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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 29 July 2015 | |
| Ref: | **TSB Circular 167**  TSB Workshops/V.M. | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU Academia | |
| Contact: | **Vijay Mauree** | |
| Tel: | +41 22 730 5591 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbworkshops@itu.int](mailto:tsbworkshops@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;  - To the Director, ITU Regional Office for Asia & Pacific, Bangkok  - To the Head, ITU Area Office, Indonesia  - To the President of TTA, Korea  - To the Permanent Mission of Indonesia in Geneva | |
| Subject: | **ITU Regional Standardization Forum for Asia-Pacific Region  (Jakarta, Indonesia, 27-28 October 2015)** | | | |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) in association with the Telecommunications Technology Association (TTA) will convene a **Regional Standardization Forum for Asia-Pacific Region** from **27 to 28 October 2015** at the Millennium Hotel Sirih, Jakarta, Indonesia. This event will kindly be hosted by the Ministry of Communications and Information Technology of Indonesia.

The Forum will open at 0900 hours. Participants’ registration will begin at 0800 hours.

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. Participation is free of charge.

4 The main objectives of the event are to provide examples of 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. A half day capacity building session will be conducted on how to fast track the establishment of a national standardization secretariat to coordinate participation in ITU-T study groups.

The target audience of the event include ITU Member States, national standards bodies, ICT regulators, ICT companies, ICT research organizations, service providers and academia.

5 A **draft programme** of the Forum will be made available on the ITU   
website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201510/Pages/default.aspx>. This website will be regularly updated as new or modified information become available. Participants are requested to check periodically for new updates.

6 General information for participants including hotel accommodation, transportation and visa requirements will be made available at the above-mentioned ITU website.

7 **FELLOWSHIPS:** We are pleased to inform you that **one full fellowship** per administration will be awarded, within the **Asia-Pacific Region only**, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx> ). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed Form 2 in **Annex 2**), must be returned to ITU not later than **5 September 2015**. Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries; and gender balance.

8 To enable ITU to make the necessary arrangements concerning the organization of the Forum, I should be grateful if you would register via the on-line form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201510/Pages/default.aspx> as soon as possible, but **not later than 13 October 2015.** **Please note that pre-registration of participants to our events is carried out exclusively *online*.** Participants will also be able to register on-site on the day of the event.

9 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Indonesia. The visa must be obtained from the office (embassy or consulate) representing Indonesia in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Participants who require a letter of invitation to facilitate their visa application are kindly asked to complete and return the visa support Form 1 in **Annex 1**, no later than **21 September 2015**, to: **Ms Lucia Ika Susanti, Harmonization Standard Officer, Sub Directorate of Quality of Service and Harmonization Standard; e-mail:** [**lucia\_ika@postel.go.id**](mailto:lucia_ika@postel.go.id)**; Tel.: +62 21 3835815;   
Fax: +62 21 383 5845**. Please be aware that visa approval might take time so kindly send your application as soon as possible.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau  
 **Annexes: 2**

ANNEX 1

(to TSB Circular 167)

**FORM 1 – VISA SUPPORT**

|  |  |
| --- | --- |
| **1. First Name:** |  |
| **2. Last Name:** |  |
| **3. Job Title:** |  |
| **4. Company / Organization:** |  |
| **5. Address:** |  |
| **6. E-mail and Telephone:** |  |
| **7. Date & Place of Birth:** |  |
| **8. Nationality:** |  |
| **9. Date of Arrival:** |  |
| **10. Date of Departure:** |  |
| **11. Passport Number:** |  |
| **12. Date of issue:** |  |
| **13. Expiry Date:** |  |
| **14. Place of issue:** |  |

*Please complete and return no later than* ***21 September 2015*** *to:****Ms Lucia Ika Susanti;  
 E-mail:*** [***lucia\_ika@postel.go.id***](mailto:lucia_ika@postel.go.id)***;   
Tel.: +62 21 3835815; Fax: +62 21 383 5845****.*

ANNEX 2

(to TSB Circular 167)

**FORM 2 – FELLOWSHIP REQUEST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU Regional Standardization Forum for Asia-Pacific Region (Jakarta, Indonesia, 28-29 October 2015)** | | | | | |  |
| **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 one full fellowship to be submitted before 5 September 2015** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation I.D. No:………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: [<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/201510/Pages/default.aspx>.](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/092015/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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| CONDITIONS | | | | | | | |
| 1. **One full fellowship per eligible country within the Asia-Pacific Region only.** 2. **It is imperative that fellows be present for the entire duration of their fellowship** | | | | | | | |
|  | | | | | | | |
| **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:** | | |

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