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| **Telecommunication StandardizationBureau** | ITU logo |
|  | Geneva, 26 September 2014 |
| Ref: | **TSB Circular 118**TSB Workshops/VM | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia |
| Contact: | Vijay Mauree |
| Tel: | +41 22 730 5591 |
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| E-mail: | 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 Kuwait in Geneva |
| Subject: | **ITU Regional Standardization Forum for the Arab Region Kuwait City, Kuwait, 25 November 2014 (morning only)** |

Dear Sir/Madam,

1 I would like to inform you that at the kind invitation of the Ministry of Communications of Kuwait, the International Telecommunication Union is organizing a **Regional Standardization Forum for the Arab Region** at the Hotel Regency Kuwait City, Kuwait, on 25 November 2014 (morning only).

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

For your information, the Ministry of Communications of Kuwait will also host the following ITU events at the same venue: [ITU-D Regional and Economic and Financial Forum of Telecommunications/ICTs for Arab States](http://www.itu.int/en/ITU-D/Regional-Presence/ArabStates/Pages/Events/2014/REAFF/Economic-Financial-Forum.aspx) on 23 November 2014;  [ITU-T Study Group 3 Regional Group for the Arab Region](http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgarb/Pages/default.aspx) from 24 to 25 November 2014; [ITU-T Study Group 2 Regional Group for the Arab Region](http://www.itu.int/en/ITU-T/studygroups/2013-2016/02/sg2rgarb/Pages/default.aspx) on 25 November 2014 (afternoon) and [ITU-T Study Group 5 Regional Group for the Arab Region](http://www.itu.int/en/ITU-T/studygroups/2013-2016/05/sg5rgarb/Pages/default.aspx) on 25 November 2014 (afternoon).

2 Discussions will be held in English. Interpretation will be provided in Arabic.

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 main objectives of the event are to provide concrete advice and best practices to developing countries on global standards development, build national standards readiness so that standardization competence of developing countries can be enhanced and facilitate the establishment of a national standardization secretariat to coordinate participation in ITU-T study groups. The Forum will also discuss the standardization activities ongoing in ITU-T study groups which are of interest to the region.

5 The target audience for this Forum are ITU Member States, national standards bodies, ICT regulators, ICT companies, ICT research organizations, service providers and academia.

6 A draft programme of the Forum 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/bsg/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 can be found at the ITU-T website: : <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/112014/Pages/default.aspx>.

8 To enable TSB to make the necessary arrangements concerning the organization of the Forum, I should be grateful if you would register via the on-line form <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/112014/Pages/default.aspx>, as soon as possible, but **not later than 24 October 2014.****Please note that pre-registration of participants to events is carried out exclusively *online*.**

9 **Fellowships:** I am pleased to inform you that **one partial fellowship** per administration will be awarded, **within the Arab Region only**, 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 **Form 1)**, must be returned to ITU not later than **12 October 2014**. Please note that the decision criteria to grant a fellowship include: the available ITU budget; contributions by the applicant to the meeting; equitable distribution among countries; and gender balance. Preference will be given to applicants that will attend most of the meetings that will take place in Kuwait City from 23 to 25 November 2014.

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 Kuwait. The visa must be obtained from the office (embassy or consulate) representing Kuwait 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 is available on the event website at <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/112014/Pages/default.aspx>.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau **Annex: 1**

**Annex 1**(to TSB Circular 118)
 **FORM 1 - FELLOWSHIP REQUEST**

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|  | **ITU-D Regional Economic and Financial Forum of Telecommunications/ ICTs for Arab States, ITU-T Study Group 3RG-ARB, ITU Regional Standardization Forum in the Arab Region, ITU-T Study Group 2RG-ARB and 5RG-ARB meetings**Kuwait City, Kuwait, 23-25 November 2014 |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 12 October 2014** |
|  | 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/bsg/112014/Pages/default.aspx>)**I wish to attend the following :**

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| --- | --- |
|  | ITU-D Regional Economic and Financial Forum of Telecommunications/ICTs for Arab States (0930-1700 on 23 November) *in conjunction with*ITU-T SG3RG-ARB on Economic and Policy Issues (0930-1700 on 24 November & 0930-1230 on 25 November)   |
|  | ITU Regional Standardization Forum for the Arab Region (0930-1230 on 25 November) |
|  | ITU-T SG2RG-ARB (1400-1530 on 25 November) |
|  | ITU-T SG5RG-ARB (1530-1700 on 25 November) |

**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 for one of the two options below:** |
|  **□ Economy class air ticket (duty station / Kuwait City / 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 OF A PARTICULAR MEETING TO THE LAST DAY OF THAT MEETING.****N.B. PREFERENCE WILL BE GIVEN TO APPLICANTS THAT WILL ATTEND MOST OF THE MEETINGS THAT WILL TAKE PLACE IN KUWAIT CITY FROM 23 TO 25 NOVEMBER 2014.**  |
| **Signature** | **Date** |