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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 25 July 2013

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| Ref:Tel:Fax: | **TSB Circular 44**TSB Workshops/A.N.+41 22 730 5126+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 Arab States;- To the Regional Director, ITU Regional Office, Addis Ababa;- To the Permanent Mission of Algeria in Geneva |

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| Subject: | **ITU Workshop on** **Standardization on IMT, M2M, IoT, Cloud Computing and SDN (Algiers, Algeria, 8 September 2013)** |

Dear Sir/Madam,

1 At the kind invitation of the Regulatory Authority for Post and Telecommunications
([ARPT](http://www.arpt.dz/)), Algeria, [ITU](https://staging.itu.int/en/ITU-T/Pages/default.aspx) is organizing a **Workshop on Standardization on IMT, M2M, IoT, Cloud Computing and SDN** at the [Hotel Sofitel](http://www.accorhotels.com/fr/hotel-1540-sofitel-algiers-hamma-garden/index.shtml), Algiers, Algeria on 8 September 2013.

This workshop will be followed by the [Q5/13](https://staging.itu.int/en/ITU-T/studygroups/2013-2016/13/Pages/q5.aspx) “Applying IMS and IMT in developing country mobile telecom networks” Rapporteur Group meeting, on 9 September 2013 and the first meeting of ITU-T Study Group 13 Regional Group for Africa ([SG13 RG-AFR](https://staging.itu.int/en/ITU-T/studygroups/2013-2016/13/sg13rgafr/Pages/default.aspx)) from 10 to 12 September 2013.  Both events will be hosted by the Regulatory Authority for Post and Telecommunications, Algeria, and will take place at the same venue.

The workshop will open at 0900 hours. Registration will begin at 0800 hours. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue.

2 Interpretation service will be provided at the event in Arabic, English and French languages.

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. Fellowships will not be provided due to budget restrictions.

4 The target audience will be the Arab and African Regions. The main objectives of the workshop are:

* To give an overview of SG13 work in the areas of the workshop subjects;
* To share the knowledge on the regional developments on these topics;
* To attract attention to the inaugural meeting of SG13RG-AFR that has main focus on cloud computing and future networks; and
* To possibly prepare a communiqué at the end of the workshop.

 5 A draft programme of the workshop is available on the event website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/standardization/201309/Pages/default.aspx>. This website will be updated as new or modified information becomes available.

6 Detailed information on hotel accommodation, transportation, visa and health requirements is set out in **Annex 1 hereto** as well as the event website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/standardization/201309/Pages/default.aspx>. To ensure transfer to and from the airport, participants are requested to complete and return the “**Arrival and Transportation Form**” in Appendix II to Miss. Soumaya Benbartaoui by **27 August 2013** at the latest by e-mail: s.benbartaoui@arpt.dz (Tel: +213 661 871 630 for all enquiries).

7 To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the on-line form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/standardization/201309/Pages/default.aspx> as soon as possible, **but not later than 30 August 2013**. **Please note that pre-registration of participants to workshops is carried out exclusively *online***.

8 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Algeria. The visa must be requested and obtained from the Algerian 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 (See ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/standardization/201309/Pages/default.aspx> for detailed information on visa requirements.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annex: 1**

**ANNEX 1**(to TSB Circular 44) 

**Practical information for participants**

**Event venue**

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| http://www.alger-city.com/hotels/plan-acces-hotel-sofitel-alger.jpg | **SOFITEL HOTEL**172 Hassiba Benbouali Street, 16015, Algiers, Algeria**Tel:** +213 21 68 52 10/12**Fax:** +213 21 67 31 42**Web Site:** <http://www.accorhotels.com/fr/hotel-1540-sofitel-algiers-hamma-garden/index.shtml> | https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcQsncpPrdGFTPGA8kyuRgZMN8U9OBz9Gc_T3519iuNlRmQxLqoz |

**Transportation**

In order to secure reception at the airport and transportation to hotels and later on to and from the event venue, delegates are requested to provide their flight details and their choice of hotel accommodation, **to the ARPT Coordinator on 27 August latest.**

The Regulatory Authority for Post and Telecommunication will provide transportation from the airport to ONLY the hotels listed in Appendix I below and from the hotel to the event's venue and back.

**Visa Formalities to enter Algeria**

A valid passport is required to enter Algeria. Visas can be issued from any Consulate or Embassy of Algeria in your country of origin.

In case there is no Embassy or Consulate of Algeria in your country, it is recommended to send, **on 27 August latest** a clear scanned copy of your passport to the ARPT Coordinator in order to assist in issuing your visa.

For any questions concerning visas please contact local coordinator:

Miss. Soumaya Benbartaoui

Head of Department,

Regulatory Authority for Post and Telecommunications, Algeria

e-mail: s.benbartaoui@arpt.dz

Tel: +213 661 871 630

Fax: +213 21 77 94 31

**Currency**

The official currency is the Algerian Dinar.

