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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 19 September 2011

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| Ref:Contact: Contact: | **TSB Circular 222/BDT Circular 006**TSB Workshops/P.R.Richard Hill ITU-T Study Group 3Carmen Prado-Wagner Regulatory & Market Division, BDT  | - To Administrations of Member States of  the Union;- To ITU-T and ITU-D Sector Members;- To ITU-T and ITU-D Associates;- To ITU-T and ITU-D Academia;**Copy:**- To the Chairmen and Vice-Chairmen of ITU-T and ITU-D Study Groups;- To the Director of the  Radiocommunication Bureau- To National Regulatory Authorities and Operators  |

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| Subject: | **ITU Workshop on Apportionment of Revenues and International Internet Connectivity – (Geneva, Switzerland, 23-24 January 2012)** |

Dear Sir/Madam,

1 I would like to inform you that a two-day workshop on “**Apportionment of Revenues and International Internet Connectivity”** will take place at ITU Headquarters, Geneva, from **23-24 January 2012** after the[ITU-T Study Group 3](http://www.itu.int/ITU-T/studygroups/com03/index.asp) meeting to be held from 16 to 20 January 2012 (See TSB Collective letter 4/3).

This workshop is jointly organized by the Telecommunication Development Bureau (BDT) and the Telecommunication Standardization Bureau (TSB). The workshop will open at 0930 hours. Participants’ registration will begin at 0830 hours on Monday, 23 January 2012 at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

2 **INTERPRETATION**

Please note that interpretation will actually be provided only where Member States so request, by means of the registration form, or a special notice to TSB, by 16 December 2011.It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

3 Participation is open to ITU Member States, Sector Members, Associates, Academic Institutions and to any individual from a country which is a member of ITU who wishes to contribute to the discussions. This includes individuals who are also members of international, regional and national organizations. The workshop is free of charge. However, all expenses concerning travel, accommodation, meals and insurance of participants should be borne by your organization.

4 **FELLOWSHIPS**

 ITU-T will provide a limited number of full fellowships to **one participant** **per eligible country** *and*within the available budget. The participant must be duly authorized by the respective ITU Administrations from Least Developed Countries and from developing countries with per-capita income under US$ 2,000. While the provision of fellowship is limited to only one participant 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 3** and return it to the ITU by **e-mail:** bdtfellowships@itu.int **or by** fax to: +41 22 730 5778 by **02 December 2011 at the latest.**

5 The goal of this workshop is to present the current situation with respect to apportionment of revenues (including international Internet connectivity and the possible application of the concept of network externalities) and to consider proposals for future work, if any.

The target audience for this workshop are participants from ITU-T Study Group 3, which studies tariff and accounting principles including related telecommunication economic and policy issues, and any other participant who is interested in this topic. Participants should be familiar with basic telecommunications billing and accounting matters. Participation from the development sector would be encouraged.

Participants who wish to present their experience on apportionment of revenues and international Internet Connectivity in their respective countries, are kindly requested to indicate their interest by contacting **Ms Carmen Prado-Wagner** (Email: carmen.prado@itu.int) and **Mr Richard Hill** (Email: richard.hill@itu.int ) by **02 December 2011.**  Further information can be found at the ITU website at <http://www.itu.int/ITU-D/finance/>.

6 **DRAFT PROGRAMME**

 A preliminary draft programme of the workshop is set out in **Annex 1** hereto. The updated programme, presentations and relevant information will be made available at the event website: <http://www.itu.int/ITU-T/worksem/apportionment/201201/index.html>.

7 Wireless LAN facilities are available for use by delegates in the ITU main conference room areas. Wired network access continues to be available in the ITU Montbrillant building. Detailed information is available on the ITU-T website (<http://www.itu.int/ITU-T/edh/faqs-support.html>).

8 **HOTEL ACCOMMODATION**

 For your convenience, a hotel confirmation form is enclosed as **Annex 2** (see <http://www.itu.int/travel/> for the list of hotels in Geneva offering preferential ITU rates).

9 **REGISTRATION**

 To enable TSB to make the necessary arrangements concerning the organization of the workshop, delegates are requested to register via the on-line form at the event website <http://www.itu.int/ITU-T/worksem/apportionment/201201/index.html> as soon as possible, but **not later than 16 December 2011**. **Please note that pre-registration of participants to workshops is carried out exclusively *online*.**

10 **VISA**

 We 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 workshop** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

 If problems are encountered by **ITU Member States, Sector Members, Associates or Academia**, and at the official request made by them to TSB, the Union can approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of four weeks. Any such request should be made by official letter from the administration or entity you represent. This letter must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T workshop in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int), bearing the words **“visa request”**. **Please also note that ITU can assist only representatives of ITU Member States, ITU Sector Members, ITU Associates and ITU Academia.**

11 We look forward with great anticipation to your participation in this event.

Yours faithfully,

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| Malcolm JohnsonDirector of the TelecommunicationStandardization Bureau | Brahima SanouDirector of the TelecommunicationDevelopment Bureau |

**Annexes: 3**

ANNEX 1
 (to TSB Circular 222/BDT Circular 006)

**ITU Workshop on apportionment of revenues and
International Internet Connectivity**

ITU Headquarters, Geneva, Switzerland

23-24 January 2012

The workshop will cover apportionment of revenues in providing international telecommunications services, including international Internet connectivity and the possible application of the concept of network externalities.

**Provisional Programme**

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| **Monday, 23 January 2012**  |
|  | 08.30 – 09.30 | Delegate registration |
|  | 09.30 – 09.45 | **Opening Ceremony** |
|  | 09.45 – 10.45 | Session 1: Apportionment of revenues in general * Overview of the topic: what is it about
* Overview of current practice: what is currently done and what are the issues

Abossé Akue-KpakpoUEMOA, SG3RG-AFR Chairman |
|  | **10.45 – 11.00 Coffee break**  |
|  | 11.00 – 11.45 | Session 2: International Internet Connectivity (IIC) - Introduction* Overview of the topic: what is it about
* Overview of current practice: what is currently done and what are the issues

Pauline TsafakMinistry of Post and Telecommunications, Cameroon |
|  | 11.45 – 12.30 | Session 3: International Internet Connectivity (IIC) – Economic and technical issues* Challenges and opportunities
* Benefits for the society
* Best practices

Oscar Messano Regional Latin American ISP representative |
|  | **12.30 – 14.30 Lunch** |
|  | 14.30-16.00 | Session 4: International Internet Connectivity (IIC) - Specific experiences of individual countries* Kenya
* USA
* Senegal
* Spain Telefonica
* Brazil
* Cuba
* Indonesia
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|  | **16.00 – 16.15 Coffee break**  |
|  | 16.15 -17.30 | **Panel discussion with the participation of Policy-Makers, Regulators, Associations and all ICT Stakeholders regarding International Internet Connectivity (IIC)*** What are the current issues?
* What are possible solutions?
* What are the next steps to take?
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| **Tuesday, 24 January 2012** |
|  | 09.30 – 10.45 | Session 5: Network Externalities - Introduction* Overview of the topic: what is it about
* Overview of current practice: what is currently done and what are the issues Raynold Mfungahema

Communications Regulatory Authority, Tanzania |
|  | **10.45 – 11.00 Coffee break**  |
|  | 11.00 – 12.30 | Session 6: Network Externalities - Specific experiences of individual countries* Côte d’Ivoire
* USA
* Cameroon
* Uganda
* Thailand
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|  | **12.30 – 14.30 Lunch** |
|  |  14.30 – 16.00 | **Panel discussion with the participation of Policy-Makers, Regulators, Associations and all ICT Stakeholders regarding Network Externalities*** What are the current issues?
* What are possible solutions?
* What are the next steps to take?
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|  |  **16.00 – 16.15 Coffee break**  |
|  |  16.15 – 17.30 | **Session 7: Overall discussion and concluding remarks*** What are the best practices?
* How to obtain an appropriate balance?
* What is the role of regulators?
* What are the alternatives?
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ANNEX 2
(to TSB Circular 222/BDT Circular 006)

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| *This confirmation form should* ***be sent direct to the hotel*** *of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

***Workshop on Apportionment of Revenues and International Internet Connectivity***

***from 23 to 24 January 2012 in Geneva, Switzerland***

*Confirmation of the reservation made on (date) -------------------------- with (hotel) --------------------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date)----------------------------- at (time) ------------- departing on (date)--------------------------------*

***GENEVA TRANSPORT CARD :*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -----------------------------------*

*No.* -------------------------------------------------------- *valid until* ------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

ANNEX 3
(to TSB Circular 222/BDT Circular 006)

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| ITU globe2 | **ITU Workshop on Apportionment of Revenues and International Internet Connectivity(Geneva, Switzerland, 23-24 January 2012)** | ITU globe2 |
| **Please return to:** | **Fellowships ServiceITU/BDTGeneva (Switzerland)** | **E-mail : bdtfellowships@itu.int** **Tel: +41 22 730 5227****Fax: +41 22 730 5778**  |
| **Request for a fellowship to be submitted before 02 December 2011** |
| **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/ITU-T/worksem/apportionment/201201/index.html>)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**.**
2. A round trip airticket in economy class from country of origin to venue by the most direct and economical itinerary
3. A daily subsistence allowance to cover accommodation, meals and misc. expenses
4. It is imperative that fellows be present for the entire duration of their fellowship.
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| Signature of fellowship candidate: ………………………………………….. Date: ……...……………... |
| TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.Signature: ……..………………………………………. Date: …………………………………………….. |

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