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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | | [CCITT/ITU-T 60th Anniversary logo](http://www.itu.int/en/ITU-T/60/Pages/default.aspx) |
|  | | | Geneva, 7 September 2016 | |
| Ref: | **TSB Circular 241**  TSB Workshops/VM | | - 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 | |
| Subject: | **Workshop on Digital Financial Services and Financial Inclusion Geneva, Switzerland, 6 December 2016** | | | |

Dear Sir/Madam,

1 I would like to inform you that ITU is organizing a **workshop on Digital Financial Services and Financial Inclusion** at ITU headquarters, Geneva on 6 December 2016.

The workshop will open at 0930 hours. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

For your information, this workshop will be followed by the seventh meeting of the Focus Group Digital Financial Services (FG DFS) from 7-9 December 2016 at the same venue. More information can be obtained from the FG DFS website: <http://www.itu.int/en/ITUT/focusgroups/dfs/Pages/default.aspx>.

2 Discussions will be held in English only.

3 Participation is open to ITU Member States, Sector Members, Associates, 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 and some funding for experts will be granted. **Funding will ONLY be provided for participants attending either both the workshop and the Focus Group Digital Financial Services meeting or only the Focus Group Digital Financial Services meeting. Should you require funding, kindly complete and return the form in Annex 2, no later than 17 October 2016, to** [**tsbfgdfs@itu.int**](mailto:tsbfgdfs@itu.int)**.**

4 The objectives of this workshop are to:

• Discuss the latest market and regulatory developments affecting the Digital Financial Services sector;

• Provide a platform to share the findings of the Focus Group and discuss the outcomes of the deliverables of the Focus Group;

• Provide a platform for dialogue between the telecom and financial services regulators to discuss emerging issues and best practices for the policy and regulatory framework for financial inclusion;

• Identify collective action and specific next steps to advance the work beyond the Focus Group Digital Financial Services.

​The outputs of the workshop will be submitted to the Focus Group Digital Financial Services meeting from 7-9 December 2016.

5 The target audience for this workshop is ITU Member States, ICT regulators, Financial Services regulators, policymakers, Mobile Network Operators, Banks, Financial Service Providers, Mobile Financial Services Platform Providers, International Organizations, NGOs involved in financial inclusion programmes and Academia.

6 A draft programme including information relating to the workshop will be made available on the ITU-T website at the following address: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ifds/Pages/201612.aspx>.

7 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

8 For your convenience, a hotel confirmation form is enclosed as **Annex 1** (see <http://www.itu.int/net4/travel/hotels.aspx?lang=en&stars=&type=&ctry>for the list of hotels).

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 online form at <http://itu.int/reg/tmisc/3000917> as soon as possible, but **not later than 27 November 2016.****Please note that pre-registration of participants for 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 Switzerland. **The visa must be requested at least six (6) weeks before the date of beginning of the workshop** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

If problems are encountered by **ITU Member States, Sector Members, Associates or Academic Institutions**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa, but only **within the period mentioned of six weeks, i.e. no later than 26 October 2016**. Such a request should be made from the administration or entity you represent. This letter must specify the name and functions, date   
  
  
  
  
  
  
  
  
  
of birth, number, dates of issue and expiry of the passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T workshop in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int) and with [tsbfgdfs@itu.int](mailto:tsbfgdfs@itu.int) in copy), bearing the words **“visa request”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members, ITU Associates and ITU Academic Institutions.**

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau  
  
**Annexes: 2**

ANNEX 1  
(to TSB Circular 241)

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| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

Workshop on Digital Financial Services and Financial Inclusion\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ in Geneva

Confirmation of the reservation made on (date) \_\_\_\_\_\_\_\_\_\_\_

with (hotel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**at the ITU preferential tariff**

\_\_\_\_\_\_\_\_\_\_\_\_ single/double room(s)

arriving on (date) \_\_\_\_\_\_\_\_\_\_\_ at (time) \_\_\_\_\_\_\_\_\_\_\_ departing on (date) \_\_\_\_\_\_\_\_\_\_\_

**GENEVA TRANSPORT CARD:** Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit card to guarantee this reservation: AX/VISA/DINERS/EC (or other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEX 2   
(to TSB Circular 241)

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|  | **ITU-T Focus Group Digital Financial Services Meeting**  **Geneva, Switzerland, 7-9 December 2016** | | | |  |
| **Please return to:** | | **ITU FG DFS**  **Geneva (Switzerland)** | **E-mail:** [**tsbfgdfs@itu.int**](mailto:tsbfgdfs@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | |
| **Request for funding to be submitted before 17 October 2016** | | | | | |
| |  |  |  | | --- | --- | --- | |  | Participation of women is encouraged |  | | | | | | |
| Registration Confirmation ID No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://itu.int/reg/tmisc/3000917>)  Country**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name of the Administration/Organization/Company**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Mr / Ms **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (family name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (given name)  Job Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Tel**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_** Date of your arrival:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of your departure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City of departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PASSPORT INFORMATION**:**  Date of birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Nationality**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Passport number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date of issue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** In (place)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Valid until (date): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| I will attend:  [ ] Only Focus Group DFS Meeting from 7 – 9 December 2016  [ ] Both Workshop on Digital Financial Services and Financial Inclusion on 6 December 2016 and  Focus Group DFS Meeting from 7 – 9 December 2016  Please state your competence and experience in digital financial services and financial inclusion:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Proposed title of presentation/contribution (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Abstract of presentation/contribution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Signature of fellowship candidate:** | | | | **Date:** | |

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