|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 22 July 2015 | |
| Ref: | **TSB Circular 159**  TSB Workshops/V.M. | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU Academia | |
| Contact: | **Vijay Mauree** | |
| Tel: | +41 22 730 5591 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbworkshops@itu.int](mailto: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 Director, ITU Regional Office for the Americas, Brasilia;  - To the Heads of ITU Area Offices in Honduras, Chile and Barbados | |
| Subject: | **ITU Regional Standardization Forum for Americas -  (Washington D.C, USA, 21 September 2015)** | | | |

Dear Sir/Madam,

1 At the kind invitation of the Inter-American Telecommunication Commission (CITEL), the International Telecommunication Union (ITU) will convene a **Regional Standardization Forum for Americas** on 21 September 2015. This event will take place at the [CITEL Headquarters](http://www.citel.oas.org) located at the following address: Organization of American States (OAS), 1889 F Street N.W., 6th Floor, Washington D.C., USA.

This event will be followed by the **XXVII Meeting of PCC.I from 22 to 25 September at the same venue.**

The Forum will open at 0900 hours. Participants’ registration will begin at 0800 hours.

2 Discussions will be held in English. Interpretation in Spanish will be provided.

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. Participation is free of charge.

4 The main objectives of the Forum 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.

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

5 A **draft programme** of the Forum will be made available on the ITU   
website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/092015/Pages/default.aspx>. This website will be regularly updated as new or modified information become available. Participants are requested to check periodically for new updates.

6 General information for participants including hotel accommodation, transportation and visa requirements will be made available at the ITU website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/092015/Pages/default.aspx>. A list of hotels will also be provided at the above-mentioned ITU website. Participants are requested to make their hotel bookings directly with the hotel of their choice as quickly as possible.

7 **FELLOWSHIPS**: We are pleased to inform you that **one full fellowship** per administration will be awarded, within the **Americas 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 **14 August 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.

8 To enable ITU to make the necessary arrangements concerning the organization of the Forum, I should be grateful if you would register via the on-line form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/092015/Pages/default.aspx> as soon as possible, but **not later than 14 September 2015.** **Please note that pre-registration of participants to our events is carried out exclusively *online*.** Participants will also be able to register on-site on the day of the event.

9 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the United States. The visa must be obtained from the office (embassy or consulate) representing the United States in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Participants who require a letter of invitation from the host to facilitate their visa application are requested to contact: Mr Clovis Baptista, e-mail: [cbaptista@oas.org](mailto:cbaptista@oas.org). Please be aware that visa approval might take time so kindly send your application as soon as possible.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annex: 1**

ANNEX 1

(to TSB Circular 159)

**FORM 1 – FELLOWSHIP REQUEST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU Regional Standardization Forum for Americas  (Washington D.C, USA, 21 September 2015)** | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail:** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one full fellowship to be submitted before 14 August 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/092015/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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| CONDITIONS | | | | | | | |
| 1. **One full fellowship per eligible country within the Americas Region only.** 2. **It is imperative that fellows be present for the entire duration of their fellowship** | | | | | | | |
|  | | | | | | | |
| **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:** | | |

\_\_\_\_\_\_\_\_\_\_\_\_