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| **电信标准化局** | **logo_C_** |
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 2014年5月27日，日内瓦

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| 文号：联系人：电话：传真： | **电信标准化局第94号通函**TSB Workshops/VMVijay Mauree+41 22 730 5591+41 22 730 5853 | - 致国际电联各成员国主管部门；- ITU-T部门成员；- ITU-T部门准成员；- ITU-T学术成员 |
| 电子邮件： | vijay.mauree@itu.int | **抄送：**- ITU-T研究组正副主席；- 电信发展局主任；- 无线电通信局主任；- 国际电联驻曼谷区域代表处主任；- 泰国常驻日内瓦代表团 |
| 事由： | **国际电联亚太地区区域标准化论坛（2014年8月25日，泰国曼谷）** |

尊敬的先生/女士，

1 国际电信联盟正与亚太电信组织（APT）合作，举办**亚太地区区域性标准化论坛**。论坛将于2014年8月25日在泰国曼谷帝国皇后公园酒店（Imperial Queen’s Park Hotel）举办。

论坛将于09:30开始。与会代表注册将于08:30开始。有关会议厅的详尽信息将在会场入口处的屏幕上显示。

国际电联的以下会议亦将由亚太电信组织在同一地点承办：ITU-APT一致性和互操作性活动（2014年8月25-26日）以及亚太电信组织第24届标准化项目论坛（ASTAP-24）（2014年8月27-29日）。

2 讨论将只以英文进行。

3 国际电联成员国、部门成员、部门准成员和学术机构以及愿参加此工作的来自国际电联成员国的任何个人均可参加此论坛。这里所指的“个人”亦包括作为国际、区域和国家组织成员的个人。论坛不收取任何费用。

4 本次活动旨在就全球标准制定和实现国家标准就绪情况向发展中国家提出具体建议和最佳做法，从而加强发展中国家的标准制定能力并促进各国设立标准化秘书处，协调对ITU-T研究组的参与活动。论坛还将讨论ITU-T研究组正在开展的、与本区域有关的标准化活动并讨论本地区各国如何设立针对ITU-T的标准化秘书处。

本论坛目标受众为国际电联成员国、国家标准机构、ICT监管机构、ICT公司、ICT研究组织、服务提供商和学术界。

5 包括发言人演讲内容在内的论坛计划草案将在ITU-T以下网址提供：<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/082014/Pages/default.aspx>。该网站将随时更新，增添或修改信息。所有其它补充信息亦将通过上述网站提供。

6 推荐的酒店—帝国皇后公园酒店（[www.imperialhotels.com](http://www.imperialhotels.com/)）也是会议的举办地。已在该酒店进行了团体预订并协商了优惠房价。请与会者直接预订酒店客房。当地联系人是：销售助理总监Pimonpun Kaen A-Kart女士，电子邮件：pimonpun.k@imperialhotels.com；电话：+66 2261 9300，分机4615。请代表们采用泰国万那普国际机场的公共交通设施。欲获取更多详情，请访问<http://www.bangkokairportonline.com/>网站。与会者的一般信息可参见**附件1**及ITU-T网站：<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/082014/Pages/default.aspx>。

7 **与会补贴**：我们高兴地通知您，国际电联将向亚太地区每个符合条件的国家提供一份全额与会补贴（涵盖往返经济舱机票和每日补贴）。在可用预算范围内，优先照顾最不发达国家（LDC）和低收入国家（人均收入低于2000美元的国家）。此外，优选选择出席2014年8月25-29日在曼谷召开的**所有**会议的与会者。

与会者必须得到其各自主管部门的授权。

虽然全额与会补贴仅提供给每个国家的一位与会者，但在各国承担其他代表费用的情况下，各国的代表数量不限。

请申请与会补贴的与会者填写**附件2**中的与会补贴申请表，并最晚在**2014年7月4日**之前通过电子邮件bdtfellowships@itu.int或传真+41 22 730 5778交回国际电联。

APT也将为未享受国际电联与会补贴、符合条件的APT成员国提供一份与会补贴，涵盖往返经济舱机票、酒店住宿和日用补贴。要享受APT的与会补贴，请与会者参考APT于**2014年5月25日**发出的邀请函。

