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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 19 January 2016 | |
| Ref: | **TSB Circular 188**  TSB Workshops/MA | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU Academia | |
| Contact: | **Martin Adolph** | |
| Tel: | +41 22 730 6828 | |
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| 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 Africa, Addis Ababa;  - To the Head, ITU Area Office, Harare, Zimbabwe;  - To the Permanent Mission of Zambia in Geneva | |
| Subject: | **ITU Regional Standardization Forum for Africa  (Livingstone, Zambia, 15(pm)-18(am) March 2016)** | | | |

Dear Sir/Madam,

1 At the kind invitation of the Zambia Information and Communications Technology Authority (ZICTA), the International Telecommunication Union (ITU) will convene a **Regional Standardization Forum for Africa** from **15(pm) to 18(am) March 2016** at the Protea Hotel in Livingstone, Zambia.

The following meetings will also take place in the same week and venue, hosted by ZICTA:

1. ITU-T Study Group 5 Regional Group for Africa (SG5RG-AFR) from 14 to 15(am) March 2016; and
2. ITU-T Study Group 12 Regional Group for Africa (SG12RG-AFR) on 18(pm) March 2016.

The Forum will open at 1400 hours on 15 March 2016. Participants’ registration will begin at 1300 hours.

For a comprehensive overview of the week of events, please see the draft time plan in **Annex 1**.

2 Discussions will be held in English with simultaneous interpretation into French.

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 objective of the event is to provide delegates with **a hands-on training to enable effective and efficient participation in Study Group (SG) meetings**. The programme will include a generic overview of key SG documents, terms and mechanisms for participation; preparation for study group meetings; techniques for developing effective Contributions with relevant proposals to move the work forward; gaining support of the proposals; techniques for presenting contributions and defending proposals during a meeting and other interactive exercises.

The Forum will also discuss ongoing ITU-T standardization activities of interest to the region.

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/201603/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 the exact venue, 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 **two partial fellowships** per administration will be awarded, within the **Africa 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 3**), must be returned to ITU not later than **1 February 2016**.

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. Furthermore, preference will be given to applicants that will participate in all three meetings (see section 1) in Livingstone from 14 to 18 March 2016.

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/201603/Pages/default.aspx> as soon as possible, but **not later than 15 February 2016.** **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 Zambia. The visa must be obtained from the office (embassy or consulate) representing Zambia in your country or, if there is no such office in your country, from the one that is closest to the country of departure. 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 188)

**DRAFT TIME PLAN (14-18 MARCH 2016)**

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|  | Monday, 14 March | Tuesday, 15 March | | Wednesday, 16 March | | Thursday, 17 March | | Friday, 18 March | |
| 0930-1230 | **SG5RGAFR** | **SG5RGAFR** | | **Regional Standardization Forum** |  | **Regional Standardization Forum** | Bridging the Standardization Gap Training for Study Group Effectiveness | **Regional Standardization Forum** | SG12 presentations |
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| 1230-1400 |  | |  |  |  | |
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| 1400-1730 | **Regional Standardization Forum** | SG5 presentations | Bridging the Standardization Gap Training for Study Group Effectiveness | SG12 presentations | **SG12RGAFR** | |
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ANNEX 2

(to TSB Circular 188)

**FORM 2 – FELLOWSHIP REQUEST**

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|  | **ITU-T Study Group 5RG-AFR and SG 12RG-AFR meetings** and **ITU Regional Standardization Forum for Africa** (Livingstone, Zambia, 14 to 18 March 2016 ) | | | | | |  | |
| **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 partial fellowship to be submitted before 1 February 2016** | | | | | | | | |
|  | | | | 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/201603/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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| Please select your preference  (which ITU will do its best to accommodate) | | | | | | | | |
| **□ Economy class air ticket (duty station / Livingstone / duty station)**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | | | | |
|  | | | | | | | | |
| **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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