**Telecommunication
Development Bureau (BDT)**

To:
Administrations of ITU Member States,
regulators and ITU-D Sector Members and
Associates, Regional organizations of CIS and
Georgia

Subject: **Regional Workshop for CIS on Conformance and Interoperability, Moscow, Russian Federation, 20-22 August 2014**

Dear Sir/Madam，

On behalf of the International Telecommunication Union (ITU), I am pleased to invite you to participate in the **Regional Workshop for CIS on Conformance and Interoperability**, which will be held in **Moscow, Russian Federation, from 20 to 22 August 2014.** The workshop is organized by the Telecommunication Development Bureau in cooperation with the Ministry of Telecom and Mass Communications of the Russian Federation and the Federal State Unitary Enterprise Central Science Research Telecommunication Institute (ZNIIS).

This Workshop is addressed to representatives of ministries, regulators, research and development organizations, telecommunication operators, universities and other interested stakeholders of the ITU Member States, Sector Members and Associates from the CIS and Georgia.

This Workshop is aimed at sharing practical experience in in the field of conformance and interoperability. In particular, the Workshop will cover the following issues:

- *Procedures on Conformity Assessment and Interoperability Regime – ITU view and Activities and Status in the Region;*
- *Russian experience on the creation of the mobile number portability (MNP) database;*
- *ITU/ZNIIS Virtual Laboratory for Remote Testing of Equipment, New Technologies and Services;*
- *The creation and the development of the Russian Monitoring Centre of the quality of ICT Services.*

The draft Agenda of the Workshop is attached herewith (Annex 1).

The Workshop will be conducted in Russian.

The Workshop will be paperless. All the Workshop materials, including presentations, will be available on the ITU website: http://www.itu.int/en/ITU-D/Regional-Presence/CIS/Pages/Regional-Workshop-for-CIS-on-Conformance-and-Interoperability.aspx

Please note that there is no participation fee for this event. However, all expenses related to the travel, accommodation and insurance of participants should be covered by your Administration/Organization.

If you wish to participate in the Workshop, you are kindly requested to fill out the Registration Form (Annex

2) and send it as indicated in the form **by 6 August 2014.**

To encourage the participation of low-income developing countries and subject to the availability of funds, the ITU will grant one full or two partial fellowships per country. An application for a fellowship must be authorized by the relevant Administration. Those intending to apply for a fellowship are required to complete the fellowship form (Annex 4) and send it to the ITU Fellowships Service by email: bdtfellowships@itu.int or by fax: +41 22 730 57 78 no later than **30 July 2014**.

Should you require any further information or need clarifications please do not hesitate to contact Mr. Andrei Untila, Programme Officer, ITU Area Office for the CIS, tel.: +7(495)926-60-70, fax: +7(495)926-60-73, e-mail: andrei.untila@itu.int; Mr Igor Bukharev, Director, Operation and Maintenance Centre of Portable Number Database, Federal State Unitary Enterprise Central Science Research Telecommunication Institute (ZNIIS), Tel. : +7 (495)368-91-11, Fax: +7(495)674-00-67, email: bukharev@zniis.ru.

Yours faithfully,

Brahima Sanou

Director

Annexes:

1. Draft Agenda
2. Registration Form
3. Practical Information
4. Fellowship Request Form
5. Visa Support Form

**ITU Regional Workshop for CIS
on Conformance and Interoperability**
Moscow, Russian Federation, 20-22 August 2014

ANNEX 1 - DRAFT AGENDA

20 August 2014, Wednesday	
09:30-10:00	**Registration of participants**
10:00 - 10:30	**Opening speeches:** • **Federal State Unitary Enterprise Central Science Research Telecommunication Institute (ZNIIS), Mr. Andrei Gryazev, Acting Director General** • **International Academy of Communications, Ms. Anastasia Ositis,** • **International Telecommunication Union (ITU), Mr. Andrei Untila, Programme Officer, ITU Area Office for CIS**
10:30 - 11:00	**Coffee break**
11:00 - 13:00	SESSION 1: Procedures on Conformity Assessment and Interoperability Regime – ITU view and Activities **Chairman: Mr. Andrei Gryazev, Acting Director General, ZNIIS** *ITU C&I Programme: Key activities and main outcomes (Pillar 1-4)* **Mr. Denis Andreev,** C&I Programme Coordinator, JCA-CIT Secretariat, ITU/TSB **Mr. Riccardo Passerini,** Head, Telecommunication Technologies and Network Development, ITU/BDT *ITU Guidelines and Feasibility Studies* **Mr. Denis Andreev,** C&I Programme Coordinator, JCA-CIT Secretariat, ITU/TSB **Mr. Riccardo Passerini,** Head, Telecommunication Technologies and Network Development, ITU/BDT *Collaboration strategy on C&I activities between interested parties and ITU: ITU-T and ITU-D Study Groups Activities* **Mr. Denis Andreev,** C&I Programme Coordinator, JCA-CIT Secretariat, ITU/TSB **Mr. Riccardo Passerini,** Head, Telecommunication Technologies and Network Development, ITU/BDT
13:00 - 14:00	**Lunch**
14:00 - 16:00	SESSION 1: continuation *Telecommunications Act provisions: placing products in the market; institutions rights and responsibilities*

