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| **电信标准化局** | **logo_C_** |
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 2014年8月25日，日内瓦

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| 文号：电话：传真： | **电信标准化局第115号通函**TSB Workshops/VM +41 22 730 5591+41 22 730 5853 | - 致国际电联各成员国主管部门；- 致ITU-T部门成员；- 致ITU-T部门准成员；- 致ITU-T学术成员 |
| 电子邮件： | tsbworkshops@itu.int | **抄送：**- ITU-T各研究组正副主席；- 电信发展局主任；- 无线电通信局主任;- 国际电联各区域代表处主任 |
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| 事由： | **有关“数字金融服务和金融包容性”的讲习班****2014年12月4日，瑞士日内瓦** |

尊敬的先生/女士，

1 我谨通知您，国际电联与比尔及梅琳达•盖茨基金会开展协作，正在组织**“数字金融服务和金融包容性”讲习班**。该讲习班将于2014年12月4日在日内瓦国际电联总部举办。

讲习班将于09:30开始。与会者的注册工作将自08:30在Montbrillant办公楼入口处开始。有关会议厅的详尽信息将在国际电联总部各入口处的屏幕上显示。

另外，在该讲习班之后将于2014年12月5日在同一会址召开数字金融服务焦点组（FG DFS）第一次会议。有关该焦点组职责范围等的详尽信息见FG DFS的网站：[http://www.itu.int/en/ITU-T/focusgroups/dfs/Pages/default.aspx](http://staging.itu.int/en/ITU-T/focusgroups/dfs/Pages/default.aspx)。

2 讨论将仅用英文进行。

3 国际电联成员国、部门成员、部门准成员和学术成员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讲习班。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。讲习班不收取任何费用并发放一些与会补贴。

4 包括讲习班相关信息在内的日程草案将在以下ITU-T网站提供：<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ifds/Pages/default.aspx>。

5 国际电联的主要会议厅和日内瓦国际会议中心（CICG）内均设有无线局域网设施，供代表使用。详细信息见ITU-T网站（<http://www.itu.int/ITU-T/edh/faqs-support.html>）。

6 为给代表提供方便，**附件1**中提供一份酒店确认单（酒店名单见<http://www.itu.int/travel/>）。

7 **与会补贴**：我们高兴地通知您，国际电联将视可用资金情况，向每个最不发达国家或低收入发展中国家主管部门提供**一份非全额与会补贴**，以促进这些国家代表的与会（<http://itu.int/en/ITU-T/info/Pages/resources.aspx>）。申请与会补贴时必须得到相关国际电联成员国主管部门的授权。与会补贴申请表（请使用附件2所附**表1**）必须在**2014年10月16日**之前交回国际电联。请注意，决定发放与会补贴的标准包括：电信标准化局的可用预算、申请者向会议提交文稿以期在讲习班上做演示、不同国家和区域间的公平分配以及性别平衡。

8 为便于电信标准化局就该讲习班的组织做出必要安排，我希望您能通过网址<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ifds/Pages/default.aspx>以在线形式尽早、但**不迟于2014年11月19日**进行注册。**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瑞士并在此逗留。**签证必须至少在会议召开日的四（4）个星期前向驻贵国的瑞士代表机构（使馆或领事馆）申请，并随后领取**。如贵国没有此类机构，则请向驻离出发国最近的国家的此类机构申请并领取。

如果**国际电联成员国、部门成员、部门准成员或学术机构**遇到了问题而且他们向电信标准化局提出了正式请求，国际电联可据此与相关瑞士当局接触，以便为发放签证提供方便，但仅限于在所述四个星期内办理。此类请求应通过您所代表的主管部门或实体发出的正式信函提出。该函必须说明申请签证人员的姓名和职务、出生日期、护照号码以及护照签发日期和失效日期，并需附有一份经ITU-T所述讲习班批准的注册确认通知，而且必须通过传真（传真号码：+41 22 730 5853）或电子邮件（tsbreg@itu.int）发至电信标准化局，上面注明“**visa request**”（“**签证申请**”）。**另请注意，国际电联仅能向国际电联成员国、国际电联部门成员、国际电联部门准成员和学术机构的代表提供帮助。**

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 115)

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

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

**Workshop on Digital Financial Services and Financial Inclusion** on 4 December 2014 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E\_mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ valid until:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

ANNEX 2

(to TSB Circular 115)
**FORM 1 - FELLOWSHIP REQUEST**

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|  | **ITU Workshop on Digital Financial Services and Financial Inclusion**Geneva, Switzerland, 4 December 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 16 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/ifds/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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **1. Please select your preference (Please select only one option)** **□ Economy class air ticket (duty station / Geneva / duty station).** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** |
|  |
| **2. Proposed title of presentation**: --------------------------------------------------------------------------------------------------------------------- |
| **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 TO THE END OF THE MEETING.** |
| **Signature** | **Date** |