



General Secretariat / *Secrétariat Général* : Nairobi

African Telecommunications Union (ATU)

Union Africaine des Télécommunications (UAT)

Date: 21st September 2011

Ref:13/09/CIR-11

Circular letter to:

- Member States
- ATU Associate Members

Subject: Invitation to attend the 3rd African Group preparatory meeting for WRC-12 in Geneva, Switzerland on 9th November, 2011.

During the 2nd African Group preparatory meeting held in Algiers, Algeria in July, 2011, ATU was requested to identify a venue and call for the 3rd African Group meeting to deliberate on pending issues that were not concluded as African Common Proposals as follows:

Agenda Items on which an AFCP was not reached

Chapter Nr.	Agenda Item (Issue Nr.)
1	1.3 (Issue A); 1.10 (Issue D)
2	1.14
3	1.8 (Issue A and B)
5	1.7; 1.13 (Issue A and C); 1.25 (Issue A, E and F); 7
6	1.2 (Issue A and B)

Following this directive, ATU liaised with ITU-R with a view to getting the facilities to hold the 3rd meeting taking advantage of the 3rd ITU Information Meeting on WRC-12 Preparation due to be held in Geneva from 7-8 November, 2011. The response from ITU was positive and accepted to extend the meeting facilities for use by the African group immediately after the information meeting.

The meeting will be held in Room 1 of the International Conference Centre of Geneva (CICG), at the ITU Headquarters, on 9 November 2011. The opening session will take place at 0930 hours. It will among other things discuss the pending issues from the 2nd meeting as well as any other new resolutions to the Radiocommunications Assembly or WRC-12.

The meeting will be conducted in a "paperless" environment, i.e. all of the documents will be available on the ITU website at: <http://www.itu.int/ITU-R/go/wrc-12-atu-11>. Participants are, therefore, requested to bring their laptop PCs. Under special circumstances, the BR Secretariat will endeavour to provide a limited number of laptops for use by the participants during the meeting.

Participation/visa requirements

Participant registration for this meeting will be carried out exclusively online using the ITU Event Delegate Registration System (EDRS) and all registrations must be made via the WRC-12 Designated Focal Point (DFP) appointed for each Member State/Observer (see the list of DFPs at the [WRC-12 website](#)). On-line registration will begin on 25 September 2011.

For queries or additional information, participants may contact the Delegate Registration Unit at ITU-RRRegistration@itu.int.

Participants are reminded that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. The visa must be requested at least four (4) weeks prior to the opening of the meeting and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin.

In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity being represented, approach the competent Swiss authorities in order to facilitate the delivery of the visa. As mentioned above, this procedure will require four weeks.

The process for requesting visa support for participants has been simplified. If ITU Headquarters assistance is required, the request for support in obtaining a visa may be made by the DFP at the time of completion of the registration request for the individual concerned. On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

Date and place of birth

Passport number

Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically.

The participant will then be notified, via the Confirmation of Registration form sent to their e-mail address, that the visa support request has been received and is being processed.

The Registration desk will be open at 0800 hours from 7 to 9 November 2011 at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Accommodation

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

I therefore wish to take this opportunity to invite your administration to send a representative to this meeting.

Please inform the ATU General Secretariat of your country's participation at the meeting.

Yours Sincerely,

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Soumaila Abdoukarim
Secretary General