	Mr. Denis Andreev, C&I Programme Coordinator, JCA-CIT Secretariat, ITU/TSB **Mr. Riccardo Passerini,** Head, Telecommunication Technologies and Network Development, ITU/BDT *Query for New Products Acceptance: Conformity Assessment Schemes; Certification, Declaration of Conformity; Homologation Post Market Surveillance* **Mr. Denis Andreev,** C&I Programme Coordinator, JCA-CIT Secretariat, ITU/TSB **Mr. Riccardo Passerini,** Head, Telecommunication Technologies and Network Development, ITU/BDT *Procedures to establish C&I Regimes in the Region. Reference Standards, Conformity Assessment Schemes, Assessment Studies, Building Labs, Mutual Recognition Agreements (MRAs)* **Mr. Denis Andreev,** C&I Programme Coordinator, JCA-CIT Secretariat, ITU/TSB **Mr. Riccardo Passerini,** Head, Telecommunication Technologies and Network Development, ITU/BDT *Mutual Recognition Agreements framework and benefits* **Mr. Denis Andreev,** C&I Programme Coordinator, JCA-CIT Secretariat, ITU/TSB **Mr. Riccardo Passerini,** Head, Telecommunication Technologies and Network Development, ITU/BDT
21 August 2014, Thursday	
10:00 - 11:30	**SESSION 2:** **ITU/ZNIIS Project on C&I Virtual Laboratory** **Chairman: Mr. Denis Andreev, C&I Programme Coordinator, JCA-CIT Secretariat, ITU/TSB** *Russian mobile number portability (MNP) database. ZNIIS's experience on its creation and maintaining* **Mr. Igor Bukharev,** Director, Operation and Maintenance Centre of Portable Number Database, ZNIIS *ITU/ZNIIS Virtual Laboratory for Remote Testing of Equipment, New Technologies and Services* **Mr. Igor Bukharev,** Director, Operation and Maintenance Centre of Portable Number Database, ZNIIS *The creation and the development of the Russian Monitoring Centre of the quality of ICT Services* **Mr. Yury Tsikunov,** Director for Development and Information Technologies, ZNIIS
11:30 - 12:00	**Coffee break**

12:00 - 13:00	
13:00 - 14:00	**Lunch**
14:00 - 16:00	**SESSION 3:** ITU/BDT Project on Regional C&I Laboratory **Chairman: Mr. Andrei Untila, Programme Officer, ITU Area Office for CIS** *Activities of the Regional C&I Laboratory* **Mr. Denis Andreev,** C&I Programme Coordinator, JCA-CIT Secretariat, ITU/TSB (TBC)
22 August 2014, Friday	
10:00 - 11:30	**Roundtable:** Status of C&I regimes in the Region **Chairman: Mr. Riccardo Passerini, Head, Telecommunication Technologies and Network Development, ITU/BDT** *Situation of C&I regimes in the region. The roundtable will elaborate recommendations for a common approach in the region; collaboration between interested parties and ITU.*
11:30 - 12:00	**Coffee break**
12:00 - 13:00	**Summing up. Closing ceremony**

**ITU Regional Workshop for CIS
on Conformance and Interoperability**
Moscow, Russian Federation, 20-22 August 2014

ANNEX 2

REGISTRATION FORM

Please use **CAPITAL** letters

Family Name: ……

Given Name: ………

Title/Function: ……….

Name of Organization/Company: ………………………………………………………………………………………….

Office Address: ……….

Town: ……………………………………………………… Country: ………………………………………………………………

Telephone Number(s): ……

Fax Number(s): ………

E-mail: ………..

Date of arrival: ……………………………………………… Time of arrival by **Train/flight** ……………………………………………………………

Date of departure: ……………………………………………… Time of departure by **Train/flight** ……………………………………………….

Hotel Name:…………………………………………………………………………… …………………………………………………………………

Room Category……….

