



**Telecommunication
Development Bureau (BDT)**

Ref. BDT/IEE/TND/DM/293

Geneva, 5 April 2013

To: ITU Administrations, Regulators, Sector Members, Associates and Academia Members, Telecom Operators and Service providers, Manufacturers and Academic Institutions of the Americas region

Subject: Training Course on Conformance and Interoperability Testing, 24-28 June 2013, Campinas (Brazil)

Dear Sir/Madam,

I have the pleasure to inform you that the International Telecommunication Union (ITU) with the collaboration of the Research and Development Centre (*Centro de Pesquisa e Desenvolvimento - CPqD*) based in Campinas, is organizing a **Training Course on Conformance and Interoperability Testing in the premises of CPqD Labs, 24-28 June 2013.**

Discussions will be held in English and Spanish.

Please note that there are no participation fees for the training. Travel arrangements should be made and borne by the participating entity. The CPqD will provide transportation hotel-training center-hotel to all participants and, aiming at facilitating this transfer, the ITU has negotiated a special rate of R\$ 230,00 (approximately USD 115), taxes included, with the hotel Sleep Inn Galería. After the selection of the participants, ITU will make the reservation for the whole group and will notify each one individually. Each participant will be responsible for settling expenditures before hotel check-out.

I invite you to visit our website (<http://www.itu.int/en/ITU-D/Technology/Pages/Events.aspx>) in order to obtain additional/detailed information, including logistics information (hotels, visa, etc.) and other relevant material.

The objective of the Course is to train experts to conduct practical testing activities on Conformance and Interoperability. A list with the topics addressed and the programme of the training is attached (**Annexes 1 and 2**) to this invitation letter.

In case you wish to take advantage from this training programme, please send us the names of your candidates by filling in and returning the attached form (Annex 2) to ITU-RO-Americas-trainings@itu.int, by **10 May 2013**, clearly indicating current duties of the candidates and their background knowledge on Conformance and Interoperability issues. Considering the limited number of seats in the class, candidates for the Training Course will be selected based on their duties and background knowledge of Conformance and Interoperability issues.

I am also pleased to inform you that partial fellowships will be awarded based on available funding to facilitate participation from Least Developed (LDC) or Low Income Developing Countries (LIC) to the Training Course. Application for Fellowship, limited to one person per country, must be authorized by the relevant Administration of the ITU Member State. The fellowship request form, annexed to this letter as Annex 3, should be returned to ITU not later than **27 May 2013.**

For any question please contact Ms. Vera Zanetti, ITU Americas Regional Office, Brasilia (Brazil),
Tel: +55 61 2312 2730, Fax: +55 61 2312-2738, E-mail: vera.zanetti@itu.int.

I very much hope that you will be able to participate and share your views and valuable experience with the participants, which will contribute to enrich the discussions and the outputs of the Training Course.

[Original signed]

Brahima Sanou

Director

Cc: Bruno Ramos, Regional Director, ITU Regional Office for Americas Region

Annex 1: List of Topics

Annex 2: Programme

Annex 3: Application for the Training Course

Annex 4: Fellowship Request Form