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| itu_logo | **Telecommunication StandardizationBureau** |  |
|  | Geneva, 19 January 2015 |
| Ref: | **TSB Circular 136**TSB Workshops/VM | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia |
| Contact: | **Vijay Mauree** |
| Tel: | +41 22 730 5591 |
| 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 Regional Director, ITU Regional Office for Africa, Addis Ababa;- To the Heads of ITU Area Offices in Dakar, Yaounde and Harare;- To the Permanent Mission of Senegal in Geneva, Switzerland |
| Subject: | **ITU Regional Standardization Forum for Africa** **Dakar, Senegal, 24-25 March 2015** |

Dear Sir/Madam,

1 I would like to inform you that ITU is organizing a **Regional Standardization Forum for Africa** from 24 to 25 March 2015 in Dakar, Senegal. This Forum will be kindly hosted by the Autorité de Régulation des Télécommunications et des Postes (ARTP) of Senegal.  The exact venue will be made available on the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/042015/Pages/default.aspx> in due course.

For your information the following ITU meetings will also be hosted by the Autorité de Régulation des Télécommunications et des Postes (ARTP) at the same venue during that period: [SG12RG-AFR](http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/sg12rgafr/Pages/default.aspx) meeting on 23 March 2015 and [SG5RG-AFR](http://www.itu.int/en/ITU-T/studygroups/2013-2016/05/sg5rgafr/Pages/default.aspx) meeting from 26 to 27 March 2015.

The Forum will open at 0930 hours on the first day. Participants’ registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrance of the meeting venue.

2 Discussions will be held in English only. Interpretation will also be provided in French.

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

4 The main objectives of the event are to provide examples of best practices to developing countries on global standards development, build national standards readiness so that standardization competence of developing countries can be enhanced and facilitate the establishment of a national standardization secretariat to coordinate participation in ITU-T study groups. The Forum will also discuss the standardization activities ongoing in ITU-T study groups which are of interest to the region.

5 The target audience of the Forum are ITU Member States, national standards bodies, ICT regulators, ICT companies, ICT research organizations, service providers and academia.

6 A draft programme of the workshop will be made available on the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/042015/Pages/default.aspx>. This website will be updated as new or modified information become available.

7 General information for participants including hotel accommodation, transportation and visa requirements will be made available on the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/042015/Pages/default.aspx>.

8 **FELLOWSHIPS**: We are pleased to inform you that two partial fellowships per administration will be awarded, within the Africa region only, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx> ). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed Form 1), must be returned to ITU not later than **9 February 2015**. Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries; and gender balance. Furthermore, preference will be given to applicants that will attend all the meetings that will take place in Dakar from 23 to 27 March 2015.

9 To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the on-line form <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/042015/Pages/default.aspx> as soon as possible, but **not later than 9 March 2015**. **Please note that pre-registration of participants to workshops is carried out exclusively *online*.**

10 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Senegal. **The visa must be requested at least four (4) weeks before the date of beginning of the workshop** and obtained from the office (embassy or consulate) representing Senegal in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Detailed information on visa requirements will be made available on the ITU-T website.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annex: 1**

ANNEX 1

(to TSB Circular 136)

**FORM 1 – FELLOWSHIP REQUEST**

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|  | **ITU-T SG 5RG-AFR and SG 12RG-AFR meetings** and **ITU Regional Standardization Forum**Dakar, Senegal 23-27 March 2015 |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail:** **bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 9 February 2015** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No:…………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/042015/Pages/default.aspx>.)Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of the Administration or Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mr / Ms  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(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 (date): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Please select your preference(which ITU will do its best to accommodate) |
|  **□ Economy class air ticket (duty station / Dakar / duty station)** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** |
|  |
| **Signature of fellowship candidate:** | **Date:** |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. |
| **Signature:** | **Date:** |

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