Circular letter to:
- Member States
- Associate Members
- International and regional organizations

Subject: Invitation to the 2nd ATU Preparatory Meeting for WTSA-16 and Capacity Building Workshop on QoS & QoE and BSG
Maputo, 4-7 April, 2016

Dear Sir/Madam,

I am pleased to invite you to participate in the 2\textsuperscript{nd} ATU Preparatory Meeting for World Telecommunications Standardization Assembly (WTSA-16) which will take place in GIRASSOL INDY CONGRESS HOTEL & SPA, Maputo, Mozambique, organized in collaboration with the Instituto Nacional das Comunicações de Moçambique (INCM). The preparatory meeting will be held back to back with the capacity building workshop on “Quality of Service (QoS) & Quality of Experience (QoE) and Bridging the Standardization Gap” (BSG) from 4-7 April, 2016.

As you are aware, the next WTSA-16 is due to take place in the 4\textsuperscript{th} quarter of 2016 and as such, Africa needs to intensify its preparations and identify issues of concern to the continent with regard to the WTSA-16 agenda. As you may recall, the 1\textsuperscript{st} preparatory meeting that took place in Dakar, Senegal in September 2015, established four groups to work online on various issues including Organizational Matters, Working methods, Standardization issues and Bridging the Standardization Gap. It is therefore important that these issues and many others are followed through in order for the region to come up with strong African Common Proposals to the Assembly. The meeting will also receive reports on the outcome of the just concluded Telecommunications Standardization Advisory Group (TSAG) which identified some hot issues, in particular the preparation for WTSA-16 and the ITU-T Restructuring issues.
This letter therefore serves to request your Administration/Organization to nominate suitable representative(s) to attend this meeting and workshop. We also request you to encourage the participation of other concerned organizations in your country.

Kindly let us have the name(s) of your representative(s) by 25th March, 2016 for planning logistics. Registration can be done by sending the completed registration form to the ATU General Secretariat on Email: sg@atu-uat.org or a.koetch@atu-uat.org.

Contributions from Member States, Associate Members and International/Regional Organizations on agenda items are essential for the success of this meeting. Contributions should therefore be submitted in electronic form preferably by email to ATU General Secretariat on email: sg@atu-uat.org with a copy to m.slimani@atu-uat.org for compilation.

The provisional agenda, general information about Mozambique including hotel list and registration form are attached for your use. The same information can also be accessed through the ATU website: www.atu-uat.org.

The meeting will be conducted in both English and French with simultaneous interpretation. We look forward to receiving your nomination or that of your representative.

Yours faithfully,

Soumaila Abdoullkarim
Secretary General

Attachments:
- Draft Agenda
- Registration Form
- Country information and Hotel list