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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 9 November 2021 | |
| Ref: | **TSB Circular 203** | | - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU Academia;  - Regional telecommunication organizations;  - Intergovernmental organizations operating satellite systems;  - The United Nations;  - Specialized Agencies of the United Nations and the International Atomic Energy Agency | |
| Contact: | Mr Bilel Jamoussi | |
| Tel: | +41 22 730 6311 | |
| Fax:  E-mail: | +41 22 730 5853  [wtsa@itu.int](mailto:wtsa@itu.int) | |
|  |  | | **Copy:**  - Chairmen and Vice-Chairmen of ITU-T study groups/TSAG;  - Director of the Telecommunication  Development Bureau;  - Director of the Radiocommunication Bureau | |
| **Subject**: | **World Telecommunication Standardization Assembly (WTSA-20) Geneva, Switzerland, 1 – 9 March 2022** | | | |

Dear Sir/Madam,

The Secretary-General of ITU, by [invitation letters](https://www.itu.int/en/ITU-T/wtsa20/Pages/inv-letters.aspx) of 8 September 2021, has announced that the World Telecommunication Standardization Assembly (WTSA‑20) will take place in Geneva, Switzerland, from 1 to 9 March 2022, preceded by the Global Standards Symposium (GSS-20) on 28 February 2022.

On 10 March 2022, also in Geneva, Switzerland, a leadership meeting will take place with the newly appointed ITU-T chairmen and vice-chairmen.

I now have the pleasure to provide you with the relevant information concerning the Assembly.

# 1 Website

The WTSA-20 website is <https://www.itu.int/en/ITU-T/wtsa20>.

# 2 Venue

The Assembly will be held at the [International Conference Center Geneva (CICG)](https://cicg.ch/), Geneva, Switzerland. The opening meeting will take place on Tuesday, 1 March 2022, at 1100 hours and will be preceded by a meeting of the heads of delegations at 0930 hours.

Meeting rooms will be equipped to allow interactive remote participation of delegates.

Decisions will be made by delegates physically present in the meeting in Geneva.

# 3 Duties and functions of the Assembly

The agenda of the Assembly will be based on the functions and duties set forth in Article 18 of the ITU Constitution and Article 13 of the ITU Convention <https://www.itu.int/council/pd/convention.html>.

# 4 Conditions for invitation and admission

The conditions for invitation and admission to the Assembly are specified in Article 25 of the ITU Convention.

# 5 Draft structure of the Assembly

The Assembly shall conduct its work by setting up committees in accordance with Section 1 of WTSA [Resolution 1](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.1-2016) (Rev. Hammamet, 2016). A provisional committee structure is outlined in Annex 2, this structure being subject to review by the meeting of heads of delegations prior to the opening of the Assembly.

# 6 Items for consideration by the Plenary Meeting

The following items will be included in the agenda of the Plenary Meeting:

– approval of the work programme for WTSA-20;

– appointment of the chairman and vice-chairmen of the Assembly;

– establishment of WTSA-20 committees;

– appointment of the chairmen and vice-chairmen of the committees;

– allocation of documents;

– examination of reports, including proposals submitted relating to the activities of study groups;

– reports of Committees 2 (Budget Control Committee), 3 (Committee on Working Methods of ITU-T) and 4 (Committee on the ITU-T Work Programme and Organization)\*;

– appointment of the chairmen and vice-chairmen of ITU-T study groups, TSAG and SCV (Standardization Committee for Vocabulary) established by WTSA‑20;

– report of the conclusions of the Global Standards Symposium.

\* Dependent on the committee structure agreed by the Plenary Meeting.

# 7 Contributions

7.1 Delegations are invited to submit contributions to WTSA-20 four weeks before the opening of WTSA-20 (Monday, 31 January 2022), noting that, as decided in Plenipotentiary Conference Resolution 165 (Dubai, 2018), there is a firm submission deadline of 21 calendar days prior to the opening of WTSA-20 (Monday, 7 February 2022 at 2359 hours Geneva time)[[1]](#footnote-2).

7.2 Delegations are requested to prepare contributions using the ITU [Conference Proposals Interface](https://www.itu.int/net4/Proposals/CPI/WTSA20) (CPI) and submit them to [wtsa-doc@itu.int](mailto:wtsa-doc@itu.int). The user interface of the CPI is designed to be intuitive; nevertheless, a [User Guide](https://www.itu.int/en/ITU-T/WTSA20/Documents/CPI/WTSA-20_CPI-UserGuide.pdf) is available from the main page of CPI. Contributions, together with other documents, are posted on ITU’s [Document Management System](https://www.itu.int/md/T17-WTSA.20-C) (DMS). Proposals can be tracked before and during the Assembly using the [Proposals Management System](https://www.itu.int/net4/proposals/WTSA20) (PMS).

