Geneva, 2 June 2008

Ref: **Invitation letter/RDF-ARB**

Contact:	TSB workshops/P.R.	Contact:	Mr Miloud Ameziane
			ITU Regional Office, Cairo, Egypt
Tel:	+41 22 730 5235	Tel:	+ 202 3 537 1777
Fax:	+41 22 730 5853	Fax:	+ 202 3 537 1888
E-mail	tsbworkshops@itu.int	E-mail	miloud.ameziane@itu.int

To:	**Copy to:**
− Administrations of Member States in the Arab region	− League of the Arab States – Technical Secretariat – Council of Arab Ministries of Telecommunication and Information
− ITU-T and ITU-D Arab Sector Members	− Chairman and Vice-chairmen of ITU-T Study Group 2
− ITU-T and ITU-D Arab Associates	− Director of the Radiocommunication Bureau

Subject: **Second meeting of the ITU-T Study Group 2 Arab Regional Group,** Damascus, Syria, 19 July 2008

ITU Arab Regional Development Forum 2008: "Bridging the ICT standardization gap in developing countries", Damascus, Syria, 20-22 July 2008

Dear Sir/Madam,

1   In line with the results of WTSA-04 and WTDC-06, we would like to inform you that an ITU Regional Development Forum will be held in Damascus, Syria, from 20 to 22 (a.m.) July 2008, preceded by the meeting of the ITU-T Study Group 2 Arab Regional Group on 19 July 2008. Both meetings will take place at the Syrian Telecommunication Establishment (STE) at the kind invitation of the Syrian Ministry of Communications and Technology. The forum will be immediately followed by the Arab States WTSA-08 preparatory meeting (22 p.m.-24 July 2008), for which a separate invitation will be addressed by the Technical Secretariat of the Council of Arab ministries of Telecommunication and Information.

2   ITU-T Study Group 2 Arab Regional Group meeting

2.1   The second meeting of the ITU-T Study Group 2 Arab Regional group will open on 19 July 2008 at 0930 hours. Participant registration will begin at 0830.

2.2   The draft agenda, as prepared by the Chairman of the ITU-T SG2 Arab Regional Group is set out in **Annex 1** hereto.

2.3   Participants to the SG2 Arab Regional Group are encouraged to submit contributions according to the agenda items, in particular contributions related to the working program of the group[*], **no later than Monday 14 July 2008**, to tsbsg2rgarb@itu.int.

_____
[*] See document TD 6 Rev.2 (PLEN/2) of the 3-11 May 2006 SG2 meeting.

Place des Nations   Telephone   +41 22 730 51 11   Telex 421 000 uit ch   E-mail: itumail@itu.int
CH-1211 Geneva 20   Telefax   Gr3: +41 22 733 72 56   Telegram ITU GENEVE   www.itu.int
Switzerland   Gr4:   +41 22 730 65 00

Those contributions that do not reach ITU before that date should be sent to: Dr Sherif Guinena (sherif.guinena@ties.itu.int) with a copy to TSB (tsbsg2rgarb@itu.int).

3 ITU Arab Regional Development Forum

3.1 The forum will open on 20 July 2008 at 0930. Participation to the forum is open to ITU Arab Member States, ITU-T and ITU-D Arab Sector Members and Associates.

3.2 The draft programme of the forum is set out in **Annex 2** hereto. The updated programme, presentations and relevant information will be made available on the website at the following address: http://www.itu.int/ITU-T/wtsa-08/prepmeet/index.html.

4 Registration

4.1 Please confirm your attendance to any of the meetings above (or both) by filling the registration form enclosed as **Annex 5** and checking the box (or boxes) corresponding to the required meeting, and send it **no later than 1 July 2008** to Mr. Ramzi Ramadan, Director of Public Relations, by fax (+963 11 612 1645) or by e-mail (pub-dir@net.sy), with a copy to sherif.guinena@ties.itu.int.

5 Practical information

5.1 An interpretation service in Arabic and English will be provided for the SG2 Arab Regional Group meeting and for the ITU Arab Regional Development Forum.

5.2 Practical information relating to the venue is enclosed as **Annex 3.**

5.3 For your convenience, a hotel and transfer reservation form is enclosed as **Annex 4.** To benefit from the preferential rates negotiated by the hosting administration for this event, participants are requested to book their rooms directly with the hotel of their choice using this form (see list of hotels in **Annex 3**). Transportation from the airport to the hotels and venue will be provided by the hosting Administration. In order to ensure airport pickup and transfer, participants are requested to send a copy of this form by fax to Mr. Ramzi Ramadan, Director of Public relations, Tel: +963 11 612 2645, Fax: +963 11 612 1645, Mobile: +963 944 279 622, email: pub-dir@net.sy.

