



ITU Regional Workshop on SMS4DC for English Speaking countries in Africa.

Abuja, Nigeria , 20-31-May 2013



INFORMATION NOTE

1- Workshop venue

The workshop will be held in Abuja, Nigeria, **from 20 to 31 May, 2013**. The venue is **Digital Bridge Institute**, No: 8 P.O.W. Mafemi Crescent, Off Solomon Lar Way, Utako District – Abuja, Nigeria.

2- Coordinators and Focal Points

Focal Points

Nigeria: Ruth Caleb; Tel: +2348034505256
E-mail : giftycares@yahoo.com

ITU : Mme Oumou Niang, Administrative Assistant,
Tel : + 221 33 849 77 20, Fax : +221 33 822 80 13
E-mail: oumou.niang@itu.int;

Coordinators

NIGERIA :

Mr. Kilyobas BINGA

Ministry of Communication Technology
2nd Floor, BLK 5B, ROOM 210
New Federal Secretariat , Shehu Shagari Way
ABUJA
FCT NIGERIA
Tel: +2348080341164
Fax: +2348059618358
e-mail: Kilyobas.Binga@commtech.gov.ng
kbinga@ties.itu.int; killybinga@gmail.com

ITU AFR :

M. Diadie TOURE

Program Officer
ITU Dakar Office, Senegal
Tel: +221 33849 77 18
Fax: +221 33 822 8013
e-mail: diadie.toure@itu.int

3- Registration and schedule work time

The registration of participants will be done on 20 May 2013 at 8:30 am at the workshop venue. The opening ceremony will be at 9:00. The proposed working hours are as follows: 9:00 to 16: 00 and can be subject to change.

4- Hotel booking

It is recommended to participants to book their hotel by themselves, by fax or e-mail, and provide a copy of the booking to the workshop coordinators. The hotel reservation form and the list of selected hotels are attached to this document and can be found on the ITU Portal at:

<http://www.itu.int/en/ITU-D/Regional-Presence/Africa/Pages/EVENTS/SMS4DC2013/SMS4DC2013.aspx>

The booking forms should indicate the date and time of arrival and departure and addressed to the selected hotel at the earliest **10 May 2013**.

5- List of hotels (attached)

6- Entry visa formalities

The entry in Nigeria is subject to the submission of a valid passport and of an international vaccination certificate. It is advisable that participants approach the NIGERIA Embassy in their country of origin to check whether they need an entry visa in the country (an invitation letter will thus be required). Nevertheless, a visa can be delivered to participants upon arrival at Abuja international airport, provided such countries have Agreements with Nigeria. Please confirm if such Agreements exist between your home country and Nigeria, in order to avoid disappointments at the airport. In that case, they need to inform the administrative assistant in Nigeria and the administrative assistant of the ITU office in Dakar so that all arrangements can be made. In this respect, it is recommended to provide a copy of a valid passport. Other travel documents can be requested depending on the participant's country of origin.

7- Details of arrival dates and transport

For a better organization of the transport of participants to the hotels and the meeting venue, participants are requested to provide detailed information about their flight to the workshop focal points with a copy to ITU, at least two weeks prior to the arrival date. The transfer of participants from the airport to the selected hotels, and from hotels to the airport will be organized.

8- Others

- **Translation**

The workshop will be delivered only in English language.

- **Change currency**

Nigeria currency is "Naira (₦)." 1USD = ₦ 159

Banks are opened every working day from 8:00 to 16:00, from Monday to Friday. All internationally accepted credit cards may be used.

- **Climate**

Rainy season in the month of May in NIGERIA and temperature is about 25°C to 40°C.

- **Power supply**

220 Volts are used on the electric distribution lines in NIGERIA.

- **Water**

It is recommended to drink mineral water only.

9- Preparatory Questions for SMS4DC installation, training and efficient use

(To be provided by participant)

- What national legislation controls the management of the spectrum in this country?
- Is this legislation publicly available (preferably in English)?
- What government departments have been given the authority to manage (parts of) the spectrum (by means of this legislation)?

(Note: a typical arrangement is to have two authorities: one for government spectrum use (in particular for military use) and the other authority for civilian use. Some administrations might include other departments, for example a broadcasting authority.)

- Is there a National Frequency Allocation Table showing clearly how the spectrum management responsibilities have been divided between the different authorities? Will this be made available to the SMS4DC experts? It is an essential requirement for the SMS4DC installation to be programmed with frequencies available for civilian use (Government use could be included if requested).
- Are there channel arrangements in use? These show detailed technical planning of the various frequency bands e.g. lists of frequencies showing channel spacing/bandwidth, go and return frequencies for duplex (2-frequency channels); use of ITU-R recommended arrangements for fixed services etc. SMS4DC cannot assign frequency unless programmed with the channel plans.

- Is there a database of actual frequency use? This could be a paper-based or electronic record of frequency assignments, e.g. showing frequencies assigned, designation of emission (modulation type/bandwidth), geographical location, transmitter power (or effective radiated power), antenna type/height, owner/licensee information which can be entered into the SMS4DC
- Is there a licensing system? What application forms are used, fee structure etc.

This is required to design the license and invoice forms

- What manual methods are used to assign frequencies? Are there frequency assignment and licensing policies?
- Is there a monopoly telecom operator? Are frequency bands assigned to the operator for self-management?
- If there are competing operators, how many are licensed and for what type of services: mobile phone systems, point-to-point links etc.? Are frequency (sub) bands assigned to operators for self-management?
- What plans are there for broadcasting development? Further expansion of the analogue networks? Digital switchover date?
- Is there a spectrum monitoring capability? In order to be linked to the SMS4DC
- How many staff are involved in spectrum management? Categories: engineer, licensing/administrative. How many expected to attend the SMS4DC training.
- What computer systems are available for SMS4DC installation (and training). In order to compare it with the system requirements (See the Installation Manual)
- The trainees have to have basic knowledge on spectrum management (e.g. wave propagation, interference calculation, licensing process)