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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 27 November 2015 |
| Ref: | **TSB Circular 182**TSB Workshops/V.M. | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU Academia |
| Contact: | **Vijay Mauree** |
| Tel: | +41 22 730 5591 |
| Fax: | +41 22 730 5853 |
| 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 Director, ITU Regional Office for the Arab States, Cairo- To the Director, ITU Regional Office, Addis Ababa- To the Permanent Mission of Egypt in Geneva |
| Subject: | **ITU Regional Standardization Forum for Arab Region (Cairo, Egypt, 20 December 2015)** |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) will convene a **Regional Standardization Forum for Arab Region** on **20 December 2015** at the Al Tahrir Square,
Qasr AL-Nile, Cairo Governorate, Egypt. This event will kindly be hosted by the League of Arab States. The Forum will open at 0930 hours. Participants’ registration will begin at 0830 hours.

2 Discussions will be held in English only. Interpretation in Arabic will be provided.

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. Participation is free of charge.

4 The main objectives of the Forum are to:

* Provide an overview of ITU-T study groups and WTSA working methods;
* Provide hands-on training to facilitate and empower members in the region to participate and contribute effectively in SG meetings and WTSA;
* Provide capacity building on writing effective written contributions and oral presentations for study group meetings; and
* Provide guidance on the establishment of National Standardization Secretariat to better coordinate standardization activities at national level.

The target audience of the event include ITU Member States, national standards bodies, ICT regulators, ICT companies, ICT research organizations, service providers and academia.

5 A preliminary **draft programme** of the Forum can be found in **Annex 1** below. It is also available on the ITU website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201512/Pages/default.aspx>. This website will be regularly updated as new or modified information become available. Participants are requested to check periodically for new updates.

6 General information for participants including hotel accommodation, transportation and visa requirements will be made available at the above-mentioned ITU website.

7 To enable ITU to make the necessary arrangements concerning the organization of the Forum, I should be grateful if you would register via the on-line form at:  [http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201512/Pages/default.aspx](%20http%3A//www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201512/Pages/default.aspx) as soon as possible, but **not later than 14 December 2015.** **Please note that pre-registration of participants to our events is carried out exclusively *online*.** Participants will also be able to register on-site on the day of the event.

8 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Egypt. The visa must be obtained from the office (embassy or consulate) representing Egypt 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 letter of invitation to facilitate their visa application are kindly asked to complete and return the visa support Form 1 in **Annex 2** no later than **8 December 2015**, to: **Mr Basel EL Tabie, Senior Specialist Event Management; e-mail:** **beltabie@tra.gov.eg**. Please be aware that visa approval might take time so kindly send your application as soon as possible.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau
 **Annexes: 2**

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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