7.3 The ITU Secretariat will make the contributions available [*as received*](https://extranet.itu.int/sites/itu-t/wtsa-20/As%20Received/Forms/ViewAllDocs.aspx) in general by the next working day from the [WTSA-20 website](https://www.itu.int/en/ITU-T/wtsa20/Pages/default.aspx). Simultaneously, the ITU Secretariat will process the contributions and then upload them to <https://www.itu.int/md/T17-WTSA.20-C>.

7.4 The Plenipotentiary Conference (Busan, 2014) decided at its seventeenth plenary meeting (see <https://www.itu.int/md/S14-PP-C-0175/en>) “to provide public access to all input and output documents of all conferences and assemblies of the Union starting from the beginning of year 2015 unless where disclosure would cause potential harm to a legitimate private or public interest that outweighs the benefits of accessibility.” In accordance with this decision, all documents to WTSA‑20 are being made publicly available unless the submitter of the document advises the ITU Secretariat otherwise.

**8 Document distribution**

8.1 The following documents will be published as preparatory documents for WTSA‑20:

a) reports on the work of each of the ITU-T study groups;

b) report on the activities of the Telecommunication Standardization Advisory Group (TSAG);

c) reports by the Director of TSB on:

1) activities of ITU-T since WTSA-16, including the WTSA Action Plan;

2) structure and staffing of the Telecommunication Standardization Bureau (TSB);

3) ITU-T expenditure during the study period 2017-2021;

4) estimated financial needs of ITU‑T up to WTSA‑24;

d) reports on any matters considered necessary in the light of the ITU Constitution and Convention and Council decisions;

e) Recommendations submitted by ITU-T study groups and TSAG for approval by WTSA-20.

8.2 The above documents will be posted on the WTSA-20 website as soon as they are available. There is an electronic notification service that can inform members as soon as new documents have been posted on the website, available [here](https://www.itu.int/itu_xr_main/main/myAccountHomePage.jsf?selectedMyAccountNodeId=I7&wec-appid=USER_REG&page=F6F9DA9A9F75401AAEBB2556A96A4CA0&wec-locale=en_US).

8.3 WTSA-20 and GSS-20 will be paperless. Exceptions can be made upon request for persons with disabilities (see below).

8.4 Delegates with accessibility needs are invited to request, as soon as possible, any reasonable specific assistance needed by e-mail to [wtsa-reg@itu.int](mailto:wtsa-reg@itu.int). The ITU secretariat will meet the expressed requirements to the best of its ability, subject to availability of resources.

8.5 A wireless LAN will be available at the venue during the WTSA-20 and GSS-20. In order to obtain electronic access to documents of the Assembly, and also to benefit from the electronic notification service, it is necessary for delegates to have a valid ITU account with TIES access. Please see <https://www.itu.int/ties/> for details.

# 9 Proceedings of WTSA-20

9.1 A few hours after the closing of WTSA-20 on Wednesday, 9 March 2022, the ITU Secretariat will publish the "Draft Proceedings of WTSA-20", containing the new set of WTSA Resolutions, Opinion(s) and ITU-T A-series Recommendations.

9.2 The draft and final Proceedings of WTSA-20 will also be made available online for free and for public access in the six official languages of the Union (Arabic, Chinese, English, French, Russian and Spanish).

# 10 Tribute to former collaborators in ITU-T activities

10.1 In accordance with tradition, a tribute will be paid at WTSA-20 to ITU-T collaborators deceased since WTSA-16. Similarly, wishes for a long and happy retirement will be addressed to ITU-T collaborators who have retired since WTSA-16.

10.2 In order to uphold this tradition, I would be grateful if you could let me know by 1 February 2022 the names, titles and functions of any nationals of your country who you would wish to have mentioned in either tribute.

# 11 Global Standards Symposium

Immediately before WTSA-20, on Monday, 28 February 2022, ITU-T will organize a one-day [Global Standards Symposium (GSS-20)](https://www.itu.int/en/ITU-T/wtsa20/gss/Pages/default.aspx). Details of this event will be communicated by a separate Circular, but I would already like to invite all delegates to participate in this important symposium, which will be organized in line with Plenipotentiary Resolution 122 (Rev. Guadalajara, 2010).

# 12 Hotels and practical information

Several Geneva hotels offer preferential rates for delegates attending ITU meetings and provide a card giving free access to Geneva’s public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <https://www.itu.int/travel>.

# 13 Participant registration for WTSA-20 and GSS-20

13.1 Registration for WTSA-20 will be carried out exclusively online on the WTSA-20 website <https://www.itu.int/en/ITU-T/wtsa20>. Registration is required for all WTSA-20 and GSS-20 participants (either physically present or remote). This is applicable also to the representatives from local Permanent Missions, as Permanent Mission badges will not give access to the CICG.

13.2 Registration is carried out exclusively online by each participant. Participants who wish to participate remotely may select this option upon online registration.Participants are required to complete an online registration request form that will be sent for approval to the designated focal point (DFPs). For this purpose, DFPs will receive an e-mail notification to approve/reject each registration request.

13.3 A confirmation e-mail of registration will be sent to participants as soon as their focal points for registration have approved the requests for registration.

Participants and DFPs need an ITU user account with TIES access to enter the online registration system.

13.4 The registration requests will be validated through the following DFPs. Please see list of available focal points at <https://www.itu.int/online/mm/scripts/s/gensel77>.

Should Administrations or entities wish to modify the contact details of a focal point, kindly provide updated details to [wtsa-reg@itu.int](mailto:wtsa-reg@itu.int).

13.5 Badges for WTSA-20 and GSS-20 will be photo badges and can be collected at the Varembé Conference Centre (CCV), right across the street of CICG.

13.6 Visa support will be available for the ITU membership. Request for visa support should be done at the time of registration by selecting the specific check box in the online form.

13.7 While registering for the event, please duly take into consideration the information related to the sanitary measures and conditions of entry in Switzerland, see **Annex 1**.

13.8 Information on badge collection and opening hours of badging desks will be available on the WTSA-20 website.

# 14 Fellowships

14.1 To encourage participation of [developing countries](https://www.itu.int/en/fellowships/Documents/2021/List2021.pdf) and subject to availability of funds, one full, or two partial fellowships may be granted per eligible Member State. Full fellowship will cover the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), and an appropriate **daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). In case of two partial fellowships, at least one should be the air ticket. Member States shall cover the remainder of the cost of the participation.

14.2 The duly validated fellowship request form (**Annex 3**) and its annexes must be returned to Fellowship Service by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax: + 41 22 730 57 78, by **17 January 2022 at the latest.** Registration for the meeting prior to submitting the fellowship request is mandatory, see §13.

14.3 Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation; equitable distribution among countries and regions; and gender balance. Member States are encouraged to select their candidates taking into consideration the gender balance and the inclusion of applicants with disabilities and with specific needs.

14.4 Taking into consideration possible travel restrictions, Member States can apply for participation grants, known as **e-fellowship.** The duly validated application form (**Annex 4**) and its annexes must be returned to the ITU Fellowship Service by **17 January 2022 at the latest**.

General information for participants Information for participants related to visa, travel, and safety and security measures in force as of 20 September 2021 are available in the **Annex 1**. Participants are strongly invited to consult the safety and security information at the [ITU COVID security page](https://www.itu.int/security/covid19) where updated information will be posted before making travel arrangements to attend the event.

I look forward to seeing you in Geneva, Switzerland.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annexes:** 4

ANNEX 1  
(To TSB Circular 203)

Information for participants on visa, travel, measures  
in place in Geneva and in CICG

**1.1 Visa request**

 Delegates are responsible for their own visa request. Support can be provided by ITU for ITU membership only.

 Based on their nationality, participants attending conferences in Switzerland may require a visa/laissez-passer to enter Switzerland. Visa requirements must be met before arrival. The list of nationalities subject to visas can be found by consulting <https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html>

 Entry visas for Switzerland are primarily issued by the Swiss Embassy/Consulate responsible for the applicant’s country of residence and in some cases, external service providers register the visa application on behalf of the Swiss authorities. Information about the nearest Swiss Embassy or Consulate responsible for the participant’s place of residence can be found by consulting the [Swiss Online visa system](https://www.swiss-visa.ch/ivis2/#/i210-select-country).

 In light of the travel restrictions taken in response to the coronavirus, persons who are exempted from visa requirements must inquire about boarding requirements. If necessary, the Swiss representation responsible for the person’s place of residence abroad <https://www.swiss-visa.ch/ivis2/#/i210-select-country> (may issue a laissez-passer, which confirms that the person fulfils the conditions for crossing the Swiss border in accordance with the conditions laid down in Ordinance 3 COVID-19 <https://www.fedlex.admin.ch/eli/cc/2020/438/fr>

For more information, please consult the [Swiss Mission’s](https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/manual-visas.html) information notes:

COVID-19 information note on rules of entry into Switzerland for persons expected in an official capacity by international organizations and permanent missions at [COVID-19-Information-forpeople-travelling-to-Switzerland\_EN.pdf (admin.ch)](https://www.eda.admin.ch/dam/mission-onu-omc-aele-geneve/en/documents/COVID-19-Information-for-people-travelling-to-Switzerland_EN.pdf)

 COVID-19 Information note on health measures and border controls for persons expected in an official capacity by international organizations and permanent missions at [COVID-19-InformationSheet-on-health-measures-and-border-controls\_EN.pdf (admin.ch)](https://www.dfae.admin.ch/dam/mission-onu-omc-aele-geneve/en/documents/COVID-19-Information-Sheet-on-health-measures-and-border-controls_EN.pdf)

**1.2 Updates on COVID measures for WTSA-20 and GSS-20 in Switzerland**

Please consult the ITU security website for updates at <https://www.itu.int/security/covid19>

ANNEX 2  
(To TSB Circular 203)

Draft structure of the Assembly  
(excerpt from WTSA Resolution 1 (Rev. Hammamet 2016))

**2.1** The World Telecommunication Standardization Assembly (WTSA), in undertaking the duties assigned to it in Article 18 of the ITU Constitution, Article 13 of the ITU Convention and the General Rules of conferences, assemblies and meetings of the Union, shall conduct the work of each assembly by setting up committees and group(s) to address organization, work programme, budget control and editorial matters, and to consider other specific matters if required.

**2.2** It shall establish a Steering Committee, presided over by the chairman of the assembly, and composed of the vice-chairman of the assembly and the chairmen and vice-chairmen of the committees and any group(s) created by the assembly.

**2.3** WTSA shall establish resolutions which define working methods and identify priority issues. Prior to and during the development process the following questions should be taken into consideration:

a) If an existing Plenipotentiary Conference resolution identifies a priority issue, the need for a similar WTSA resolution should be questioned.

b) If an existing resolution identifies a priority issue, the need to recycle this resolution at various conferences or assemblies should be questioned.

c) If only editorial updates are required to a WTSA resolution, the need to produce a revised version should be questioned.

d) If the actions proposed have been accomplished, the resolution should be viewed as fulfilled and the need for it should be questioned.

**2.4** WTSA shall establish a Budget Control Committee and an Editorial Committee, the tasks and responsibilities of which are set out in the General Rules of conferences, assemblies and meetings of the Union (General Rules, Nos. 69-74):

a) The "Budget Control Committee", *inter alia*, examines the estimated total expenditure of the assembly and estimates the financial needs of ITU‑T up to the next WTSA and the costs entailed by the execution of the decisions of the assembly.

b) The "Editorial Committee" perfects the wording of texts arising from WTSA deliberations, such as resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union.

**2.5** In addition to the steering, budget control and editorial committees, the two following committees are set up:

a) The "Committee on Working Methods of ITU‑T", which submits to the plenary meeting reports including proposals on the ITU‑T working methods for implementation of the ITU‑T work programme, on the basis of the Telecommunication Standardization Advisory Group (TSAG) reports submitted to the assembly and the proposals of ITU Member States and ITU‑T Sector Members.

b) The "Committee on the ITU‑T Work Programme and Organization", which submits to the plenary meeting reports including proposals on the programme and organization of the work of ITU‑T consistent with ITU‑T strategy and priorities. It shall specifically:

i) propose the maintenance, establishment or termination of study groups;

ii) review the general structure of study groups and Questions set for study or further study;

iii) produce a clear description of the general area of responsibility within which each study group may maintain existing and develop new Recommendations, in collaboration with other groups, as appropriate;

iv) propose the allocation of Questions to study groups, as appropriate;

v) recommend, when a Question or group of closely related Questions concerns several study groups, whether:

− to accept proposals of ITU Member States or the recommendation of TSAG (where they differ);

− to entrust the study to a single study group; or

− to adopt an alternative arrangement;

vi) review, and adjust as necessary, the lists of Recommendations for which each study group is responsible;

vii) propose the maintenance, establishment or termination of other groups in accordance with Nos. 191A and 191B of the Convention.

**2.6** The chairmen of study groups, the chairman of TSAG and the chairmen of other groups set up by the preceding WTSA should make themselves available to participate in the Committee on the Work Programme and Organization.

**2.7** The plenary meeting of a WTSA may set up other committees in accordance with No. 63 of the General Rules.

**2.8** All committees and groups referred to in 1.2 to 1.7 above shall normally cease to exist with the closing of WTSA except, if required and subject to the approval of the assembly and within the budgetary limits, the Editorial Committee. The Editorial Committee may therefore hold meetings after the closing of the assembly to complete its tasks as assigned by the assembly.

**2.9** Prior to the inaugural meeting of WTSA, in accordance with No. 49 of the General Rules, the heads of delegation shall meet to prepare the agenda for the first plenary meeting and make proposals for the organization of the assembly, including proposals for chairmanships and vice‑chairmanships of WTSA and its committees and group(s).

**2.10** During WTSA, the heads of delegation shall meet:

a) to consider the proposals of the Committee on the ITU‑T Work Programme and Organization concerning the work programme and the constitution of study groups in particular;

b) to draw up proposals concerning the designation of chairmen and vice‑chairmen of study groups, TSAG and any other groups established by WTSA (see Section 2).

**2.11** The programme of work of WTSA shall be designed to provide adequate time for consideration of the important administrative and organizational aspects of ITU‑T. As a general rule:

**2.11.1** WTSA shall consider reports from the Director of the Telecommunication Standardization Bureau (TSB) and, pursuant to No. 187 of the Convention, from the study groups and TSAG, on the activities during the previous study period, including a report from TSAG on the fulfilment of any specific functions that were assigned to it by the previous WTSA. While WTSA is in session, study group chairmen shall make themselves available to WTSA to supply information on matters which concern their study groups.

**2.11.2** In those cases as indicated in Section 9, a WTSA may be asked to consider approval of one or more Recommendations. The report of any study group(s) or TSAG proposing such action should include information on why such action is proposed.

**2.11.3** WTSA shall receive and consider the reports, including proposals of the committees it has established, and take final decisions on those proposals and on reports submitted to it by those committees and groups. On the basis of the proposals by the Committee on the Work Programme and Organization of ITU‑T, it shall set up study groups and, where appropriate, other groups, and, taking into account consideration by the heads of delegation, appoint the chairmen and vice‑chairmen of study groups, of TSAG and of any other groups it has established, taking account of Article 20 of the Convention and Section 3 below.

**2.12** In accordance with No. 191C of the Convention, WTSA may assign specific matters within its competence to TSAG indicating the action required on these matters.

ANNEX 3  
(To TSB Circular 203)

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| **Application for a fellowship** |
| *Participation of women is encouraged* |
| **Global Standards Symposium & World Telecommunication Standardization Assembly**  **Geneva, Switzerland, 28 February and 1–9 March 2022** |

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| --- |
| Deadline: 17 January 2022 (2359 hours, Geneva CH time)  *Any application received after this date will not be considered.* |

|  |  |
| --- | --- |
| Country |  |
| Name of the Administration |  |

|  |  |
| --- | --- |
| **Personal information** | |
| Gender | □ Female □ Male □ |
| Family name (***as in passport****)* |  |
| Middle name *(if any,* ***as in passport****)* |  |
| First/given name (***as in passport****)* |  |
| Date of birth *DD/MM/YYYY* |  |
| Place of birth *DD/MM/YYYY* |  |
| **Additional information** | |
| Accessibility needs/Specific needs (*please specify)* |  |
| **Contact details** | |
| E-mail |  |
| Phone number |  |
| **Passport information** | |
| Nationality |  |
| Passport number |  |
| Date of issue *DD/MM/YYYY* |  |
| Place of issue |  |
| Valid until *DD/MM/YYYY* |  |

|  |  |
| --- | --- |
| **Education** | |
| Degree/Diploma/Field of study |  |
| **Work experience** | |
| Exact title of post |  |
| Years of service |  |
| **Brief description of your current functions** *(add pages if necessary)* | |
|  | |
| **Your experience in the field of the activity/event** *(add pages if necessary)* | |
|  | |
| **Practical use of the knowledge upon return to your administration** *(add pages if necessary)* | |
|  | |
| **Have you already benefited from fellowship(s) during the past year?**  **If yes, please list each activity below** | |
|  | |

|  |  |
| --- | --- |
| **Annex(es)** *(select the appropriate option(s) and indicate number of pages annexed)* | |
| Any document/information in direct relation with the application, if any |  |
| CV, if any |  |

