|  |  |
| --- | --- |
| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 8 November 2013

|  |  |  |
| --- | --- | --- |
| Ref:Tel:Fax: | **TSB Circular 64**TSB Workshops/CB+41 22 730 6301+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: | cristina.bueti@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 for the Americas, Brasilia;- To the Head, ITU Area Office, Quito, Ecuador;- To the Permanent Mission of Peru in Switzerland |

|  |  |
| --- | --- |
| Subject: | **ITU Workshop on “Smart Sustainable Cities in Latin America” (Lima, Peru, 5 December 2013); andITU Workshop on “With ICT’s everywhere – how safe is EMF in Latin America?” (Lima, Peru, 10 December 2013)** |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) is organizing a workshop on “**Smart Sustainable Cities in Latin America”** on 5 December 2013 in Lima, Peru. The workshop will open at 1430 hours. Registration will begin at 1330 hours.

This workshop will be followed by a workshop on “**With ICT’s everywhere – how safe is EMF in Latin America?**” on 10 December 2013. The workshop will open at 0930 hours. Registration will begin at 0830 hours.

These events are jointly organized by ITU and the Government of Peru and will take place back to back with four other events:

* Meeting of the ITU-T Study Group 5 (2-13 December 2013);
* Joint Coordination Activity on ICT and Climate Change (5 December 2013);
* Meeting of the Focus Group on Smart Sustainable Cities (6 December 2013);
* Meeting of the Focus Group on Smart Water Management (10 December 2013).

2 Discussions will be held in English and Spanish.

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 workshops are free of charge.

4 The key objective of the workshop on “Smart Sustainable Cities” is to discuss how to define smart sustainable cities and the discourse that is commonly associated with it. This workshop will also look at the role ICT play in shaping smart sustainable cities from the ICT industry perspective.

5 The focus of the workshop on “With ICT’s everywhere – how safe is EMF in Latin America?” is to provide an overview of EMF issues to policy makers and other stakeholders, to respond to WTSA-12 Resolution 72 "Measurement concerns related to human exposure to electromagnetic field" and also to identify actions for consideration of Working Group 2 of the ITU‑T Study Group 5.

6 These workshops will bring together leading specialists in the field, from top policy-makers to engineers, designers, planners, government officials, regulators, standards experts and other related stakeholders.

7 A draft programme of both workshops is available at the respective event websites: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ssc-la/201312/Pages/Programme.aspx> and <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/emf/201312/Pages/Programme.aspx>. Please do not hesitate to contact Cristina Bueti (cristina.bueti@itu.int) and Pablo Palacios (pablo.palacios@itu.int) should you need additional information on the programmes.

8 **Accommodation:** Detailed information on hotel accommodation, transportation, visa and health requirements is available at the respective event websites: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ssc-la/201312/Pages/default.aspx> and <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/emf/201312/Pages/default.aspx>. These websites will be updated as new or modified information become available.

9 **Fellowships:** Unfortunately, ITU will not be able to provide fellowships due to budget restrictions.

10 **Remote Participation:** Remote participation will be available for the events. Please find the detailed information at the event’s website.

11 **Registration**: To enable TSB to make the necessary arrangements concerning the organization of the workshops, please register for both events via the on-line form respectively at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ssc-la/201312/Pages/default.aspx> and <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/emf/201312/Pages/default.aspx> as soon as possible, **but not later than 29 November 2013**. **Please note that pre-registration of participants to workshops is carried out exclusively *online***. Participants will be able to register onsite after 2 December 2013.

12 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Peru. The visa must be requested and obtained from the Peru 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 need an invitation letter and/or a visa supporting letter for entering Peru are advised to get in touch with the contact person in Peru, Mrs Claudia Carrasco Canchari: Tel: (51) 1 615 7479, Fax: (51) 1 615 7814 and email: ccarrasco@mtc.gob.pe.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau