hazards and climate change. Q&A |
| **13:00 – 14:00** | Lunch Break  |
| **14:00 – 15:00**  | **Session 3: Smart Sustainable Environments: How Smart & Sustainable Can They Be?**This session will provide an open platform to discuss how to promote efficient policies, comprehensive strategies, international standards and methodologies that will help cities to become a place for opportunities, economic growth, social well-being, and high quality of life, thus enabling the transition towards a low carbon economy and reducing greenhouse gases (GHG) emissions.Q&A |
| **15:00 – 15:30** | Coffee Break  |
| **15:30 – 16:30**  | **Session 4: Adopting a holistic approach and promoting long-term sustainability goals**Enhancing cooperation at international, regional, national, and local levels, between educational and research institutions, governments, industries, civil society, and other smart city stakeholders, is key to raise awareness on the use of ICTs to address the challenges in cities in the context of climate change mitigation and adaptation. Therefore, this session will provide a platform to present ongoing initiatives on climate change mitigation and adaptation and encourage public-private partnerships among stakeholders.Q&A |
| **16:30 – 17:00**  | **Closing Ceremony**  |

ANNEX 2
(to TSB Circular 29)

**ITU Workshop on Universities, Green ICT Standards and Latin America**

**(São Paulo, Brazil, 1 August 2013)**

**Draft Programme**

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| **09: 00 – 10:00**  | **Registration**  |
| **10:00 – 10:30** | **Opening remarks** |
| **10:30 – 11:00** | **ITU and Academia** |
| **11:00 – 11:30** | Coffee Break |
| **11:30 – 12:30** | **Session 1 – Involvement of Academia in Standardization**This session will present some successful examples of cooperation with universities to promote green policies and develop green ICT standards in the area of climate change and environmental sustainability. |
| **12:30 – 13:00** | **Session 2 – Shaping an Agenda for Latin America**This session will bring together policy makers, representatives from the ICT sector and the academia to discuss the role of academia in shaping green ICT standards. It will also provide an open platform to set priorities to further advance the development of ICT standards in the area of climate change and environmental sustainability in Latin America. Open Discussion |
| **13:00 – 13:10** | **Closing remarks** |

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