



**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/CYB/DM-446

Geneva, 10 June 2014

To:
Administrations of ITU Member States,
Regulators
ITU-D Sector Members and Associates,
Regional Organizations of CIS and Georgia

Subject: ITU Regional Workshop for CIS, “Mobile Payments: The Issues and Prospects for the Development”, Baku, Republic of Azerbaijan, 14-16 October 2014

Dear Sir/Madam,

On behalf of the International Telecommunication Union (ITU), I am pleased to invite you to participate in the **Regional Workshop for CIS “Mobile Payments: The Issues and Prospects for the Development”**, which is organized by the Telecommunication Development Bureau in cooperation with the Intervale CJSC, Russian Federation, Odessa National Academy of Telecommunications (ONAT) n.a. A.Popov, Ukraine, and with support of Mobey Forum International Non-commercial Association. The Workshop is organized within the framework of the implementation of the CIS Regional Initiative approved by the 2010 World Telecommunication Development Conference (WTDC-10, Hyderabad, India). It will be held **in Baku, Republic of Azerbaijan, from 14 to 16 October 2014** at the kind invitation of the Ministry of Communications and High Technologies of the Republic of Azerbaijan.

This Workshop is addressed to representatives of ministries, telecommunications and finance regulators, banks and financial institutions, telecommunications operators, universities specialized in economics and telecommunications, manufacturers of telecommunication equipment and software developers in the sphere of mobile payments, as well as other stakeholders of the ITU Member States, Sector Members and Associates from the CIS and Georgia. A separate invitation will be sent to the ministries of finance and economic development.

This Workshop is aimed at presentation of the results of the implementation of the CIS Regional Initiative approved by WTDC-10 and adaptation of the Recommendations on Mobile Payment Development in the CIS. In particular, the Workshop will cover the following issues:

- *Activities of the International Telecommunication Union in the field of service development on the basis of mobile devices;*
- *Review of the development of mobile payments in different regions of the world, including CIS;*
- *The role of the state and legal and regulatory framework for the development of mobile payment systems;*
- *Technical and organizational aspects of the building and operation of mobile payment systems;*
- *Use of open communication systems on the basis of mobile networks for provision of services in the sphere of e-government, e-medicine, learning and authentication;*

- *Methods of popularization of mobile banking in developing countries;*
- *The issues of specialist training for development and maintenance of mobile banking systems;*
- *Recommendations for choice of architecture and technical platform for building of mobile payment systems at the local and national level;*
- *Recommendations on development of mobile payment in the CIS.*

The draft Agenda of the Workshop is attached herewith (Annex 1).

The Workshop will be conducted in Russian.

The Workshop will be paperless. All the Workshop materials, including presentations, will be available on the ITU website: <http://itu.int/en/ITU-D/Regional-Presence/CIS/Pages/ITU-Regional-Workshop-for-CIS-on-Mobile-Payments.aspx>

Please note that there is no participation fee for this event. However, all expenses related to the travel, accommodation and insurance of participants should be covered by your Administration/Organization.

If you wish to participate, please fill out the Registration Form (Annex 2) and send it as indicated in the form **by 29 September 2014.**

Should you require any further information or need clarifications please do not hesitate to contact Mr Andrei Untila, Programme Officer, ITU Area Office for the CIS, tel.: +7(495)926-60-70, fax: +7(495)926-60-73, e-mail: andrei.untila@itu.int; or Ms. Sabina Akhmadova, Chief Coordinator for Work with CIS and Israel, Department of International Relations, Ministry of Communications and High Technologies of the Republic of Azerbaijan, tel.: +994 12 493 21 63, fax: +994 12 598 09 99, email: International-sa2@mincom.gov.az.

Yours faithfully,

[Original signed]

Brahima Sanou

Director

Annexes:

1. Draft Agenda
2. Registration Form
3. Practical Information
4. Visa Support Form
5. Hotel Reservation Form



TU Regional Workshop for CIS
“Mobile Payments:
The Issues and Prospects for the Development”
Baku, Republic of Azerbaijan, 14-16 October 2014



ANNEX 1 - DRAFT AGENDA

14 October 2014, Tuesday	
08:30-09:30	Registration of participants
09:30 - 10:30	<p>Opening remarks:</p> <ul style="list-style-type: none"> • <i>Ministry of Communications and High Technologies of the Republic of Azerbaijan;</i> • <i>Intervale CJSC, Russian Federation;</i> • <i>Odessa National Academy of Telecommunications (ONAT) n.a. A.Popov, Ukraine;</i> • <i>International Telecommunication Union (ITU);</i> <p>Special Guests.</p>
10:30 - 11:00	Coffee break
11:00 - 12:30	<p>Session 1: Activities of the International Telecommunication Union in the field of Service Development on the basis of Mobile Devises</p> <p><i>During the Session, the ITU experts will present ITU activities in the sphere of standardization and popularization of the services on the basis of mobile devises and provide necessary definitions.</i></p>
12:30 - 14:00	Lunch
14:00 - 15:30	<p>Session 2: Review of the Mobile Payment Development in Different Regions of the World</p> <p><i>During the Session, the participants representing CIS region will get acquainted with the experiences of other regions of the world (North America, West Europe, Africa, Asia) in the field of mobile payment development.</i></p>
15:30 - 16:00	Coffee break
16:00–17:30	<p>Session 3: CIS Experience in the Mobile Payment Development</p> <p><i>The Session will present experience of the CIS countries in the field of the mobile payment development.</i></p>
17:30-17:45	Group photo

15 October 2014, Wednesday

<p>9:00–10:30</p>	<p>Session 4: Implementation of the Regional Initiative of Mobile Payments</p> <p><i>During the Session, the speakers will present the results of the implementation of the CIS Regional Initiative on mobile payments and tell of the problems relating to creation of mobile payment systems and the ways to solve the problems.</i></p>
<p>10:30-11:00</p>	<p>Coffee break</p>
<p>11:00-12:30</p>	<p>Session 5: Definition of the Tasks to be Completed by the Mobile Payment System, Basic Requirements to the System</p> <p><i>During the Session, the ITU experts will present the scope of the tasks which are to be completed by the mobile payment system, its special characteristics, its advances and weaknesses, main requirements to the system, as well as legal and logistical issues relating to creation of the system of the kind.</i></p>
<p>12:30 - 14:00</p>	<p>Lunch</p>
<p>14:00 - 15:30</p>	<p>Session 6: Recommendations for Development of Mobile Payment Systems in the CIS Countries</p> <p><i>During the Session, the ITU experts will present draft recommendations for development of mobile payment systems in the CIS countries.</i></p>
<p>15:30–16:00</p>	<p>Coffee break</p>
<p>16:00-17:30</p>	<p>Session 7: The Issues of Specialist Training for Development and Maintenance of Mobile Payment Systems</p> <p><i>During the Session, the speakers will present up-to-date methods of specialist training, both in technical and economic areas, for creation and maintenance of the mobile payment systems. Within the framework of the Session, a special course will presented on Mobile Payment Systems for students of telecommunications universities of the CIS region.</i></p>

16 October 2014, Thursday

<p>9:00–10:30</p>	<p>Session 8: Discussion of the ITU Recommendations for Development of Mobile Payments in the CIS Countries. Elaboration of Proposals of the Workshop Participants</p> <p><i>During the Session, the participants will get into four groups and, with support of the moderators, discuss different aspects of creation of the mobile payment systems in the CIS countries.</i></p>
<p>10:30 - 11:00</p>	<p>Coffee break</p>

11:00 - 12:30	Session 8: Discussion of the ITU Recommendations for Development of Mobile Payments in the CIS Countries. Elaboration of Proposals of the Workshop Participants (continuation) <i>After the coffee break, the participants will have an opportunity to join another group and continue the discussion.</i>
12:30 - 14:00	Lunch
14:00 - 15:30	Session 9: Summing up roundtable on Complex Aspects of the Development of Mobile Banking System in the CIS Region Participants: <ul style="list-style-type: none">• ITU Experts• Moderators• ITU Representatives
15:30 - 16:00	Coffee break
16:00 – 17:00	Summing up



ITU Regional Workshop for CIS



“Mobile Payments: The Issues and Prospects for the Development” Baku, Republic of Azerbaijan, 14-16 October 2014

ANNEX 2

REGISTRATION FORM

Please use **CAPITAL** letters

Family Name:

Given Name:

Title/Function:

Name of Organization/Company:

Office Address:

Town: Country:

Telephone Number(s):

Fax Number(s):

E-mail:

Date of arrival: Time of arrival by **Train/flight**

Date of departure: Time of departure by **Train/flight**

Hotel Name:.....

Room Category.....

Date: _____

Signature: _____

Please send the form duly filled out to the coordinator, Ms. Sabina Akhmadova via e-mail: International-sa2@mincom.gov.az by **29 September 2014**



ITU Regional Workshop for CIS
“Mobile Payments:
The Issues and Prospects for the Development”
Baku, Republic of Azerbaijan, 14-16 October 2014



ANNEX 3 - PRACTICAL INFORMATION

1. Workshop venue

The Workshop will be held in Crescent Beach Hotel & Leisure Resort, at the address:

Baku, Salyan Highway, Shikh Settlement
Tel: +994 (12) 497 47 77; +994 (50) 220 63 33
Fax: +994 (12) 497 48 70
E-mail: info@cbh.az
<http://www.cbh.az>

2. Registration

Registration of the participants will start at 08:30 on 14 October 2014, Wednesday, in the workshop venue.

3. Forum languages

The Workshop will be conducted in Russian. Simultaneous interpretation from/into English will be provided where necessary.

5. Accommodated and hotel booking

The Workshop participants can be accommodated in the in Crescent Beach Hotel & Leisure Resort, at the address:

Baku, Salyan Highway, Shikh Settlement
Tel: +994 (12) 497 47 77; +994 (50) 220 63 33
Fax: +994 (12) 497 48 70
E-mail: info@cbh.az
<http://www.cbh.az>

Single Room (king size/twin size) - 85 AZN, suit – 180 AZN, VAT 18% and breakfast not included.
Breakfast - 15 AZN, VAT 18% not included.

6. Transportation

The Ministry of Communication and High Technologies of the Republic of Azerbaijan will provide arrival and departure transfer to the Workshop participants.

To reserve a room in Crescent Beach Hotel & Leisure Resort and organize arrival/departure transfer, you are kindly requested to fill out the Hotel Reservation Form (Annex 5) and send it to the coordinator via fax: +994 12 598 09 99 or email: international-sa2@mincom.gov.az by **29 September 2014**.

7. Contacts

<p>Mr. Andrei Untila Programme Officer ITU Area Office for CIS, Moscow Tel.: +7 495 926 60 70 Email: andrei.untila@itu.int</p>	<p>Ms. Sabina Akhmadova Chief Coordinator for Work with CIS and Israel Department of International Relations Ministry of Communications and High Technologies of the Republic of Azerbaijan Tel.: +994 12 493 21 63 Fax: +994 12 598 09 99 Email: International-sa2@mincom.gov.az</p>
--	---

8. Currency/exchange/credit cards

Unit of national currency of the Republic of Azerbaijan is Manat (AZN). Credit cards are approved for payment in banks, big hotels, and some tourist agencies and shops.

As of 5 June 2014, the exchange rates were as follows: 1 USD = 0,78 AZN, 1 EURO = 1,07 AZN.

Information on the Azerbaijani Manat exchange rate is available at: www.nba.az

8. Banks

Banks are open from 09:00 to 19:00, Monday through Saturday. Exchange can be done by all banks and currency exchange offices. Exchange offices are open during the entire week.

9. Climate

The climate is soft continental in Baku. Average daily temperature in October is +20° by Celsius, average night temperature is +16° by Celsius.

10. Time zone

AZST (Azerbaijan Summer Time) is UTC/GMT + 5 hours.

11. Power supply pressure

Power supply pressure is 220V/50Hz, electric plugs are standard two-pin plugs of European continental type.

12. Communication tools

The Workshop participants will be provided with the Internet access in the event venue.

High quality long-distance and international telephone communication is available at acceptable prices through IP telephony cards.

For telephone call inside Baku please dial: +99412, for international telephone calls from Baku, please dial: 0-0 + the country dialing code + the settlement dialing code + the subscriber number or follow the instructions of telephone cards.

13. Entry visa

Those of the participants who need Azerbaijan entry visa should address to the consulates of the Republic of Azerbaijan in their countries in due time in order to obtain information regarding visa requirements.

To obtain visa support, the participants should send the visa support form (Annex 5) duly filled out with copy of the passport attached to workshop coordinator, Ms. Sabina Akhmadova (email: International-sa2@mincom.gov.az) by 22 September 2014.



ITU Regional Workshop for CIS
“Mobile Payments:
The Issues and Prospects for the Development”
Baku, Republic of Azerbaijan, 14-16 October 2014



ANNEX 4

VISA SUPPORT FORM

Please use **CAPITAL** letters

Surname, name:	
Sex:	
Title:	
Organization:	
Address:	
Telephone:	
Fax:	
Citizenship:	
Passport number:	
Date of issue:	
Valid till:	
Country & city where you will obtain Azerbaijan visa:	
Date of birth:	
Place of birth:	
Date of arrival in Azerbaijan:	
Date of departure:	

Please send the form duly filled out with copy of your passport to the coordinator, Ms. Sabina Akhmadova via e-mail: International-sa2@mincom.gov.az by **22 September 2014**



ITU Regional Workshop for CIS



“Mobile Payments: The Issues and Prospects for the Development” Baku, Republic of Azerbaijan, 14-16 October 2014

ANNEX 5

HOTEL RESERVATION FORM

Please use **CAPITAL** letters

Family Name:

Given Name:

Title/Function:

Name of Organization/Company:

Office Address:

Town: Country:

Telephone Number(s):

Fax Number(s):

E-mail:

Date of arrival: Time of arrival by **Train/flight**

Date of departure: Time of departure by **Train/flight**

Hotel Name:.....

Room Category.....

Date..... Signature.....

Please send the form duly filled out to the coordinator via fax: +994 12 598 09 99 or email: international-sa2@mincom.gov.az by **29 September 2014**