



**Telecommunication
Development Bureau (BDT)**

Ref. BDT/POL/RME/DM/018

Geneva, 9 March 2011

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Member States and ITU-D Sector Members in
Africa

Subject: **ITU Regional Seminar on Costs and Tariffs and Meeting of Study Group 3 Regional Group for Africa (SG3RG-AFR) (former TAF Group) Gaborone, Botswana, 17 – 18 May 2011**

Dear Sir/Madam,

I am pleased to invite you to participate in the ITU Regional Seminar on Costs and Tariffs, organized jointly by the ITU Telecommunication Development Bureau (BDT) and Telecommunication Standardization Bureau (TSB) in collaboration with the Botswana Telecommunications Authority (BTA) at the Gaborone International Convention Centre (GICC) from 17 to 18 May 2011.

A meeting of SG3RG-AFR will follow the seminar from 19 to 20 May. Participants are invited to pre-register for these meetings by 19 April. Pre-registration of participants to these meetings is carried out online at: www.itu.int/ITU-D/finance. Delegate on-site registration will begin at 14:00 hours on 16 May.

Participants are requested to submit, in advance, an update of their telecommunication sector scenario, by updating the Tariff Policy Survey at: www.itu.int/ITU-D/icteye/ under Survey Login. For login information (password and username), please contact us at : carmen.prado@itu.int or tariffs@itu.int.

Information concerning these meetings is available online at: www.itu.int/ITU-D/finance. Please follow the visa instructions available in the Information Note to avoid delays. Hotel reservations should be made directly with the host organization by 19 April 2011 using the Hotel Reservation Form. The contact person in Gaborone is Mr Twoba Koontse, Director of Communications, Compliance and Consumer Affairs at : koontse@bta.org.bw; Tel: +267 3685503; Fax: + 267 3957976.

Applications for fellowships should be made through an official letter from the Administration to the Director of the TSB (fax number +4122 730 5853) no later than 15 April 2011. Due to budgetary constraints, fellowship beneficiary countries may be asked to contribute to the cost of the fellowship.

In order to build on work in progress and optimize transfer of knowledge, I strongly recommend that, where possible, organizations designate their SG3RG-AFR representative to attend this seminar or register an official who has the expertise and responsibility for matters of costs and tariffs. Both meetings will be conducted in English and French and interpretation will be provided. Please note, however, that presentations will be distributed in the original language and will not be translated.

I have enclosed the provisional agenda for your information, and I look forward to your participation in this event.

Yours faithfully,

[Original signed]

Brahima Sanou
Director