5.4 ITU will provide a limited number of fellowships for the period from 19 to 24 July 2008 to **one participant per eligible country** within the available budget. The participant must be duly authorized by the respective ITU Administrations from Least Developed Countries. The number of delegates from a country is not limited. However the country will bear all costs of additional delegates. Participants requiring a fellowship are requested to complete the attached Fellowship Request Form in **Annex 6** and return it to the ITU by fax to +41 22 730 5778 **no later than 1 July 2008.**

Yours faithfully,

Malcolm Johnson   Sami Al Basheer Al Morshid
Director of the Telecommunication   Director of the Telecommunication
Standardization Bureau   Development Bureau

Annexes: **6**

ANNEX 1
(to Invitation letter/RDF-ARB)

**Draft Agenda for the
Second SG2 Arab Regional Group (SG2RG-ARB) Meeting
Damascus, Syria (19 July 2008)**

1.   Opening of the meeting by the Host Administration, by Mr. Malcolm Johnson, TSB Director, by Mrs. Marie-Thérèse Alajouanine, Chairman of SG2 and by Mr. Sherif Guinena, SG2RG-ARB Chairman

2.   Approval of the meeting Agenda

3.   Presentation of the first meeting report

4.   Overview of SG2, the Questions allocated to it, and its main activities of interest to the Arab Region, e.g.:

   a)   Child Helplines

   b)   Cell broadcast and Message Identifiers

   c)   Emergency Telecommunication Systems (ETS)

   d)   ENUM

   e)   IP Addressing, IPv4 and IPv6

   f)   Identifiers and Identity Management … etc.

5.   Designation of the Regional Group Vice-chairmen and Management team

6.   Proposals of the Regional Group Work Plan

7.   Results of the meeting of the SG2 Arab Regional Group

8.   Possible date and location of the next meeting

9.   Any other business

ANNEX 2
(to Invitation letter/RDF-ARB)

Tentative programme
ITU Regional Development Forum 2008:
"Bridging the ICT Standardization Gap in Developing Countries"
Damascus, Syria 20-22 (a.m.) July 2008

Day 1	20 July 2008
0930 – 1030	**Opening remarks**: Welcome and Keynote addresses
1030 – 1100	**Coffee break**
1100 – 1230	**Session 1: overview of ITU activities, how to participate in standardization work and address global connectivity** Objectives: this session will provide an overview on ITU-T standardization activities related to Arab countries. It will highlight decisions taken by the last Plenipotentiary Conference in 2006 concerning bridging the standardization gap. It will also present the activities to bridge the development gap undertaken by the development sector of ITU (ITU-D).
1230 – 1400	**Lunch**
1400 – 1530	**Session 2: current ITU standardization hot topics** Objectives: this session will address current standardization topics in ITU-T. It will present each topic from various perspectives: technology, evolution and trends, current and future studies, new services that could derive from new technologies particularly focusing on how they could serve the Arab States region. NGN studies on architecture, service requirements, network capabilities, migration scenarios.
1530 –16-00	**Coffee break**
1600 - 1730	**Session 3: security and regulatory issues** Objectives: this session will provide an overview of security standards and current security standardization work. It will assess whether developing countries and countries with economies in transition have any special security need that is not already being addressed by the current studies. Security topics will include technologies and convergence implications and will cover cybersecurity issues e.g. combating spam, Identity Management. Moreover they will be presented case study/experiences from developing countries and other regions. Regulatory issues will focus on regulatory issues looking at them from various perspectives: regulatory impact on standardization but also standardization impact on regulatory framework. It will consider the role of the regulators and regulatory bodies.
Day 2	21 July 2008
0900 – 1030	**Session 4: Development trend of NGN technology and systems** Objectives: This session will present the evolution of NGN and future perspectives in the relevant access technologies, service and network architecture with special focus on convergence, home, office and mobile applications, Internet Protocol-Based Platform, Multiple Access Networks.
1030 – 1100	**Coffee break**
1100 – 1230	**Session 5: NGN migration scenarios and strategies** Objectives: this session will be devoted to the evolution of the network architecture towards NGN and IMS, fixed-mobile convergence, evolution: towards a new generation of broadband mobile, PSTN/ISDN evolution to NGN, pilot cases, and possible scenarios taking into consideration the relevant Business Models and Opportunities. Moreover, charging and accounting principles for NGN, including related telecommunication economic and policy issues at regional level will be considered.
1230 – 1400	**Lunch**
1400 – 1530	**Session 6: WTSA preparation briefing** Objectives: this session will review the major outcome of WTSA-04 and the preparation status of WTSA-08, including qualified participants, duties of WTSA-08, and information on logistic as well as information on Round table to be organized on 20 October 2008 just before WTSA-08.

