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| itu_logo | **国 际 电 信 联 盟****电信标准化局** |  |
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 2015年11月27日，日内瓦

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| 文号：联系人：电话：传真： | **电信标准化局第182号通函**TSB Workshops/V.M.**Vijay Mauree**+41 22 730 5591+41 22 730 5853 | 致：- 国际电联各成员国主管部门；- ITU-T部门成员；- ITU-T部门准成员；- 国际电联学术成员 |
| 电子邮件： | tsbworkshops@itu.int | **抄送：**- ITU-T各研究组正副主席；- 电信发展局主任；- 无线电通信局主任；- 国际电联驻开罗阿拉伯国家区域代表处主任；- 国际电联驻亚的斯亚贝巴区域代表处主任；- 埃及常驻日内瓦代表团 |

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| 事由： | **国际电联阿拉伯区域标准化论坛（2015年12月20日，埃及开罗）** |

尊敬的先生/女士：

1 国际电信联盟（ITU）将于**2015年12月20日**在埃及开罗省Qasr AL-Nile的Al Tahrir广场举办**阿拉伯区域标准化论坛。**此项活动将由阿拉伯国家联盟承办。论坛将自9:30时开始。与会者注册将自8:30时开始。

2 讨论将仅用英文进行。提供阿拉伯文的同传服务。

3 国际电联成员国、部门成员、部门准成员和学术机构以及有意参加此工作的来自国际电联成员国的任何个人均可参加。其中包括亦为国际、区域性和国家组织成员的个人。参加论坛不收取任何费用。

4 论坛的主要目的是：

• 提供有关ITU-T研究组和世界电信标准化全会（WTSA）工作方法的介绍；

• 提供实用培训，为区域成员有效参与和投入研究组会议和WTSA提供便利和赋能；

• 提供为研究组会议撰写有力书面文稿和口头演讲的能力建设；

• 为设立国家标准化秘书处提供指导，以便在国家层面更好地协调标准化活动。

此项活动的目标受众包括国际电联成员国、国家标准机构、ICT监管机构、ICT公司、ICT研究组织、服务提供商和学术界。

5 论坛的初步[**日程草案**](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/092015/Pages/default.aspx)可见于下文**附件1**。国际电联网站亦提供：<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201512/Pages/default.aspx>。该网站将定期更新，增添或修改信息。请与会者定期查看更新内容。

6 提供给与会者的有关酒店住宿、交通和签证要求等一般信息可查阅上述国际电联网站。

7 为便于国际电联就论坛的组织做出必要安排，希望您能利用以下在线表格<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201512/Pages/default.aspx>尽早、**但不迟于2015年12月14日**进行注册。**请注意，我们活动与会者的预注册仅以在线方式进行。**与会者亦可在活动当天在现场注册。

8 我谨在此提醒您，一些国家的公民需要获得签证才能入境埃及并逗留。签证必须从驻贵国的埃及代表机构（使馆或领事馆）领取。如贵国没有此类机构，则请向离出发国最近国家的此类机构申请并领取。

需要提供邀请函以方便办理签证申请的与会者请在**2015年12月8日**前填妥**附件2**中的签证辅助表1并将该表发送至：**活动管理高级专员Basel EL Tabie先生（电子邮件：****beltabie@tra.gov.eg****）**。请注意，批准签证需要时间，因此请尽早提交您的申请。

顺致敬意!

电信标准化局主任
李在摄先生

**附件：2件**

ANNEX 1

(to TSB Circular 182)

 **Preliminary Draft Programme**

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| **ITU Regional Standardization Forum For Arab Region****(Cairo, Egypt)** |
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| **20 December 2015** |
| **08:30-09:30** | **Registration** |
| **09:30–10:10** | **Opening Session** |
| **10:10-10:30** | **Coffee Break & Group Photo** |
| **10:30-11:05** | **SESSION 1: Introduction to ITU-T Standardization Process**This session will provide an introduction to the ITU, the ITU-T standardization process, the work of study groups, the roles of secretariat and Members respectively. |
| **11:05–11:35** | **SESSION 2: Overview of key documents and terms used in study groups and WTSA meetings.** This session discuss the meanings of terms used in study groups and WTSA meetings such as Resolution, ITU-T Recommendations, base texts, TDs, contributions, reports, technical report/paper. Work item, work programme etc. |
| **11:35–12:35** | **SESSION 3: Setting up a National Standardization Secretariat for ITU-T**Participation by national governments, industry members, technical experts and policy leaders in the work of ITU on global telecommunication standardization requires appropriate resources and a practical organizational and management structure within their country to effectively use those resources. This session describes the functions, benefits and means to establish such national-level processes and organizations, referred to as a National Standardization Secretariat (NSS). <Presentations from countries in the region would also be encouraged e.g Egypt or UAE> |
| **12:35–13:00** | **Session 4: Hot topics at WTSA for Arab Region**This session will discuss the hot topics from the Arab region for WTSA-16 meeting. |
| **13:00-14:00** | **Lunch** |
| **14:00–14:35** | **SESSION 5: Guidelines for effective preparation** This session will discuss the preparation that needs to take place before a study group meeting and WTSA, including the definition of key objectives by delegates and delegations. |
| **14:35–15:45** | **Session 6: Training on drafting effective and timely contributions**This will be a hands-on session on how to structure the content for contributions for study group meetings and WTSA. The session will also discuss the rules and modalities for submission of contributions. |
| **15:45-16:00** | **Coffee Break**  |
| **16:00–17:00** | **Session 7: Training on presenting contributions and responding to queries during meetings**This session will demonstrate how to present contributions orally during study group and WTSA meetings and how to respond to questions about the contributions. |
| **17:00–17:30** | **Session 8: Tips on negotiation at study group meetings and WTSA**This session will provide some general tips and advice on how to negotiate with other delegates at study group and WTSA meetings in order to achieve the delegate/delegation’s objectives. |
| **17:30–18:00** | **Closing Session** |

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ANNEX 2

(to TSB Circular 182)

**VISA SUPPORT FORM**

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| **1. First Name:** |  |
| **2. Last Name:** |  |
| **3. Job Title:** |  |
| **4. Company / Organization:** |  |
| **5. Address:** |  |
| **6. E-mail and Telephone:** |  |
| **7. Date & Place of Birth:** |  |
| **8. Nationality:** |  |
| **9. Date of Arrival:** |  |
| **10. Date of Departure:** |  |
| **11. Passport Number:** |  |
| **12. Date of issue:** |  |
| **13. Expiry Date:** |  |
| **14. Place of issue:** |  |

***Please complete and return no later than 8 December 2015 to:
Mr Basel EL Tabie, Senior Specialist Event Management; e-mail:*** ***beltabie@tra.gov.eg******.***

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