|  |  |  |
| --- | --- | --- |
| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 28 April 2017 |
| Ref: | **TSB Circular 21**TSB Workshops/KM | **To:**- To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU Academia |
| Contact: | **Kaoru Mizuno** |
| Tel: | +41 22 730 6226 |
| 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 Head of ITU Area Office for CIS Region, Moscow;- To the Permanent Mission of the Republic of Uzbekistan in Geneva |
| Subject: | **Workshop on Smart Sustainable CitiesSamarkand, Uzbekistan, 1-2 June 2017** |

Dear Sir/Madam,

1 At the kind invitation of the Ministry for Development of Information Technologies and Communications of the Republic of Uzbekistan, the International Telecommunication Union (ITU) is organizing a workshop on Smart Sustainable Cities which will take place at Registan Plaza Hotel, Samarkand, Uzbekistan, from 1 to 2 June 2017, inclusive.

The workshop will open at 1100 hours on the first day. Participant registration will begin at 1000 hours at the Workshop venue, Registan Plaza Hotel, in the 2nd floor Conference room.

2 Discussions will be held in English and Russian with simultaneous interpretation.

3 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that 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 in the workshop is free of charge.

4 The objectives of the workshop are to share and discuss the trends, best practices, studies, challenges and opportunities relating to Smart Sustainable Cities. The workshop also aims at promoting the work of ITU-T SG20 in the CIS region, and identifying a path forward.

5 A draft programme will be made available on the event website at the following address: [www.itu.int/en/ITU-T/Workshops-and-Seminars/20170601/Pages/default.aspx](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/20170601/Pages/default.aspx). This website will be regularly updated as new or modified information become available. Participants are requested to check the website periodically.

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

7 **FELLOWSHIPS:** To encourage the participation of low-income developing countries and subject to the availability of funds, the ITU will grant one full or two partial fellowships per eligible country of **the CIS Region**. An application for a fellowship must be authorized by the relevant Administration. Those intending to apply for a fellowship are required to complete the Fellowship Form (**Annex A**) and send it to the ITU Fellowships Service by email: fellowships@itu.int or by fax: +41 22 730 57 78 **no later than 11 May 2017**.

8 To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the online form <http://itu.int/reg/tmisc/3000977> as soon as possible, but **not later than 15 May 2017.** **Please note that pre-registration of participants for workshops is carried out exclusively *online*.**

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 Uzbekistan. Those participants requiring an entry visa are requested to contact their local Embassy/Consulate of the Republic of Uzbekistan for information well in advance and to fill out a form at: [http://evisa.mfa.uz/registration.aspx](http://evisa.mfa.uz/Registration.aspx).

Visas are issued to foreign citizens at the diplomatic and consular missions of the Republic of Uzbekistan abroad on the basis of the Visa Support Letter (permission from the Ministry of Foreign Affairs of Uzbekistan).

Should participants need visa support, they are kindly asked to complete the Online Visa Application form at <http://evisa.mfa.uz/evisa_en/?action=vvod>, and send the copy of the signed application form together with the copy of participant’s passport to the national coordinator, **Ms Umida Musayeva**, Senior Specialist of the International Department of the Ministry for Development of Information Technologies and Communications of the Republic of Uzbekistan, via e-mail at mu.musaeva@mitc.uz (tel: +998 71 238-41-41, mob: +998 90 371-83-88) **by 15 May 2017 at the latest**.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annex: 1**

**Annex A**

(To TSB Circular 21)

|  | **ITU Workshop on Smart Sustainable Cities****Samarkand, Uzbekistan, 1-2 June 2017** |  |
| --- | --- | --- |
| **Please return to:** | **Support Services Division****ITU/BDT** **Geneva (Switzerland)** | **E-mail:** **fellowships@itu.int****Tel: +41 22 730 5487****Fax: +41 22 730 5778** |
| **Request for a fellowship to be submitted by 11 May 2017** |
|  | **Participation of women is encouraged** |  |
|

|  |  |  |
| --- | --- | --- |
| **Country:**  |  |  |
| **Name of the Administration or Organization:** |  |  |
| **Mr / Ms / Dr** |  |  |
|  |  **(family name)**  | **(given name)** |  |
| **Title:**  |  |  |
| **Address:**  |  |  |
|  |  |  |
| **Tel:**  |  | **Fax:**  |  |  |
| **E-mail:** |  |  |  |  |
| **PASSPORT INFORMATION:** |  |  |
| **Date of birth:**  |  |  |
| **Nationality:**  |  | **Passport number:** |  |  |
| **Date of issue:**  |  | **In (place):** |  |  |  |
| **Valid until:** |  |  |  |  |

 |
| **CONDITIONS** |
| **1. One full fellowship per eligible country (low income countries).** |
| **2. One return ECO class air ticket by the most direct/economical route** |
| **3. A daily subsistence allowance to cover accommodation, meals and incidental expenses in Samarkand** |
| **3. Imperative that fellows be present from the first day and participate during the entire duration of the event** |
|

|  |  |  |
| --- | --- | --- |
| **Signature of fellowship candidate:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

 |
| **TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP*.***

|  |  |  |
| --- | --- | --- |
| **Signature of fellowship candidate:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_