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| **Telecommunication Standardization Bureau** |  |
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Geneva, 11 July 2013

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| Ref:  Tel:  Fax: | **TSB Circular 32**  TSB Workshops/A.N.  +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: | [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 for the Americas, Brasilia;  - To the Head, ITU Area Office, Santiago, Chile;  - To the Permanent Mission of Ecuador in Switzerland |

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| Subject: | **ITU Workshop on “Environmentally Sound Management of  E-waste in Latin America”(Quito, Ecuador, 13 August 2013)** |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) and Telefónica are organizing a workshop on “**Environmentally Sound Management of E-waste in Latin America”** on 13 August 2013 in Quito, Ecuador.

This workshop will be followed by a workshop on “**Human Exposure to Electromagnetic Fields (EMFs) in Latin America”** on 14 August 2013 jointly organized by ITU and the Government of Ecuador. These events will be kindly hosted by Telefónica.

The workshop will open at 0930 hours. Registration will begin at 0830 hours.

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 workshop is free of charge.

4 The key objective of this workshop is to identify major challenges and strategies associated with the management of e-waste in Latin America under the policy principle of Extended Producer Responsibility and the implementation of international standards. Furthermore, this workshop will facilitate discussion among original equipment manufacturer (OEM), recycling companies, producer responsibility organizations (PRO), government authorities and academia enabling analysis of existing experiences and identification of suitable approaches to deal with challenges, including exploring the potential of regional solutions and the role of public-private partnerships.

Furthermore, the workshop will bring together leading specialists in the field, from original equipment manufacturer (OEM), recycling companies, producer responsibility organizations (PRO), to government authorities, academia, policy-makers, regulators, standards experts and others.

5 A draft programme of the workshop will be made available on the event website. Please do not hesitate to contact Cristina Bueti ([cristina.bueti@itu.int](mailto:cristina.bueti@itu.int) ) should you need additional information on the programme.

6 **Accommodation:** Detailed information on hotel accommodation, transportation, visa and health requirements will be made available on the event website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/e-waste/201308/Pages/default.aspx>. This website will be updated as new or modified information become available.

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

8 **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 at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/e-waste/201308/Pages/default.aspx> as soon as possible, **but not later than 7 August 2013**. **Please note that pre-registration of participants to workshops is carried out exclusively *online***. Participants will be able to register onsite after  
7 August 2013.

9 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Ecuador. The visa must be requested and obtained from the Ecuador 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. Please see ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/e-waste/201308/Pages/default.aspx> for additional information on visa requirements).

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau