



INTERNATIONAL TELECOMMUNICATION UNION
TELECOMMUNICATION STANDARDIZATION BUREAU

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To:
- Administrations of Member States of the Union;
Copy to:
- Chairs and Vice-Chairs of ITU-T Study Groups/TSAG;
- Director of the Telecommunication Development Bureau;
- Director of the Radiocommunication Bureau
- ITU Regional Office for Africa
- ITU Regional Office for Asia and the Pacific
- ITU Regional Office for Americas
- ITU Regional Office for Arab States
- ITU Regional Office for CIS
- ITU Regional Office for Europe

Subject: **Travel grant for the Global Standards Symposium (GSS-24): “Charting the Next Digital Wave: Emerging Technologies, Innovation, and International Standards”**
New Delhi, India, 14 October 2024

Dear Sir/Madam,

Further to [TSB Circular 178](#), dated 7 March 2024, it is my pleasure to inform you that a limited number of travel grants will be offered to senior government representatives (e.g., ministers and deputy-ministers) from Developing and Least Developed countries (LDCs) to participate at the High Level Segment of the Global Standards Symposium (GSS-24): “Charting the Next Digital Wave: Emerging Technologies, Innovation, and International Standards”, which will take place on 14 October 2024 at the Convention Center Bharat Mandapam, Pragati Maidan in New Delhi, India.

I am pleased to inform you that the travel grant (kindly supported by Japan) for the Symposium will cover the cost of a return airline ticket for the most direct and economical route, departing from the country of domicile and arriving in New Delhi.

Regarding accommodation, the Indian Government has generously offered complimentary lodging for the period of 13 to 16 October 2024.

Kindly note that Member States are responsible for covering any additional costs associated with their participation in the Symposium (e.g., meals, transportation from the hotel to the conference venue, etc).

More information on the GSS-24, including the draft programme, is available on the [GSS website](#).

The criteria and other information are available in the **Annex 1**.

Yours faithfully,

(signed)

Seizo Onoe
Director of the Telecommunication
Standardization Bureau

Annex: 1

Annex 1

Travel grant criteria for the Global Standards Symposium (GSS-24)

1 Introduction

Travel grants may be granted to senior leaders from developing countries¹ to attend the Global Standards Symposium (GSS-24) and the World Telecommunication Standardization Assembly (WTSA-24) (subject to availability of funds).

Note: All travel grant requests should be received **before 28 August 2024**, after which applications will not be considered.

2 Eligibility

Priority will be given to participants from developing countries¹ and least developing countries when awarding these travel grants.

The main decision criteria to provide a travel grant include (but are not limited to) the following:

- Available budget: Travel grants will only be granted once the funds are adequately received from the funding partners;
- Expertise and role of the applicants: The domain expertise of the applicant and the proposed activities related to their participation should be covered under the topics of the Global Standards Symposium (GSS-24);
- Equitable distribution among countries and regions will be observed;
- Gender balance among the travel grant recipients will be an important criterion.

3 Contact

All queries related to the travel grants are to be submitted to the GSS-24 Secretariat (gss@itu.int). If the applicant requires exceptional conditions to be applied to the travel grant, the applicant must inform the GSS-24 Secretariat a grant is awarded, ideally in the application form.

4 Terms of the travel grants

4.1 Attendance

Unless agreed otherwise with the GSS-24 Secretariat, all travel grant recipients must be present at the venue from 14 to 15 October 2024. Travel grant recipients must report to the GSS-24 Secretariat of their arrival and departure.

4.2 Process for travel grant application

The following steps must be followed to submit a travel grant application:

- A. Applicants must first pre-register online for the relevant meeting before applying for the travel grant
- B. The [travel grant application form](#) must be filled in
- C. Proof of affiliation to a specific organization (if any) must be provided
- D. A copy of the information page from the applicant's national passport. All application documents are to be sent to the GSS-24 Secretariat (gss@itu.int).

4.3 Assessment of travel grant applications

The criteria identified in §2 are applied to consider all applications. The decision on the travel grants will generally be made available 4-6 weeks prior to the Symposium.

¹These include least developed countries, small-island developing states, landlocked developing countries and countries with economies in transition. The list published in the most recent version of the United Nations report *World Economic Situation and Prospects* will be used (currently, 2022). This list is available from [the ITU website](#).

4.4 Final decision on the travel grants

The decision to award the funding is taken by ITU Secretariat.

ITU's Telecommunication Standardization Bureau (TSB) will inform the applicants about the outcome of their funding request.

5 Financial arrangements

5.1 Flight tickets

A travel grant to attend the Global Standards Symposium (GSS-24) would include one return, economy class air ticket for one person by the most direct/economical route from the country of domicile to the location of the Symposium. The maximum amount of the flight cost reimbursement will be determined by ITU.

Travel and medical insurance for the duration of travel will **not** be covered under the travel grant. Nor will any costs of other travel expenses like visa application costs, COVID-19 or other medical tests or vaccinations, etc. be covered under the travel grant.

If for any reason you are unable to attend/enter the country (e.g., visa, COVID restrictions, family emergencies), please note that your travel costs will **not** be reimbursed.

5.2 Proof of arrangements

Travel grant recipients will be required to produce the receipts and documentation specified by ITU in its official travel grant offer as proof of travel and accommodation. Unsatisfactory documentation in this regard may reduce or void the travel grant provided. See also 4.1.
