



Ref. BDT/AMRO-Brasilia/150

Brasilia, 09 September 2014

Contact:	Cleveland Thomas	Name
Telephone:	+1 246 431-0343/0344	Position
Email :	sheron.small@itu.int	Organization
		Email:
Subject:	Invitation to the Workshop for Caribbean Region to Promote the Development and Implementation of Conformance and Interoperability (C&I) Programmes 2 – 4 December 2014, Trinidad and Tobago	

Dear (NAME),

I am pleased to invite a representative of your organisation to the Workshop for the Caribbean Region to Promote the Development and Implementation of C&I Programmes to be delivered 2 – 4 December 2014 on the St. Augustine Campus of The University of the West Indies (UWI). A draft Agenda is attached for your perusal.

This workshop is jointly hosted by the International Telecommunication Union (ITU), the Faculty of Engineering of The UWI and the Caribbean Telecommunications Union (CTU), and is aimed at presenting the results of the Conformance and Interoperability Assessment Study of the Caribbean conducted during the period August – October 2014. The study facilitates part of a broader objective of CARICOM Heads of Government to establish the Caribbean region as a Single ICT Space and the ITU mandate to assist developing countries in capacity building to perform context-appropriate conformance testing of equipment and systems in accordance with relevant Recommendations.

As a key stakeholder in the C&I domain, your organisation is considered to be crucial to the discussions on the outcomes of the assessment study and the way forward for the Caribbean region. Since space is limited, you are requested to identify the single most pertinent employee to participate. The ideal participant would be any member of your technical staff with five (5) or more years' experience in the development, testing and implementation of telecommunications standards and/or equipment, in which conformance and interoperability are essential. The participant should also be one who would be suitably placed to present your organisation's perspective on experiences and the advancement of C&I for our region. There is no registration fee for workshop participants and all necessary materials will be provided.

Please indicate to us via email to Ms. Sheron Small at sheron.small@itu.int by October 30th, 2014 the name and position of your selected representative. Once confirmed, kindly also have your representative complete the online registration for the workshop at <http://form.jotformpro.com/form/42394325120951> and monitor the workshop's website at <http://www.itu.int/en/ITU-D/Regional-Presence/Americas/Pages/EVENTS/2014/1202-TT-C-I.aspx> for logistical and other relevant information.

Please feel free to contact Ms. Small or Mr. Cleveland Thomas, ITU Area Representative for the Caribbean at cleveland.thomas@itu.int if you require additional information.

I very much look forward to hearing from you and hope that you would be willing to accept our invitation to this very important event.

Yours sincerely,

[Original Signed]

By Bruno Ramos

Regional Director for the Americas