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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 29 January 2015 |
| Ref: | **TSB Circular 140**TSB Workshops/V.M. | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia |
| Contact: | **Vijay Mauree** |
| Tel: | +41 22 730 5591 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbworkshops@itu.int  | **Copy:**- To the Chairmen and Vice-Chairmen of ITU-T Study Groups;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau;- To the Director, ITU Regional Office in Cairo;- To the Permanent Mission of Tunisia in Geneva |
| Subject: | **ITU Workshop on “ICT Innovations in Emerging Economies” (Tunis, Tunisia, 30-31 March 2015)** |

Dear Sir/Madam,

1 I would like to inform you that the International Telecommunication Union (ITU) is organizing a workshop on **"ICT Innovations in Emerging Economies**" at the “Le Palace Gammarth Hôtel”, Tunis, Tunisia from 30 to 31 March 2015.  This workshop will be kindly hosted by Tunisie Telecom.

For your information, the workshop will be followed by the 11th meeting of the [Focus Group “Bridging the gap: from innovation to standards](http://www.itu.int/en/ITU-T/focusgroups/innovation/Pages/default.aspx)” from 31 March to 1st April, also to be hosted by Tunisie Telecom, at the same location.

The workshop will open at 0930 hours on the first day. Participants’ registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrance of the meeting venue.

2 Discussions will be held in English. Interpretation will be provided in French.

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. The workshop is free of charge.

4 The main objective of the workshop is to present the findings of the Focus Group “Bridging the gap: from Innovation to Standards” and to highlight particular ICT innovations which have been successful in the region.

5 Among the target audience are ITU Member States, ICT companies, ICT regulators, ICT research organizations, service providers, ICT start ups, ICT incubators, donor agencies, civil society and academia.

6 A draft programme of the workshop, presentations, and relevant information will be made available at the event website at this address: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/032015/Pages/default.aspx>. This website will be updated as new or modified information become available.

7 General information including hotel accommodation, transportation, visa and health requirements will be made available at the above-mentioned website.

8 **Fellowships**: I am pleased to inform you that **two partial fellowships** per administration will be awarded, **within the Africa and Arab region only,** subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1 in Annex 2)**, must be returned to ITU not later than **27 February 2015**. Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries and regions, and gender balance. ***Kindly note that participants attending the Workshop only may apply for a fellowship****.*

9 To enable TSB to make the necessary arrangements concerning the organization of the workshop, I would be grateful if you would register via the on-line form at the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/032015/Pages/default.aspx>, as soon as possible, but **not later than** **9 March 2015**. **Please note that pre-registration of participants to workshops is carried out exclusively *online.* Remote participation will also be provided. Detailed information will be made available on the event website in due course.**

10 I would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Tunisia. The visa must be requested and obtained from the office (embassy or consulate) representing Tunisia in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Participants who require an invitation letter to facilitate their entry visa are requested to complete the Visa Support Form in **Annex 1**. The duly completed form should be returned to the local host contact: Ms Saida Mouelhi **(**Email: saida.mouelhi@tunisietelecom.tn; Telephone: +216 70 30 28 63; Mobile +216 99 54 42 22) **no later than Friday, 27 February 2015.**

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

ANNEX 1
(to TSB Circular 140)

 **Visa Support Form (Deadline 27 February 2015)**

*[Note: Visa approval might take time. Please send your request as soon as possible]*

Please use **CAPITAL** letters.

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| --- | --- |
|  Surname & first name(s): |   |
| Sex: |   |
| Position: |   |
| Organization: |   |
| Address: |    |
| Telephone: |   |
| Fax: |   |
| Nationality: |   |
| Passport number: |   |
| Date of issue: |   |
| Date of expiry: |   |
| Country & city where you will obtain visa to Tunisia: |   |
| Date of birth: |   |
| Place of birth: |   |
| Date of arrival: |   |
| Date of departure: |   |

***Please return this form and a scanned copy of your national passport
no later than 27 February 2015 to:***Ms Saida Mouelhi **(**Email: saida.mouelhi@tunisietelecom.tn;
(Telephone: +216 70 30 28 63; Mobile +216 99 54 42 22)

ANNEX 2
(to TSB Circular 140)
**FORM 1 - FELLOWSHIP REQUEST**

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|  | **ITU Workshop on “ICT Innovations in Emerging Economies” (Tunis, Tunisia, 30-31 March 2015)**  |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail:** **bdtfellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for two partial fellowships to be submitted before 27 February 2015** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/ict/032015/Pages/default.aspx>) 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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Please select your preference(which ITU will do its best to accommodate) |
|  **□ Economy class air ticket (duty station / Tunis / duty station)** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses** |
|  |
| **Signature of fellowship candidate:** | **Date:** |
| TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING. |
| **Signature:** | **Date:** |

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