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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 1 August 2012

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| Ref:Tel:Fax:Email: | **TSB Circular 303**TSB Workshops/P.R.+41 22 730 5591+41 22 730 5853tsbworkshops@itu.int  | - To Administrations of Member States of the Union;- To ITU Sector Members;- To ITU Associates;- To ITU Academia |
|  |  | **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 Heads of ITU Regional and Area Offices- To the Permanent Mission of Russia, Geneva |
| Subject: | **ITU Workshop on “ICT Innovations in Emerging Economies”(Moscow, Russia, 10 September 2012)** |

Dear Sir/Madam,

1 I would like to inform you that an ITU workshop on “**ICT Innovations in Emerging Economies**” will take place in **Moscow, Russia on 10 September 2012**, at the kind invitation of the National Research University Higher School of Economics.

The workshop will open at 0930 hours. Participants’ registration will begin at 0830 hours. Detailed information concerning the meeting room will be provided at the entrance of the meeting venue.

2 Discussions will be held in English with interpretation in Russian.

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 workshop is aimed at presenting the work programme of the Focus Group and highlighting particular ICT innovations which have been successful in the region.

5 A draft programme of the workshop will be made available at the ITU website at the following address: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/201209/Pages/default.aspx>.

6 Information including hotel accommodation, transportation and visa requirements can be found in **Annex 1** as well as the ITU website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/201209/Pages/default.aspx>.

7 **Fellowships**: We are pleased to inform you that one full or two partial fellowships per administration will be awarded, 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 **in Annex 2)**, must be returned to ITU **not later than** **13 August 2012** (please note that at WTSA-08, the Heads of Delegation committed that their candidate chairmen and vice-chairmen would be provided with the necessary resources to fulfil the duties of their office for the full four year term and that it was therefore recognized that the chairmen and vice-chairmen will not receive financial assistance from ITU).

8 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 at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/201209/Pages/default.aspx>, as soon as possible, but **not later than
3 September 2012**. **Please note that pre-registration of participants to workshops is carried out exclusively *online*. Remote participation will be provided for this workshop.** Details will be made available at the event website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/201209/Pages/default.aspx>.

9 We 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 Russia. Participants are responsible for making their visa arrangements. The visa must be requested and obtained from the Embassy or Consulate of Russia 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 an invitation letter and/or a visa supporting letter for entering Russia are advised to address their request to the following contact persons from the host organization :

* Dr. Julia Taratukhina (E-mail: jtaratuhina@hse.ru, Mobile: +79057877546)
* Nadejda Chernyak (E-mail: nchernyak@hse.ru, Mobile: +79168020402)
* Dr. Alexander Chumichkin (E-mail:  achumichkin@hse.ru, Mobile: +79037985457)

Please ensure to make your request for visa invitation letters as soon as possible as visa approval may take time.

10 This **Workshop on "ICT Innovations in Emerging Economies”** will be followed by the third meeting of the FG Innovation on 11 September 2012 at the same venue and will also be hosted by the National Research University Higher School of Economics. Further information may be found on the FG Innovation webpage at the following address: <http://www.itu.int/en/ITU-T/focusgroups/innovation/Pages/default.aspx>.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

ANNEX 1
(to TSB Circular 303)

**Practical information for participants**

1. **Event venue**

**Address**:

11 Pokrovskiy Boulevard,

Moscow.

It is the central region of Moscow

The nearest metro stations are Kurskaya, Chkalovskaya, Kitay-Gorod, Turgenevskaya, Sretensky Bulvar, and Chistye Prudy.

1. **Hotels**

Participants are advised to contact the hotel directly for making their reservation for accommodation.

The contact details of some hotels near the venue for the event are shown below. Preferential rates have been negotiated by the host organization with Hotel Complexes Izmailovo-Gamma Delta **only**.

**The Hotel complexes «Izmailovo» - «Gamma Delta»**

Izmailovskoye shosse, 71

Moscow 105613,

Closest metro station: Partizanskaya

Rate per night for Business premium rooms (without breakfast): 4,140 Rubles

Breakfast: 400 Rubles

Reservations
Tel: +7 (495) 737-7070/7055
E-mail: booking@izmailovo.ru

<http://www.izmailovo.ru/en/nomera/>

# Ermitage

# Durasovsky per., 7

# Moscow

# Closest metro stations: Kurskaya

# Tel: +7 (495) 917-19-19, +7 (495) 627 50 00

# Fax: +7 (495) 917-16-17

# ICQ for booking: 178427991

# <http://www.ermitagehotel.ru/?&lang=english>

# E-mail: 5064545@mail.ru

**Aquamarine Hotel**

Ozerkovskaya 26

Moscow,

Russia 115184

Closest metro stations: Novokuznetskaya

Tel: +7 (495) 580 2828

Email: reservations@aqmh.ru

**Hotel Alfa**

Izmailovskoe shosse, 71

Building A

Moscow 105187, Russia

Closest metro station: Partizanskaya

<http://www.alfa-hotel.ru/en/contact/>

Tel.: 8-800-100-43-00

Tel.:  +7 (499) 166-46-02
Fax: +7 (499) 166-46-01

1. **Arrival and transportation to Hotel**

Delegates will have to make their own arrangements for transportation from the airport to the hotel. Considering the Moscow traffic, participants are recommended to use the aero express and the subway for their transport from the airport to hotel. **More information regarding transportation will be made available on the website later.**

1. **Formalities to enter Moscow (Visa)**

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Russia. It is the responsibility of participants to make the arrangements for obtaining their visa to Russia. The visa can be obtained from the office (embassy or consulate) representing Russia in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your request for the invitation letter as soon as possible.

Participants who require an invitation letter and/or a visa supporting letter for entering Russia are advised to get in touch with the following contact persons from the host organization :

* Dr. Julia Taratukhina (E-mail: jtaratuhina@hse.ru, Mobile: +79057877546)
* Nadejda Chernyak (E-mail: nchernyak@hse.ru, Mobile: +79168020402)
* Dr. Alexander Chumichkin (E-mail: achumichkin@hse.ru, Mobile: +79037985457)
1. **Contacts**

For any questions, please contact:

Nadejda Chernyak

E-mail: nchernyak@hse.ru

Mobile: +79168020402

Dr. Alexander Chumichkin

E-mail: achumichkin@hse.ru

Mobile: +79037985457

ANNEX 2
(to TSB Circular 303)

**FELLOWSHIP REQUEST**

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|  | **ITU Workshop on "ICT Innovations in Emerging Economies"****(Moscow, Russia, 10 September 2012)** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for one full fellowship or two partial fellowships to be submitted before 13 August 2012** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the on-line registration form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/201209/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**  |
| 1. **□** One full fellowship     or **□** two partial fellowships (per eligible country).
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| 1. In case of two partial fellowships, chose one of the following:
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|  **□ Economy class air ticket (duty station / Moscow/ 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** |