1 Algerian Dinar = 0.01 € (approx.)

Visa, American Express, Access/MasterCard can’t be used. The credit cards are accepted in few hotels, therefore it is highly recommended to have enough cash with you.

**Time zone**

GMT + 1

**Climate**

The weather in September will be hot and approximate temperatures will vary between 25-30 degrees Celsius.

**Event coordinators’ contacts:**

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| **From the host, ARPT coordinator**Miss. Soumaya BenbartaouiHead of Department,Autorité de Régulation de la Poste et des Télécommunicationse-mail: s.benbartaoui@arpt.dz Tel: +213 661 871 630 | **From the ITU/TSB**Mrs Tatiana Kurakova SG13 Counsellor e-mail: tatiana.kurakova@itu.intTel: +41 22 730 51 26 |

**APPENDIX I - List of hotels**

Please reserve your hotel accommodation via telephone or fax, by sending the hotel reservation form in **Appendix II** directly to the hotels, indicating your arrival time two weeks before the event
(27 August latest), with a copy to the event coordinator, **Miss. Soumaya Benbartaoui,
fax: +213 21 77 94 31, e-mail:** **s.benbartaoui@arpt.dz**to ensure airport pick-up upon arrival and departure.

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| **Hotel** | **Phone / Fax** | **Price (DA)** |
| **SOFITEL HOTEL – 5\***172, Hassiba Benbouali street, 16015 Algiers | Tel: +213 21 68 52 10/12Fax : +213 21 67 31 42Mail : h1540@sofitel.comIntegrated wireless service. | City ​​side: 22.791,14 DA.Garden side : 25.899,03 DA  (*special prices will be available soon for Regulatory Authority for Post and Telecommunication*) |
| **EL DJAZAIR HOTEL – 5\***24, Souidani Boudjemaa avenue, Les Tagarins Algiers | Tel: +213 21 69 21 21Fax : +213 21 69 35 08Mail : reservation@chaineeldjazair.com http://www.chaineeldjazair.com/Integrated wireless service. | Single : 23.600,00 DADouble : 26.200,00 DABreakfast : 1.450DA/ person  |
| **El AURASSI Hotel – 5\***02, Frantz Fanon Avenue,Les Tagarins, Algiers | Tel: +213 21 74 82 52Fax : +213 21 71 72 87/90Mail : reservation @el-aurassi.comIntegrated wireless service. | Single :Sea ​​side : 20.850,00 DAGarden side: 17.100,00 DADouble :Sea ​​side : 23.700,00 DAGarden side : 19.200,00 DABreakfast : 2.500DA/person |
| **SAFIR HOTEL – 4\***02, Asselah Hocine street, Algiers | Tel: +213 21735040/+21321737126Fax : +213 21 73 65 87Mail : safirhot@yahoo.fr . | Single : 9.900,00 DADeluxe Single : 11.200,00 DA |
| **ALBERT 1er Hotel- 3\***5, Pasteur Avenue Algiers | Tel: +213 21 73 65 06 to 08Fax : +213 21 73 80 34Mail : hotelalbert1@hotmail.com | Single : 7.100,00 DADouble : 8.100,00 DA |
| **SUISSE HOTEL- 3\***06, Lieutenant Boulhart street, Algiers | Tel:+213 2121631009/ +213 21632165 Fax : +213 21 63 21 56Integrated wireless service. | Single : 6.000,00 DADouble : 8.000,00 DA |
| **HYDRA HOTEL- 3\***Ben Youcef Benkhadda Avenue, BP 16 Bis Said Hamdine Hydra. Algiers | Tel: +213 21 54 89 42 to 44Mobile: +213 662 181 896Fax: +213 21 54 87 01 / 02Mail: contact@hotelhydra.dzIntegrated wireless service. | Single : 7.550,00 DADouble : 8.600,00 DA |

APPENDIX II

**ARRIVAL AND TRANSPORTATION TO HOTEL**

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|  | **ITU Workshop on** **Standardization on IMT, M2M, IoT, Cloud Computing and SDN- (Algiers, Algeria, 8 September 2013)** |  |
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| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Miss. Soumaya Benbartaoui by 27 August 2013 at the latest by e-mail** **s.benbartaoui@arpt.dz** (For inquiries, Tel: +213 661 871 630) |

Family name…………………………………………………………………………………………

First name……………………………………………………………………………………………

Job Title ……………………………………………………………………………………………..

Organization……………………………………………………………… Country …………..........

Telephone : :……………………………………………….

Email:………………………………………………………

Hotel where you are residing:

Hotel Name ……………………………………………………………

Address …………………………………………………………

**Transportation will be provided from the airport to the hotels and to the meeting venue. Please provide your arrival and departure flight information to facilitate arrangements for transportation.**

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| Date of Arrival |  |  | Time of Flight Arrival |  | FLIGHT NO. |  |
| Date ofDeparture |  |  | Time of Flight Departure |  | FLIGHT NO. |  |

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