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| **Telecommunication Standardization Bureau** | | ITU logo |
|  | | Geneva, 29 September 2014 |
| Ref: | **TSB Circular 121**  TSB Workshops/H.O. | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia |
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| 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 Regional Director, ITU Regional Office, Cairo;  - To the Regional Director, ITU Regional Office, Addis Ababa;  - To the Permanent Mission of U.A.E. in Geneva |
| Subject: | **ITU Workshop on “Quality of Service of Regulatory and Operational Issues”  Dubai, U.A.E. (2-3 November 2014)** | |

Dear Sir/Madam,

1 I would like to inform you that at the kind invitation of ASCOM, the International Telecommunication Union is organizing a Workshop on **“Quality of Service of Regulatory and Operational Issues”** at the Sheraton Grand Hotel in Dubai from 2 to 3 November 2014.

I would also like to draw your attention that the 31st meeting of the “Quality of Service Development Group (QSDG)” will take place at the same venue from 4 to 6 November 2014.

Participants’ registration will begin at 0830. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue.

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 workshop is free of charge. Fellowships will not be offered.

4 This workshop will discuss and exchange information on Quality of Service (QoS) and Quality of Experience (QoE) in terms of regulatory and operational issues, standardization, experiences of countries, theory of QoS provision, etc.  The technology areas to be covered include multimedia services, Internet, mobile networks and core/backbone networks.

5 The target audience for this workshop are experts from service providers, vendors, academia (universities) and regulators from countries around the world, especially from the United Arab Emirates and the Arab region.

6 A draft programme of the workshop and presentations will be made available on the ITU-T website at the following URL: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/112014/Pages/default.aspx>. This website will be updated as new or modified information become available.

7 General information 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/qos/112014/Pages/default.aspx>.

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 <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/112014/Pages/default.aspx>, as soon as possible, but **not later than 17 October 2014.****Please note that pre-registration of participants to events is carried out exclusively *online*.**

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 Dubai. The visa must be obtained from the office (embassy or consulate) representing the U.A.E. in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Additional information on visa requirements will be made available on the event website at <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/112014/Pages/default.aspx> .

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau