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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 2 June 2016 |
| Ref: | **TSB Circular 226**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 Asia & Pacific, Bangkok;- To the Head, ITU Area Office, Indonesia;- To the Minister of Communications and IT, Vietnam;- To the Permanent Mission of Vietnam in Geneva |
| Subject: | **ITU Regional Standardization Forum for Asia-Pacific Region (Da Nang City, Vietnam, 22 August 2016)** |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) is organizing a [Regional Standardization Forum for the Asia-Pacific Region](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201608/Pages/default.aspx), which is kindly hosted by the Ministry of Communications and IT at the Furama Hotel in Da Nang City, Vietnam on 22 August 2016. The event will be held back-to-back with the 4th Meeting of the APT Preparatory Group for WTSA-16 which will take place on 23-26 August 2016 at the same venue.

The Forum will open at 0900 hours. Participants’ registration will begin at 0800 hours.

2 Discussions will be held in English only.

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 event are to provide an overview of the ITU Bridging the Standardization Gap programme, the hot topics that will be discussed at WTSA-16, and hands-on training on WTSA procedures and rules and on how to effectively submit and defend contributions at WTSA meeting.

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

5 A draft programme can be found in **Annex 1** of this circular. The draft programme of the Forum will also be made available on the ITU website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201608/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 **FELLOWSHIPS:** We are pleased to inform you that one full fellowship per administration will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (see <http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf>). The fellowship will include a round trip air ticket, hotel accommodation and pocket allowance.

Participants requiring a fellowship are requested to contact the APT Secretariat, which administers fellowship for this event, by email at aptwtsa@apt.int or +66 2 573 0044 (Ext.: 118) no later than  **7 July 2016.**

8 To enable ITU to make the necessary arrangements concerning the organization of the Forum, I should be grateful if you would register via the online form at <http://www.apt.int/content/online-registration> as soon as possible, but **not later than 10 August 2016.** **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. Participants will need to use the following login for registration: **Username: itursfap** and **Password: rsfap@vtn**.

9 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Vietnam. The visa must be obtained from the office (embassy or consulate) representing Vietnam 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 **22 July** to: Mr Pham Duc Manh, E-mail: pdmanh@mic.gov.vn, Mobile: (+84) 9 82352010 and Ms Nguyen Quynh Anh, E-mail: anh.nq@vietpearlevent.com, Mobile: (+84) 9 89801186.

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 226)

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| **9:00 – 9:30** | ***Registration***  |
| **9:30 – 11:00** | 1. **Welcome and Opening Ceremony**
	1. Welcome remarks
		1. TSB Director
		2. APT
		3. Ministry of Communications and IT, Vietnam
	2. Group photograph
 |
| **11:00 – 11:20** | **Coffee Break** |
| **11:20 – 12:30** | 1. Introduction to Bridging Standardization Gap activities
	1. ITU-T and its Standardization activities (including activities such as BSG and NSS)
	2. BSG activities from countries in the region
	3. APT
 |
| **12:30 – 14:00** | **Lunch** |
| **14:00 – 15:30** | 1. Introduction to WTSA-16:
	1. Mandate and objectives of the Assembly
	2. Hot Topics for WTSA-16
	3. Structure of the Assembly
	4. ITU-T Recommendations under study
	5. Key WTSA Resolutions
	6. Overview of WTSA-16 Rules of Procedure
 |
| **15:30 – 15:45** | **Coffee Break** |
| **15:45 – 17:30** | 1. Negotiating and Building Consensus at WTSA-16
	1. Submitting proposals to WTSA-16
	2. Preparing for effective communications at WTSA-16
	3. Negotiating skills and techniques
	4. Building consensus towards desired objectives
 |
| **17:30** | ***Close and Feedback*** |

ANNEX 2

(To TSB Circular 226)

 **FORM 1 – VISA SUPPORT**

|  |  |
| --- | --- |
| **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 **22 July 2016** to: Mr Pham Duc Manh, E-mail: pdmanh@mic.gov.vn, Mobile: (+84) 9 82352010 and Ms Nguyen Quynh Anh, E-mail: anh.nq@vietpearlevent.com, Mobile: (+84) 9 89801186.

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