1530 – 1600	**Coffee break**
1600 – 1730	**Session 7: WTSA-08 – major issues regarding the ITU-T work program and working methods** Objectives: this session will review WTSA Resolutions and Recommendations, indicating the major modifications to be proposed to the WTSA-08. It will also provide contact information for the relevant TSAG correspondent groups.
Day 3	**22 July 2008**
0900 – 1030	**Session 10: ITU for Arab States** Objectives: this session will discuss on how to enhance the working methods in order to create opportunities for the Arab States regions to increase contributions and participation into ITU activities. Creation of regional groups and other ways to go forward will be discussed. How to help ITU-T's sector members to commit to input resources into the "Connect the Arab States initiative". **Conclusions and wrap-up**

ANNEX 3
(to Invitation letter/RDF-ARB)

Practical Information

1. Venue

Meeting name

– Second meeting of the ITU-T Study Group 2 Arab regional group, (19 July 2008)

– ITU Arab Regional Development Forum 2008: "Bridging the ICT standardization gap in developing countries", (20-22 a.m. July 2008)

> Note – Those two meetings will be followed immediately by the Arab States WTSA-08 preparatory meeting (22-24 July)

Place:

> **Syrian Telecommunication Establishment (STE) headquarters**
> Damascus, Syria
> Mezzeh Autostrade

Contact for organizational matters

Mr Ramzi Ramadan, Director of Public Relations,
Tel: +963 11 612 2645
Fax: +963 11 612 1645
e-mail: pub-dir@net.sy

2. Proposed accommodation

Kindly be advised that it is recommended for participants to reserve their hotel accommodations via telephone or fax, by sending the Hotel Reservation Form directly to the hotels, indicating their arrival schedules, with a copy to the meeting coordinator, **Mr. Ramzi Ramadan** (fax: +963116121645) before 8 July 2008 (see list of hotels below).

3. List of proposed hotels

Cham Palace Hotel (*****)

Single room: Euro (100)   +12% government tax
Double Room: Euro (120)   +12% government tax
Tel: +963 11 22 32 300   Fax: +963 11 22 26 178 / 22 26 180
(15 Minutes by car from STE)

Sheraton Hotel (****)

Single room: Euro (110)   +13 % government tax
Double Room: Euro (110)   +13 % government tax
Tel: +963 11 22 29 300   Fax: +963 11 22 43 607
(10 Minutes by car from STE)

Le Meridien (*****)

Single room: Euro (100)   +12.3 % government tax
Double Room: Euro (100)   +12.3 % government tax
Tel: +963 11 22 29 200   Fax: +963 11 22 33 303
(12 Minutes by car from STE)

Semiramis Hotel (*****)--

Single room: US$ (120)   +12.5 % government tax.
Double Room: US$ (140)   +12.5 %   government tax.
Tel: +963 11 21 20 225   Fax: +963 11 22 16 797
(20 Minutes by car from STE)

Fardos Tower Hotel (****)

Single room: US$ (88)   government tax included.
Double Room: US$ (100)   government tax included.
Tel: +963 11 22 32 101   Fax: +963 11 22 35 602
(20 Minutes by car from STE)

Blue Tower Hotel (****)

Single room: Euro (100)   +12 % government tax
Double Room: Euro (110)   +12% government tax
Tel: +963 11 33 40 240   Fax: +963 11 33 42 112
(20 Minutes by car from STE)

Queen Center Rotana Suites (****)

JUNIOR SUITE: Euro (100)   +13 % government tax
Tel: +96311 66 64 185   Fax: +96311 66 68 150
(4 Minutes by car from STE)

Carlton Hotel (****)

Single room: US$ (95)   +16 % government tax.
Double Room: US$ (110) +16 % government tax.
Tel: +963 11 21 20 000   Fax: +963 11 21 22 007
 (15 Minutes by car from STE)

Al-Salam Hotel (**)

Single room: Euro (20)   tax   included.
Double Room: Euro (25)   tax   included.
Tel: +963 11 22 16 674   Fax: +963 11 22 15 031
(20 Minutes by car from STE)

4.   Transportation

STE will provide transportation from Airport to the hotels **above mentioned only** and from the hotels to the meeting venue and vice versa.

5.   Visa requirements

A valid passport is required to enter Syria. Each participant (not holding an Arab passport) is requested to consult the Syrian Embassy in his/her country of origin to obtain the visa.