8 为便于APT就该论坛的组织做出必要安排，我希望您能通过以下APT网站：<http://www.apt.int/content/online-registration>，以在线表格形式进行注册。注册于**2014年7月25日**截止。**请注意，讲习班与会者的预注册仅以在线方式进行。**

9 我们谨在此提醒您，一些国家的公民需要获得签证才能入境泰国并在泰国逗留。在此情况下，签证必须向驻贵国的泰国使馆申请和领取。如贵国没有此类机构，则请向驻距离贵国最近的国家的此类机构申请并领取。请向离您最近的泰王国使馆或总领馆核实签证的要求。更多详情，亦请参见<http://www.mfa.go.th/main/en/services/123>。

需要APT出具签证支持信函的与会者，请在**2014年7月25日之前**与以下人员联系：**亚太电信组织（人事）行政助理Warrawan Thapanasakul女士；电子邮件：aptadmin@apt.int；电话：+66 2 573 0044（分机118）；传真：+66 2 573 7479**。敬请注意，签证审批可能需要一些时间，故请尽早提交申请。

顺致敬意！

电信标准化局主任
马尔科姆•琼森

**附件：2**件

ANNEX 1

(to TSB Circular 94)

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| **PARTICIPANT’S INFORMATION** |  **logogreen** |
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**ITU Regional Standardization Forum for Asia Pacific Region
(25 August, 2014, Bangkok, Thailand)**

The [ITU Regional Standardization Forum for the Asia and Pacific region](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/082014/Pages/default.aspx) which is in collaboration with the Asia-Pacific Telecommunity (APT) will be held in Bangkok, Thailand, on 25 August 2014. APT will kindly host this event.

The detailed arrangements are as follows:

**VENUE:**

The Meeting will be held in the Queen’s Park 1+2 rooms, 2nd Floor of The Imperial Queen’s Park Hotel.

The contact details of the hotel are as follows:

 **THE IMPERIAL QUEEN’S PARK HOTEL**

 **Address: 199 Sukhumvit Soi 22, Bangkok 10110, Thailand**

 **Tel: +66 2 261 9000**

 **URL:** [**http://www.imperialhotels.com**](http://www.imperialhotels.com)

**PARTICIPATION:**

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 Forum is free of charge.

**REGISTRATION:**

Registration of delegates can be done online at <http://www.apt.int/content/online-registration>.

 **HOTEL ACCOMMODATION:**

**THE IMPERIAL QUEEN’S PARK HOTEL** is recommended for all participants to stay during the meeting. Please make your hotel booking in order to be eligible for the special rates given below at the earliest possible date or not later than **25 July 2014.** The **Hotel Reservation Form is attached**.

Please send the Hotel Reservation form to the Imperial Queen’s Park hotel; e-mail address: reservation@imperialhotels.com or Fax: 66(2) 261 9578, 66(2) 261 9545 with a copy to APT Secretariat; e-mail address: aptawg@apt.int and aptadmin@apt.int.

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| **Room Type** | **Room Rate** |
| **Deluxe (Single)** | **THB3,000 net** |
| **Deluxe (Twin)** | **THB3,300 net** |
| **Premier (Single)** | **THB3,300 net** |
| **Premier (Twin)** | **THB3,600 net** |

The group room rates quoted above are in Thai Baht, and include high speed internet and buffet breakfast at Parkview restaurant. The above rates are inclusive of 10% service charge and 7% applicable government taxes.

The above mentioned types of room are available on a first come first served basis. Participants are recommended to make early reservations in order to get the rooms of their choice. A room cancelled less than ***3 days***notice will be subject to one night room charge. This penalty will be charged to the individual guest’s credit card.

The hotel advises:

**Check in is 14:00 hours; check out at 14:00 hours.**

**All bookings must be secured by a major credit card.**

**As deadline for room blocking is 25 July 2014, the APT Secretariat may not be able to guarantee hotel reservation and special rates after this date.**

**FORUM WEBSITE, SPEAKERS’ PRESENTATIONS AND TEMPLATES:**

Related information about the meeting, speakers’ presentations including templates for presentations and speakers’ biographies will be available at the ITU Website at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/082014/Pages/default.aspx>.

This website will be updated as new or modified information becomes available. All other additional information on logistics will be made available at the same website.

In order to facilitate efficient meeting management and document handling process, ITU encourages the use of electronic documents during the meeting. Electronic copies of the Forum documents will be available at the ITU website: under the bullet “Draft Programme”: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/082014/Pages/default.aspx>.

