|  |  |
| --- | --- |
| **Telecommunication Standardization Bureau** |  |
|  |  |

Geneva, 13 December 2013

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref:  Tel:  Fax: | | **TSB Circular 70**  TSB Workshops/V.M.  +41 22 730 5591 +41 22 730 5853 | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia | |
| 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 in Cairo;  - To the Permanent Mission of Tunisia in Geneva | |
| Subject: | | **Joint ITU-AICTO Regional Standardization Forum for Arab Region – Tunis, Tunisia, (27 January 2014)** | | |

Dear Sir/Madam,

1 At the kind invitation of the Arab Information and Communication Technologies Organization (AICTO), ITU is organizing a “**Regional Standardization Forum for Arab Region**” jointly with AICTO at [Le Palace Hotel](http://www.lepalace.tn), Tunis, Tunisia on 27 January 2014. This Forum will be followed by a workshop on “**ICT Innovations in Emerging Economies**” on 28 January 2014 and by the 7th meeting of the FG Innovation from 29 to 30 January 2014 at the same venue. These two events are being hosted by Tunisie Telecom.

The Forum will open at 0900 hours. Registration will begin at 0830 hours.

2 Discussions will be held in English only.

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 forum is free of charge.

4 The objective of the Regional Standardization Forum is to provide concrete advice and best practices to developing countries on global standards development and building national standards readiness so that standardization competence of developing countries can be enhanced. Furthermore, it will also discuss the standardization activities ongoing in ITU-T study groups which are of interest to the region. An interactive session on working methods of ITU-T study groups will be held during the Forum in order to familiarize delegates with the procedures for participating in international standards development.

Among the target audience are national standards bodies, ICT regulators, ICT companies, ICT research organizations, service providers and academia.

5 Participants would need to undertake the e-learning course on Recommendation ITU-T A.1: Working Methods of study groups, prior to attending the event. The e-learning course on Recommendation ITU-T A.1 is accessible on ITU Academy website at [http://academy.itu.int/moodle/enrol/index.php?id=605.](http://academy.itu.int/moodle/enrol/index.php?id=605.R)  Participants will be invited to share their experience during the last session of the forum, where a questions and answer session would be held.

Recommendation ITU-T A.1 describes general work methods for ITU-T study groups. It provides guidelines related to work methods, such as the conduct of meetings, preparation of studies, management of study groups, Joint Coordination Groups, the role of Rapporteurs and the processing of ITU-T contributions and temporary documents. After completion of the six modules of the course, participants need to take a final assessment online which upon scoring at least 80%, a certificate of achievement can be obtained.

Participants will need to register on the ITU Academy website in order to receive a login and password. Upon registration, the enrolment key *90!100@TSB#?@100* should be entered by the participant upon request in order to gain access to the course. Questions related to the course can be sent to ITU by e-mail [bsg@itu.int](mailto:bsg@itu.int) and these will be discussed at the event.

6 A draft programme of the forum is at **Annex 1**. Presentations and relevant information will be made available at the ITU-T website at the following URL: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201401/Pages/default.aspx>. This website will be updated as new or modified information become available.

7 General information including hotel accommodation and visa requirements is available at the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201401/Pages/default.aspx>.

8 **Fellowships**: Unfortunately, due to budget restrictions, there will be no fellowships offered for this event.

9 To enable TSB to make the necessary arrangements concerning the organization of the Forum, I would be grateful if you would register via the on-line form at the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201401/Pages/default.aspx> as soon as possible, **but not later than 20 January 2014**. **Please note that pre-registration of participants to events is carried out exclusively *online*.**

10We would like to remind you that citizens of some countries are required to obtain a visa in   
order to enter and spend any time in Tunisia. The visa must be requested and obtained from the   
Tunisian Embassy 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 would like to attend the Forum are invited to contact Mrs Rakia Baccouche, Email: [r.baccouche@aicto.org](mailto:r.baccouche@aicto.org) and Mrs. Souhir Berguiga,   
Tel. +216 71 284 187, Email: [s.berguiga@aicto.org](mailto:s.berguiga@aicto.org) in order to make a request for the invitation letter including a scanned copy of their passport as attachment. The letter of invitation request should be made no later than **13 January 2014**. Please be aware that visa approval might take time so kindly make your request for the invitation letter as soon as possible.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annex: 1**

ANNEX 1  
(to TSB Circular 70)

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **ITU Regional Standardization Forum**  **Tunis, Tunisia** | | **Draft Programme** | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **27 January 2014** | | | **08:30-09:00** | **Registration** | | **09:00–09:30** | **Opening Session**   * **AICTO** * **ITU** | | **09:30-10:00** | **Coffee Break** | | **10:00-11:15** | **SESSION 1: ITU Activities on Bridging the Standardization Gap (BSG)**  This session will be directed to the activities of TSB on the implementation of the Bridging the Standardization Gap Programme. The session will provide participants with an overview of how developing countries could also participate more effectively in the ICT standardization process in ITU-T. | | **11:15 – 12:30** | **SESSION 2: ICT Standardization Challenges**  This session will consider the ICT standardization framework of countries in the region and analyze some of the challenges that countries face to implement international ICT standards and participate in the international ICT standards development process. | | **12:30-13:30** | **Lunch** | | **13:30-14:30** | **SESSION 3: Deployment of Broadband Standards in Arab Region**  This session will discuss best practices in the deployment of broadband standards in the region and will focus in particular on innovations in deploying low cost broadband infrastructure in developing countries**.** |  |  |  | | --- | --- | | **14:30 – 15:30** | **SESSION 4: Deployment of Cloud Computing Standards in the Arab Region**  This session will discuss the standardization activities ongoing in ITU-T SG 13 and in the region. The session will also identify some of the success stories of cloud computing implementation in the Arab region. | | **15:30 -15:45** | **Coffee Break** | | **15:45-17:30** | **SESSION 5: Working Methods of ITU-T Study Groups**  This session will be an interactive training session on the work methods of ITU-T study groups. Participants would need to undertake the e-learning course on *Recommendation ITU-T A.1: Working Methods of study groups,* prior to attending the event. The e-learning course on Recommendation ITU-T A.1 is accessible on the ITU Academy website at: [http://academy.itu.int/moodle/enrol/index.php?id=605.](http://academy.itu.int/moodle/enrol/index.php?id=605.R) | | **17:30 – 18:00** | **Closing Session** | | |