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| [itu-logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 27 September 2017 | |
| **Ref:** | **TSB Circular 48** BSG/LS | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia | |
| **Tel:** | +41 22 730 5884 | |
| **Fax:** | +41 22 730 5853 | |
| **E-mail:** | [tsbbsg@itu.int](mailto:tsbbsg@itu.int) tsbevents@itu.int | | **Copy to:**  - The Chairman and Vice-Chairmen of ITU-T Study Groups;  - The Director of the Telecommunication Development Bureau;  - The Director of the Radiocommunication Bureau;  - The ITU Area Office for the Arab Region | |
| **Subject:** | **ITU Regional Standardization Forum for Bridging the Standardization Gap (BSG) – Arab Region (Riyadh, Saudi Arabia, 19 November 2017)** | | | |

Dear Sir/Madam,

1 The International Telecommunication Union (ITU) is organizing a Regional Standardization Forum for Bridging the Standardization Gap that will kindly be hosted by the Communications and Information Technology Commission (CITC) on 19 November 2017 at the Communications and Information Technology Commission (CITC) Headquarters in Riyadh, Saudi Arabia. The forum will be held back to back with the meeting of ITU-T SG20 Regional Group for the Arab Region (SG20 RG-ARB) from 19 November (afternoon) to 20 November 2017 and the meeting of ITU-T SG3 Regional Group for the Arab Region (SG3 RG-ARB) from 21 to 22 November 2017 (half day) at the same venue.

The forum will open at 0830 hours. Participant registration will begin at 0800 hours.

2 Discussions will be held in English.

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 an open forum for debating and exchanging views on a number of standardization topics under discussion at ITU-T and to highlight activities related to the Bridging the Standardization Gap (BSG) Programme. The target audience of the event includes ITU Member States, national standards bodies, ICT regulators, ICT companies, ICT research organizations, service providers, and academia.

5 The draft programme of the forum is available in Annex 1 and will also be made available on the ITU website: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/112017/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 on the above-mentioned ITU website.

7 To enable ITU to make the necessary arrangements concerning the organization of the forum, I should be grateful if you would register via the online form at <http://itu.int/reg/tmisc/3001021> as soon as possible, but **no later than 19 October 2017.** **Please note that pre-registration of participants of our events is carried out exclusively *online*.** Participants will also be able to register on-site on the day of the event.

8 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 Saudi Arabia. The visa must be obtained from the office (embassy or consulate) representing Saudi Arabia in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Additional information on visa requirements will be available on the event website under practical information.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annex:** 1

**ANNEX 1**

**[](http://www.itu.int/en/ITU-T/gap/Pages/default.aspx)**

**Regional Standardization Forum for   
Bridging the Standardization Gap (BSG)**

Riyadh, Saudi Arabia, 19 November 2017

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| ***8:00 - 08:30*** | ​***Registration*** |
| **08:30 – 09:00** | **Opening Ceremony** |
| ***09:00 - 09:15*** | *​****Coffee Break*** |
| **09:15 – 10:15** | **Session 1: Bridging the Standardization Gap (BSG)** |
| **10:15 - 11:20** | **Session 2: Standardization activities on IoT** |
| **11:20 – 12:20** | **Session 3: The Role of SMEs in the IoT Revolution** |
| ***12:30 - 13:40*** | ***Lunch*** |
| **13:40 – 15:15** | **Session 4: Regulatory and policy aspects of IoT** |
| **​15:15** | **​Close** |
| **15:30 – 17:30​** | ​ **Meeting of ITU-T Study Group 20 for the Arab Region (**[**SG20RG ARB**](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgarb/Pages/default.aspx)**)** |

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