|  |  |
| --- | --- |
| **Telecommunication Standardization Bureau** |  |
|  |  |

Geneva, 27 May 2014

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref:  Contact:  Tel: Fax: Email: | **TSB Circular 94** TSB Workshops/VM  Vijay Mauree  +41 22 730 5591 +41 22 730 5853 [vijay.mauree@itu.int](mailto:vijay.mauree@itu.int) | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia | |
|  |  | | **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 Director of the ITU Regional Office Bangkok;  - To the Permanent Mission of Thailand in Geneva | |
| Subject: | | | **ITU Regional Standardization Forum for Asia-Pacific Region, (Bangkok, Thailand, 25 August 2014)** | |

Dear Sir/Madam,

1 The International Telecommunication Union is organizing a **Regional Standardization Forum for Asia-Pacific Region** in collaboration with the Asia-Pacific Telecommunity (APT). The Forum will be held on 25 August 2014 at the Imperial Queen’s Park Hotel in Bangkok, Thailand.

The Forum will open at 0930 hours. Participants’ registration will begin at 0830 hours. Detailed information concerning the meeting room will be displayed at the entrance of the meeting venue*.*

The following meetings will take place at the same venue and will be hosted by the Asia-Pacific Telecommunity (APT): A Joint ITU-APT Conformance and Interoperability Event (25-26 August 2014) and the 24th APT Standardization Programme Forum (ASTAP-24) (27-29 August 2014).

2 Discussions will be held in English only.

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 Forum is free of charge.

4 The event will aim to provide concrete advice and best practices to developing countries on global standards development, build national standards readiness so that standardization competence of developing countries can be enhanced and facilitate the establishment of a national standardization secretariat to coordinate participation in ITU-T study groups. The Forum will also discuss the standardization activities ongoing in ITU-T study groups which are of interest to the region and discuss how countries in the region could establish a national standardization secretariat for ITU-T.

Among the target audience are ITU Member States, national standards bodies, ICT regulators, ICT companies, ICT research organizations, service providers and academia.

5 A draft programme of the Forum including speakers’ presentations will be made available at the ITU-T website at the following address: <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 will be made available at the above-mentioned website.

6 The recommended hotel, which is also the meeting venue, is the Imperial Queen’s Park Hotel ([www.imperialhotels.com](http://www.imperialhotels.com/) ) where block reservations and preferential rates have been arranged. Participants are requested to book their hotel room directly. The local focal point is:   
Ms. Pimonpun Kaen A-Kart, Assistant Director of Sales, E-mail: [pimonpun.k@imperialhotels.com](mailto:pimonpun.k@imperialhotels.com) ;   
Telephone: +66 2261 9300 ext. 4615. Delegates are requested to use public transportation facilities from the Suvarnabhumi International Airport, Thailand. For more information, please visit this website: <http://www.bangkokairportonline.com/>. General participants’ information can be found in **Annex 1** as well as the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/082014/Pages/default.aspx>).

7 **Fellowships**: We are pleased to inform you that ITU will provide one full fellowship (covering return economy class air-ticket and daily subsistence allowance) per eligible country within the Asia-Pacific region. Priority will be given to requests from Least Developed Countries (LDCs), as well as to Low-income countries (Countries with per-capita income under USD 2000), within the available budget. Furthermore, preference will be given to applicants that will attend **all** the meetings that will take place in Bangkok from 25 to 29 August 2014.

The participants must be duly authorized by their respective Administrations.

While the provision of fellowships is limited to only one full fellowship per country, the number of delegates from a country is not limited provided the expenses of additional delegates are borne by the country.

Participants requiring a fellowship are requested to complete the Fellowship Request Form in **Annex 2** and return it to the ITU by e-mail to: [bdtfellowships@itu.int](mailto:bdtfellowships@itu.int) or by fax to +41 22 730 5778 by **4 July 2014** at the latest.

APT will also provide one fellowship covering a return economy class air-ticket, hotel accommodation and pocket allowances per eligible APT Member country except for those countries for which ITU will offer fellowship. In order to benefit from the APT fellowship, participants are requested to please refer to the APT invitation letter dated **25 May 2014**.

8 To enable the APT to make the necessary arrangements concerning the organization of the Forum, I should be grateful if you would register via the on-line form available at the APT website at: <http://www.apt.int/content/online-registration>. Registration is opened until **25 July 2014**. **Please note that pre-registration of participants to workshops is carried out exclusively *online***.

9 I would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Thailand. The visa must be requested and obtained from the   
Embassy of Thailand in your country or, if there is no such office in your country, from the one   
that is nearest to the country of departure. Please check the visa requirements with your nearest Royal Thai Embassy or Consulate General. See also: <http://www.mfa.go.th/main/en/services/123> for more details.

Participants who require a visa supporting letter from APT, are requested to contact:   
**Ms. Warrawan Thapanasakul**; **Administrative Assistant (HR); Asia Pacific Telecommunity; Email:** [**aptadmin@apt.int**](mailto:aptadmin@apt.int)**; Tel: +66 2 573 0044 (Ext.: 118); Fax+66 2 573 7479 no later than   
25 July 2014**. Please be aware that visa approval might take time so kindly send your application as soon as possible.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annexes: 2**

ANNEX 1

(to TSB Circular 94)

|  |  |
| --- | --- |
| **PARTICIPANT’S INFORMATION** | **logogreen** |
|  |  |

**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](mailto: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](mailto:aptawg@apt.int) and [aptadmin@apt.int](mailto:aptadmin@apt.int).

|  |  |
| --- | --- |
| **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***noticewill 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](mailto: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:**

|  |  |
| --- | --- |
| **APT Secretariat**  Asia-Pacific Telecommunity  12/49 Soi: 5 Chaengwattana Road  Bangkok 10210, Thailand  Tel: + 66 2 573 0044  Fax: +66 2 573 7479  *E-mail:* [*aptastap@apt.int*](mailto:aptastap@apt.int) | **ITU Secretariat**  Mr Vijay Mauree  Programme Coordinator  Telecommunication Standardization Bureau  International Telecommunication Union  Geneva, SwitzerlandTel: +41 22 730 5591 *E-mail:* [*vijay.mauree@itu.int*](mailto:vijay.mauree@itu.int) |

ANNEX 2

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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**](mailto: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** | | |