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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** | CCITT/ITU-T 60th Anniversary logo |
|  | Geneva, 1 July 2016 |
| Ref: | **TSB Circular 231**TSB Workshops/CB | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU Academia |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | greenstandard@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 |
| Subject: | **1st Meeting of the United for Smart Sustainable Cities (U4SSC) initiative, Geneva, Switzerland, 21-22 July 2016**  |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) together with the United Nations Economic Commission for Europe (UNECE) are organizing the first **Meeting of the United for Smart Sustainable Cities (U4SSC) initiative, on 21 and 22 July 2016** in Geneva, Switzerland**.**

The meeting will be held from 1700 hours to 1900 hours on 21 July 2016 and from 0900 hours to 1600 hours on 22 July 2016.

Participant registration will be carried out from 1330 hours to 1700 hours on 21 July 2016 and will begin at 0830 hours on 22 July 2016 at the ITU Montbrillant entrance. Detailed information concerning the meeting room will be displayed on screens at the entrances of the ITU headquarters.

2 The United for Smart Sustainable Cities (U4SSC) initiative was launched on 18 May 2016 at the Forum on “Shaping smarter and more sustainable cities: Striving for Sustainable Development Goals. More information about this initiative can be found at <http://www.itu.int/en/ITU-T/ssc/united/Pages/default.aspx>

3 Discussions will be held in English.

4 Participation in this meeting is open to all. However, no fellowships will be granted.

5 The U4SSC primarily advocates for public policies to encourage the use of ICTs to facilitate and ease the transition to smart sustainable cities. The main objectives of this meeting are to:

* approve the terms of reference of the U4SSC working groups;
* formulate proposals for the U4SSC Action Plan;
* collect feedback on the key performance indicators (KPIs) for smart sustainable cities elaborated by ITU and UNECE together with other stakeholders.

6 A draft programme, including practical information for participants, will be made available on the ITU-T website at the following address: <http://www.itu.int/en/ITU-T/ssc/united/Pages/201607/meeting.aspx>

This website will be regularly updated as new or modified information becomes available. Participants are requested to check periodically for new updates.

7 To enable TSB to make the necessary arrangements concerning the organization of the meeting, we would be grateful if you would register via the online form available on the event [website](http://www.itu.int/en/ITU-T/ssc/united/Pages/201607/meeting.aspx), as soon as possible, but **not later than 18 July 2016**. **Please note that
pre-registration of participants for the meeting is carried out exclusively *online*.**

8 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in your country. If there is no such office in your country, kindly avail of the visa services from the embassy or consulate that is closest to the country of your departure.

Please see the event’s webpage for additional information on visa requirements.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau