



Telecommunication Development Bureau (BDT)

Ref: BDT/PKM-LSE/DM 138

Geneva, 03 January 2012

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To:

- Administrations of ITU Member States
- Observer (Resolution 99)
- ITU-D sector members
- Chairmen, Vice-Chairmen, Rapporteurs and Vice-Rapporteurs for ITU-D Study Groups 1 and 2
- Observers (Regional and International Organizations)

Subject: **MIC-ITU Symposium on Disaster Communications (16 March 2012, Sendai, Japan)**

Dear Sir/Madam,

In light of the frequency and magnitude of recent natural disasters, and in line with the Hyderabad Action Plan adopted by the World Telecommunication Development Conference in 2010 (WTDC-10), the Ministry of Internal Affairs and Communications (MIC) Japan and ITU are jointly organizing a Symposium on Disaster Communications on 16 March 2012 in Sendai City, at the Sendai International Center (<http://www.sira.or.jp/icenter/english/index.html>) and www.itu.int/itu-d/emergencytelecoms.

The event will focus on the application of telecommunications/ICTs for the purpose of disaster preparedness, mitigation, response and recovery. Lessons will be mainly drawn from Japan that is currently involved in recovery efforts following the Great East Japan Earthquake of 11 March, 2011. The one-day symposium will be followed by an excursion around Sendai City, Miyagi Prefecture, one of the affected areas.

The symposium will be held back-to-back with Rapporteur Group meetings for Questions 22-1/2, 10-3/2, 11-3/2, 25/2 (15 March-21 March 2012). For the full description of each Study Questions, please visit: <http://www.itu.int/net3/ITU-D/stg/index.aspx>

To facilitate the participation of least developed countries and low-income developing countries with a GDP per capita of less than 2'000 USD, one full fellowship (airfare, accommodation and food vouchers) per country may be granted to participants from those countries, limited by the available budget. However, fellows would be requested to participate in all of the Rapporteur Group meetings to be held back-to-back with the symposium. For the fellowship request, please visit the website of the Rapporteur Group meetings at <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=12755>. For ease of reference, please see Annex A which is the tentative draft Agenda. There may be visa requirements for citizens of some countries to enter Japan, the detailed information on visa requirements can be found in Annex B which is an Application Form for visa supporting documents.

The Information Note providing general information on hotel accommodation, transportation, visa and health requirements is available on: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=12755>

Finally, registration for the Symposium will be exclusively online and the form can be found at: http://www.itu.int/online/regsys/ITU-D/workshop/edrs.registration.form?_eventid=4000107 .

We look forward to welcoming you to this important event which will focus on how to save life through the use of information and communication technologies.

Yours faithfully,

B. Sanou
Director

Annexes:

- A) Draft Agenda
- B) Application form for Visa Supporting documents



ANNEX A
DRAFT AGENDA
MIC-ITU Symposium on Disaster Communications – Sendai, Japan
(16 March 2012)

16 March 2012 (tentative)	
08:30 – 09:30	Registration
09:30 – 10:00	Opening ceremony <ul style="list-style-type: none"> - Opening address by MIC - Opening address by Director of BDT
10:00 – 10:30	Coffee Break
10:30 – 12:00	Session 1: (Speakers to be decided)
12:00 – 13:20	Reception
13:30 – 15:00	Session 2: (Speakers to be decided)
15:00 – 15:30	Coffee Break
15:30 – 17:30	Session 3: (Speakers to be decided)
17:30	Closing
17 March 2012 (tentative)	
9:00 – 17:30	Departure from Entrance of Sendai metropolitan Hotel Excursion (to be decided)

NOTE - Speeches will be delivered in English and Japanese with simultaneous interpretation into English and French.

ANNEX B

Application Form for Visa Supporting Documents

Participants who need an invitation letter and/or visa supporting documents for applying for an entry visa for Japan must fill out **COMPLETELY** this "Application Form for Visa Supporting Documents" in block letters (English). Please send the form together with a copy of your national passport (the photograph page)" to sendai-symposium@ml.soumu.go.jp **no later than 30 January 2012.**

1. FULL NAME

Mr./Ms _____(English)
(Given Name) (Middle Name) (Family Name)

2. PASSPORT INFORMATION

Nationality : _____ Age : _____ as of 1 January 2012
Passport Number : _____ Date of Expiry : _____/_____/_____
(Day / Month / Year)
Date of Birth : _____/_____/_____
(Day / Month / Year) Place of Birth : _____

3. COMPANY NAME, JOB TITLE and COMPANY ADDRESS

Company Name : _____

Job Title : _____

Company Address : _____

4. TELEPHONE NUMBER, FAX NUMBER, and E-MAIL ADDRESS

Telephone Number : _____ Fax Number : _____
E-mail Address : _____

5. PLACE OF STAY in Japan (HOTEL) _____

6. FLIGHT INFORMATION (TO/FROM JAPAN)

Arrival Flight No. : _____
Time/Date/Month : _____/_____/_____
Name of airport (arrival) : _____
Departure Flight No. : _____
Time/Date/Month : _____/_____/_____
Name of airport (departure): _____

* For the visa application, a planned flight schedule is also acceptable in case your flights are not fixed. Please inform us immediately after finalizing your flights.