Date: _____   **Signature:** _____

*Please send the form duly filled out to the coordinators via email: bukharev@zniis.ru by **6 August 2014***

**ITU Regional Workshop for CIS
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ANNEX 3 - PRACTICAL INFORMATION

1. Workshop venue

The Workshop will be held in the Federal State Unitary Enterprise Central Science Research Telecommunication Institute (ZNIIS), at the address:
8, 1st Passage of Perovo Pole, Moscow 111141, Russian Federation.

2. Registration

Registration of the participants will start at 09:30 on 22 August 2014, Wednesday, in the workshop venue.

3. Forum languages

The Workshop will be conducted in Russian.

5. Accommodated and hotel booking

The Workshop participants can be accommodated in the hotel of Moscow Technical University of Communication and Informatics (MTUCI) , which is located at the address: 8, Marshal Tukhachevsky Str. Single room cost is RUR 1,980 (VAT included, breakfast not included). The rooms are equipped with refrigerator, TV, telephone. The payment could be effected cash through bank.

To book a room in the MTUCI university hotel, please submit the registration form duly filled out (Annex 2) to Mr. Mikhail Lokhvitsky, Assistant Professor of the Institute of Upgrade Qualification of MTUCI via fax: +7 499 192 85 51 or email: msl2@mtuci2.ru by **6 August 2014.**

6. **Transport**

In order to reach the MTUCI University hotel, the participants can get from the airport by taxi or aeroexpress train to metro station Belorusskaya or Paveletskaya, then by metro to the station Oktyabrskoye Pole or Sokol. Afterwards by trolleybus ## 19, 59, 61, or bas 691 to the stop Institute of Communications.

7. **Contacts**

Mr. Andrei Untila **Programme Officer** **ITU Area Office for CIS, Moscow** **Tel.: +7 495 926 60 70** **Email**: andrei.untila@itu.int	**Mr. Igor Bukharev** **Deputy Director** **Access Networks and Systems Scientific Centre** **Federal State Unitary Enterprise Central Scientific and Research Institute (ZNIIS)** **Tel.:** **Email:** bukharev@zniis.ru

8. Currency/exchange/credit cards

Unit of national currency of the Russian Federation is Russian Ruble. Credit cards are approved for payment in banks, big hotels, and some tourist agencies and shops.

As of 27 May 2014, the exchange rates were as follows: 1 USD = 34.08 RUR; 1 EUR = 46.43 RUR.

Information on the Russian Ruble exchange rate is available at the website of Sberbank of Russia: http://sberbank.ru/moscow/ru/

Banks are open from 9:00 to 19:00, from Monday to Saturday. Exchange of currency can be done all banks.

9. Climate

The climate is continental in Moscow. Average daily temperature is +21° by Celsius, average night temperature is +12° by Celsius.

10. Time zone

MSK (Moscow Standard Time) is UTC/GMT + 4 hours.

11. Power supply pressure

Power supply pressure is 220V/50Hz, electric plugs are standard two-pin plugs of European continental type.

12. Communication tools

The Workshop participants will be provided with the Internet access in the event venue.
High quality long-distance and international telephone communication is available at acceptable prices through IP telephony cards.
For telephone calls inside the city of Moscow, dialing code is + 7 495/499. For international telephone calls from Moscow, please dial: 8-10 + the country dialing code + the settlement dialing code + the subscriber number.

13. Entry visa

Those of the participants who need Russian entry visa should address to Russian consulates in their countries in due time in order to obtain information regarding visa requirements.
To obtain visa support, the participants should send the visa support form (Annex 5) duly filled out with copy of the passport attached to the ITU Area Office for CIS at the email address: vera.soloveva@itu.int by **30 July 2014.**

**ITU Regional Workshop for CIS
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ANNEX 5

ФОРМА ДЛЯ ПОЛУЧЕНИЯ ВИЗОВОЙ ПОДДЕРЖКИ/VISA SUPPORT FORM

Просьба использовать ЗАГЛАВНЫЕ буквы/Please use **CAPITAL** letters

Фамилия, имя/Surname, name:	
Пол/Sex:	
Должность/Title:	
Организация/Organization:	
Адрес/Address:	
Телефон/Telephone:	
Факс/Fax:	
Гражданство/Citizenship:	
Номер паспорта/Passport number:	
Дата выдачи/Date of issue:	
Годен до/Valid till:	
Страна и город, где Вы будете получать российскую визу/ Country & city where you will obtain Russian visa:	
Дата рождения/ Date of birth:	
Место рождения/Place of birth:	
Дата прибытия в Россию/ Date of arrival in Russia:	
Дата отъезда/Date of departure:	

Please send the form duly filled out to the ITU Area Office for CIS AT email address: vera.soloveva@itu.int by **30 July 2014**