In case there is no Embassy or Consulate of Syria in your country, it is recommended to send, at least two weeks before the meeting, a copy of your passport to Mr. Ramzi Ramadan, Director of Public Relations, Syrian Telecommunication Establishment, Fax (++963 11 612 1645) Tel (++963 11 612 2645) in order to assist in issuing your visa.

6. **General Information:**

- Local time: GMT +3

- Climate: 30-36 ˙C

- Telephone services: will be provided by STE.

- Electrical current: 220 AC

- The official currency is the Syrian Lira
  Exchange rate: 1 Euro. = 72 SL (approx)
                                1 US$ = 45 SL (approx)

ANNEX 4
(to Invitation letter/RDF-ARB)

Second Meeting of the Study Group 2 Arab Regional Group
Damascus, Syria, 19 July 2008
**Regional Development Forum 2008:"Bridging the ICT
Standardization Gap in Developing Countries"**
Damascus, Syria, 20-22 (a.m.) July 2008

HOTEL RESERVATION FORM

(to be submitted before 8 July 2008)

(*CAPITAL LETTERS*)

1. **Mr. / Mrs.** _____

   (Family name)   *(First name)*

2. **Country :**

3. **Address :**

4. **Tel.:_____ Fax: _____ E-mail : _____**

PLEASE SEND DIRECTLY TO THE HOTEL CHOOSEN

---

5. **Specify name of hotel _____**

   Hotel Fax No.

   Booking of a single room ☐

   Booking of a double room ☐

   from _____to _____

   for   nights

6. **Arrival Date :**
   Day: _____   Time : _____   Flight No. : _____

7. **Departure date :**
   Day : _____   Time : _____   Flight No. : _____

Date : _____   Signature : _____

To be returned before 8/7/2008,
   to: the hotel choosen

   cc: **Mr. Ramzi Ramadan**
                                      Public Relations. Director, STE
                                      Tel: +963 11 612 2645
                                      Fax: +963 11 612 1645
                                      E-mail: pub-dir@net.sy

ANNEX 5
(to Invitation letter/RDF-ARB)

Second Meeting of the Study Group 2 Arab Regional Group
Damascus, Syria, 19 July 2008
ITU-TSB   **Regional Development Forum 2008:"Bridging the ICT**   **ITU-BDT**
Standardization Gap in Developing Countries"
Damascus, Syria, 20-22 (a.m.) July 2008

REGISTRATION FORM

To be returned to Mr. Ramzi Ramadan, Director of Public relations, by fax (+963 11 612 1645) or by e-mail (pub-dir@net.sy) , cc sherif.guinena@ties.itu.int by 1 July 2008

☐ Mr   ☐ Mrs   ☐ Ms   ☐ Miss

_____
Family name

_____
First name

_____
Country

_____
Name of Administration of Member State*

_____
Name of Sector Member / Associate / other

Full address of administration or organization:

_____   Tel: _____

_____   Fax: _____

_____   E-mail: _____

*For delegates of Member States: Function at the meeting

(C)   ☐   Head of delegation
(CA)   ☐   Deputy head of delegation
(D)   ☐   Delegate

Hotel or other address in Damascus

Hotel: _____
Address: _____
_____
Tel: _____

Important Note:

Paper copy of meeting documents, as well as interpretation will be provided.

☐ **I will attend the second meeting of the ITU-T SG 2 Arab Regional Group, 19 July 2008.**

☐ **I will also attend the ITU Regional Development Forum 2008***: "Bridging the ICT standardization gap in developing countries",* **20-22 July 2008.**

Date: _____   Signature: _____

ANNEX 6
(to Invitation letter/RDF-ARB)

ITU-TSB	Second meeting of the ITU-T Study Group 2 Arab regional group, Damascus, Syria, 19 July 2008 **ITU Arab Regional Development Forum 2008: "Bridging the ICT standardization gap in developing countries"** Damascus, Syria, 20-22 July 2008 *	ITU-BDT
Please return to:	**Meetings Organization & Support (MOS) – ITU/BDT** **Geneva (Switzerland)**	**E-mail : bdtfellowships@itu.int** **Tel: +41 22 730 5095** **Fax: +41 22 730 5778**

<table>
<tr><td colspan="3" align="center">Request for a fellowship to be submitted before 1st of July 2008</td></tr>
</table>

Request for a fellowship to be submitted before 1st of July 2008

Participation of women is encouraged

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 fellowship per eligible country.
2. One return ECO class airticket by the most direct/economical route.
3. A daily allowance to cover accommodation, meals and incidental expenses.
4. It is imperative that fellows be present from first day to end of the Forum.

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:……………………………..

* Note – The fellowship will also cover the participation in the Arab States WTSA-08 preparatory meeting held in Damascus on 22-24 July 2008