**WIRELESS LAN**

Internet Access over a wireless network will be available during the meeting. Participants who wish to utilize the wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

**TRANSPORTATION FROM THE AIRPORT TO THE HOTEL:**

Delegates are requested to use public transportation facilities of the Suvarnabhumi International Airport, Thailand. For more information, please visit website: <http://www.bangkokairportonline.com/>.

For your general information, the following types of transportation are available from Suvarnabhumi International Airport to the Hotel:

1. Public Meter Taxi, is located on 1st floor of the Arrival Hall, entrance 4 and 7. The fare is shown on meter, plus Baht 50 surcharge for boarding at the airport, plus any expressway toll charges.
2. Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport.

It takes about 50 minutes by car from Suvarnabhumi International Airport to hotel via express way.

**VISA AND IMMIGRATION INFORMATION:**

Visa requirements to Thailand may vary for the citizens of different countries. Please check the visa requirements with your nearest Royal Thai Embassy or Consulate General. Kindly visit <http://www.mfa.go.th/main/en/services/123> for more details. If you require a visa supporting letter from APT, please contact the following person **no later than 25 July 2014**:

**Ms. Warrawan Thapanasakul**

 Administrative Assistant (HR)

 Asia Pacific Telecommunity

 TEL: +66 2 573 0044 (Ext.: 118) FAX：+66 2 573 7479

 EMAIL: aptadmin@apt.int

**INSURANCE:**

Due to the procedural difficulties and budgetary constraints, the hosting organization is not able to bear the cost of insurance for the participants including any medical expenses or any other expenses. Delegates are therefore advised to request their administrations/organizations to kindly make necessary arrangements for insurance and medical coverage before travelling.

**PRACTICAL INFORMATION:**

**About Bangkok:** Bangkok is the capital city of Thailand, it is known in Thai as Krung Thep Maha Nakorn.It is also the seat of Thailand's revered Royal Family, with His Majesty the King recognized as Head of State, Head of the Armed Forces, Upholder of the Buddhist religion and Upholder of all religions.

Thailand is a constitutional monarchy with His Majesty King Bhumibol Adulyadej, or King Rama IX, the Ninth King of the Chakri Dynasty. The present King has reigned for more than half a century, making him the longest reigning Thai Monarch. Thailand embraces a rich diversity of cultures and traditions. With its proud history, tropical climate and renowned hospitality, the Kingdom is a never-ending source of fascination and pleasure for international visitors.

**Weather**: Average temperature in August is between 30 and 35 degree Celsius.

**Time Zone**: GMT + 7 hours.

**Banks & Currency**: The unit of Thai currency is Thai Baht (THB). The exchange rate as of April 2014, is THB 31.00 to 1 USD.

**Electricity**: Supply voltage is 220V, 50Hz. A standard grounded Thai outlet supports European 2-pin plugs and earthed and unearthed American plugs (see picture). Please bring the right adapter for your equipment.



**CONTACT INFORMATION:**

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| **APT Secretariat**Asia-Pacific Telecommunity12/49 Soi: 5 Chaengwattana RoadBangkok 10210, ThailandTel: + 66 2 573 0044Fax: +66 2 573 7479 *E-mail:* *aptastap@apt.int* | **ITU Secretariat**Mr Vijay MaureeProgramme CoordinatorTelecommunication Standardization BureauInternational Telecommunication UnionGeneva, SwitzerlandTel: +41 22 730 5591*E-mail:* *vijay.mauree@itu.int* |

ANNEX 2

(to TSB Circular 94)
 **FELLOWSHIP REQUEST**

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|  | **ITU Regional Standardization Forum for Asia-Pacific Region; Conformance and Interoperability Event; and 24th APT Standardization Programme Forum (ASTAP-24)**(Bangkok, Thailand, 25-29 August 2014) |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for fellowship to be submitted before 4 July 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/082014/Pages/default.aspx> ).**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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| * Request for fellowship to be submitted before **4 July 2014**
* CONDITIONS
1. One fellowship per eligible country
2. One return eco class air-ticket by the most direct/economical route
3. A daily subsistence allowance intended to cover accommodation, meals and incidental expenses
4. Imperative that fellows be present from the first day to the end of the meeting
 |
| **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.** |
| **Signature** | **Date** |