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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 5 July 2023 |
| **Ref:**  | **TSB Circular 120**TSB Events/DA | **To:**- Administrations of Member States of the Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia**Copy to:**- The Chairmen and Vice-Chairmen of Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau;- The Directors of the ITU Regional Offices |
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| **Subject:** | **ITU Tutorial on ITU Testing Laboratories Recognition Procedure (Geneva, Switzerland, 12 October 2023)** |

Dear Sir/Madam,

1 I am pleased to inform you that the [International Telecommunication Union (ITU)](https://www.itu.int/en/Pages/default.aspx) is organizing a tutorial on ITU Testing Laboratories recognition procedure which will take place as a physical event with remote participation on **12 October 2023 (1130-1230 CEST)** at ITU headquarters, in Geneva, Switzerland.

2 The tutorial will be collocated with the [ITU-T Study Group 11](https://itu.int/go/tsg11) meeting taking place from 10 to 20 October 2023 at the same venue.

3 According to instructions given in [Resolution 76 (WTSA-20)](https://www.itu.int/pub/T-RES-T.76-2022) ITU-T SG11 developed [ITU-T Guideline on Testing Laboratory Recognition procedure](https://www.itu.int/en/ITU-T/studygroups/com11/casc/Documents/TL-RP_pub_2022-07-15.pdf), which defines recognition criteria for Testing Laboratories (TLs).

4 ITU-T collaborates with the International Laboratory Accreditation Cooperation (ILAC, <https://ilac.org/>) and the International Accreditation Forum (IAF) on this subject matter and signed an updated [MoU](https://www.itu.int/en/ITU-T/extcoop/Documents/mou/MoU-ITU-T-IAF-ILAC-20220824.pdf) in August 2022.

5 The ITU Testing Laboratories recognition procedure ([TSB Circular 368](https://www.itu.int/md/T17-TSB-CIR-0368/en)) has been in force since 2021. The Testing Laboratories, which fulfil the criteria listed in the [ITU-T Guideline](https://www.itu.int/en/ITU-T/studygroups/com11/casc/Documents/TL-RP_pub_2022-07-15.pdf), are registered in the ITU Testing Laboratory Database (<https://itu.int/go/tldb>) accordingly.

6 This tutorial aims at guiding all interested stakeholders on Testing Laboratories recognition procedure established by ITU, on the benefits and logistical details needed for submitting applications.

7 The tutorial will be held in English only.

8 Participation in the tutorial 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, interested stakeholders, including telecom operators, regulators, SDOs and financial institutes and especially Testing Laboratories. Participation in the tutorial is free of charge and no fellowships will be granted.

9 All relevant Information pertaining to the tutorial including the draft programme will be made available on the event’s website here: <https://itu.int/go/TT-TLRP>. The event webpage will be updated regularly as more information becomes available. Participants are encouraged to check the webpage periodically for updates.

10 Wireless LAN facilities are available for use by delegates in the main ITU conference room areas. Detailed information is available on the ITU-T website (<https://www.itu.int/ITU-T/edh/faqs-support.html>).

11 A number of 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://itu.int/travel/>.

12 To enable TSB to make the necessary arrangements concerning the organization of the tutorial, I should be grateful if you would register via the online form available on the website page as soon as possible**, but no later than 5 October 2023. Please note that pre-registration of participants for tutorial is mandatory and carried out exclusively online.**

13 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the tutorial** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

If problems are encountered by **ITU Member States, Sector Members, Associates or Academia members**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa, but only within the period mentioned of **four** weeks. Any such request should be made by checking the corresponding box on the registration form no later than four weeks before the event. Enquiries should be sent to the ITU Travel Section (travel@itu.int) bearing the words “visa support”.

Yours faithfully,

Onoe Seizo
Director of the Telecommunication
Standardization Bureau