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| --- |
| **Conditions** |
| **Criteria of selection** |
|  Selection criteria are announced in the invitation letter;   Fellowships will be awarded with a view to maintaining equitable geographical distribution, gender balance and the inclusion of participants with disabilities and with specific needs, within budgetary constraints. |
| **Composition of the fellowship** |
|  Either one full (Air ticket + Appropriate daily subsistence allowance) or two partial fellowships per eligible country.   For partial fellowships, please select your preference (In case of two partial fellowships, at least one should be the air ticket):  o one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue;  o appropriate daily subsistence allowance (intended to cover accommodation, meals and miscellaneous).   Any other expenses not included in the fellowship offer must be borne by the participant’s Administration. |
| **I hereby certify that the statements made by me in this application are true and complete. If selected for a fellowship, I undertake to:** |
|  Attend the entire meeting;   Inform ITU whenever there are changes in my availability that will affect the terms of my ITU award. |

|  |  |
| --- | --- |
| **In signing the form, both, the candidate and the approving officer certify that they have read the conditions and accept them in their entirety.** | |
| Date |  |
| Signature of the candidate |  |

|  |  |
| --- | --- |
| **The fellowship candidature shall be considered valid only if submitted and duly signed by the national designated focal point of an administration of a Member State.** | |
| Date |  |
| Name of the national designated focal point |  |
| Job title |  |
| Signature |  |
| Stamp of the administration |  |

|  |
| --- |
| ***The form must be duly completed and validated by the relevant authority and must be returned together with any annexes within the established deadline, to*** |
| [***fellowships@itu.int***](mailto:fellowships@itu.int) ***or by fax +41 22 730 57 78*** |
| ***Any request which does meet the above requirements will not be considered.*** |

ANNEX 4  
(To TSB Circular 203)

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| |  | | --- | | **Application form for an e-fellowship** | | *Participation of women is encouraged* | | **Global Standards Symposium &**  **World Telecommunication Standardization Assembly**  **Geneva, Switzerland, 28 February and 1–9 March 2022** | | Deadline: **17 January 2022** (2359 hours, Geneva, CH time)  *Any application received after this date will not be considered.* | | | | | |
| **Country** |  | |
| **Administration** |  | |
| **Mr / Ms** |  | |
| **Last name** |  | |
| **First/Given name** |  | |
| **Job title** |  | |
| **Date of birth** |  | |
| **E-mail** |  | |
| **Phone** |  | |
| **CONDITIONS** | | |
| 1. An e-fellowship includes the cost of connectivity for the duration of a virtual event. | | |
| 2. A pro-forma invoice indicating the number of days and hours of connectivity and cost must be submitted with the e-fellowship request for consideration. | | |
| 3. Payment will be made on the basis of the pro-forma invoice, and any balance will be settled upon submission of the final invoice. | | |
| 4. The beneficiary must attend the entire virtual event. | | |
| 5. The e-fellowship does not cover equipment (hardware and software). | | |
| **Date** | |  |
| **Signature of the candidate** | | |
| **The fellowship candidature shall be considered valid only if it is submitted and duly signed by the national designated focal point of an administration of a Member State.** | | |
| **Date** | |  |
| **Name of national designated focal point** | |  |
| **Job title** | |  |
| **Signature** | | |
| **Stamp of the administration** | | |
| ***The form must be duly completed and validated by the relevant authority and must be returned together with any annexes within the established deadline, to:***  [***fellowships@itu.int***](mailto:fellowships@itu.int) ***or by fax +41 22 730 57 78***  ***Any request which does not meet the above requirements will not be considered.*** | | |

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1. Plenipotentiary Resolution 165 (Rev. Dubai, 2018) “Deadlines for the submission of proposals and procedures for the registration of participants for conferences and assemblies of the Union” “resolves to establish a firm submission deadline for all contributions, with the exception of the deadlines outlined in recognizing a) and b) above, of no later than 21 calendar days before the opening of conferences and assemblies of the Union, including plenipotentiary conferences, so as to ensure timely translation and their thorough consideration by delegations” (emphasis added). [↑](#footnote-ref-2)