



**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/IEE/TND/DM/084

Geneva, 22 July 2015

To: ITU Administrations, Regulators, Sector Members, Associates and Academia Members, Telecom Operators and Service providers, Manufacturers and Academic Institutions of the EAC Region

Subject: **Conformance and Interoperability (C&I) Validation Workshop, Fairmont Norfolk Hotel, Nairobi, Kenya, 21-23 October 2015**

Dear Sir/Madam,

I have the pleasure to inform you that the International Telecommunication Union (ITU), in cooperation with East Africa Communications Organization (EACO), is organizing the **Conformance and Interoperability (C&I) Validation Workshop for East Africa Community (EAC) Region**, from 21 to 23 October 2015 at the Fairmont Norfolk Hotel in Nairobi, Kenya. The event is kindly hosted by the Communications Authority of Kenya (CA).

The objective of the workshop is to discuss and validate the report of the study conducted by the Telecommunication Development Bureau (BDT), at the request of the EACO Secretariat, to assess the actual situation (in terms of laboratories, regulatory regimes, MRAs in force and so on) in EAC countries in order to identify the necessary elements required to promote collaboration among these countries for the establishment of a common C&I regime and mutual recognition agreements.

Please note that there are no participation fees for this event. Travel arrangements and accommodation should be made and borne by the participating entity. All information including the draft Programme, registration form, logistics details, hotels and visa requirements will be made available on the event webpage at https://www.itu.int/en/ITU-D/Technology/Pages/CI_Events.aspx

The Workshop will be a paperless event and participants are invited to download the necessary documents. We encourage participants to kindly confirm their participation by **9 October 2015** at the latest.

Ms Meskerem Yadete, ITU Regional Office for Africa (tel: +251 11 551 4977, email: meskerem.yadete@itu.int) or Ms Rachel Alwala, Assistant Director/Communications and External Affairs,

Communications Authority of Kenya (tel: +254 703 042 475, email: cpa@ca.go.ke) are at your disposal for any information you may need.

I very much hope that you will be able to participate and share your views and valuable experience with the participants, which will contribute to enrich the discussions and the outputs of the Workshop.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes available on the event webpage: https://www.itu.int/en/ITU-D/Technology/Pages/CI_Events.aspx

1. Draft Programme
2. Registration Form
3. Information Note



**INTERNATIONAL
TELECOMMUNICATION UNION**



Conformance and Interoperability (C&I) Validation Workshop for EAC Region
Fairmont Norfolk Hotel, Nairobi, Kenya
21st – 23rd October 2015

Draft Programme

Day 1, Monday 21 October 2015

08:00-09:30	Registration
09:30-10:00	Opening Session Chair of the Forum: Hosting Administration <ul style="list-style-type: none"> • Welcome address from the hosting Administration • Opening remarks from ITU: Representative from ITU Regional Office • Remarks from EACO: Representative from the EACO Secretariat
10:00-10:30	Coffee Break
10:30-12:00	SESSION 1: ITU Activities on Conformance and Interoperability Chair: Representative of ITU Regional Office This session will review the ITU Resolutions on conformity and interoperability. It will show the ITU C&I Programme implementation including an overview on the ITU Conformity Database and the ITU C&I Portal S1-1 ITU Regional Activities for the development of ICTs: Representative of ITU AFR Regional Office S1-2 ITU C&I Programme Pillars 1 and 2: (ITU) S1-3 ITU C&I Programme Pillars 3 and 4: (ITU)
12:00-13:30	Lunch
13:30-15:30	SESSION 2: Procedures to establish C&I Regimes: International Organizations, reference Standards, Procedures for establishing a Conformity Assessment Schemes, Assessment Studies, Building Labs, Mutual Recognition Agreements (MRAs) Chair: TBD This session will consider the applicability of the global system for conformity assessment (e.g. ISO/CASCO Toolkit) and the approach to Conformity Assessment, Interoperability, Certification and Mutual Recognition Agreements and Arrangements S2-1 Why assess conformity? The benefits, principles and approaches to conformity assessment: (ITU Expert) S2-2 ITU Guidelines for Establishing a C&I Regime: (ITU)
15:30-16:00	Coffee Break

16:00-18:00	<p>SESSION 2 (cont.): Procedures to establish C&I Regimes: International Organizations, reference Standards, Procedures for establishing a Conformity Assessment Schemes, Assessment Studies, Building Labs, Mutual Recognition Agreements (MRAs)</p> <p>Chair: TBD</p> <p>This session will consider the applicability of the global system for conformity assessment (e.g. ISO/CASCO Toolkit) and the approach to Conformity Assessment, Interoperability, Certification and Mutual Recognition Agreements and Arrangements</p> <p>S2-3 Equipment certification and importation procedures - ensuring quality and combating counterfeiting: (ITU expert)</p> <p>S2-4 Criteria and characteristics to establish accredited Bodies/Labs in the Regions for Type Approval/Homologation: <i>recommendations, and best practices</i> (e.g. ISO/IEC/CASCO toolbox, guides and standards such as ISO/IEC 17011 and 17025); Considerations in building Type Approval and Interoperability Test Labs and areas of operation: (ITU Expert)</p> <p>S2-5 Mutual Recognition Agreements/Arrangements: General Introduction, framework and benefits: (ITU expert)</p>
<p align="center">Day 2, Tuesday 22 October 2015</p>	
09:00-11:00	<p>Session 3 : Conformity Assessment and Interoperability - Building Test Labs</p> <p>Chair: TBD</p> <p>This session will show some key elements of the BDT guidelines to set up laboratories in the region, strategies, best practices, costs, status in the industries and their labs. This session will also present the accreditation schemes that could be applied for the recognition by the ITU of conformity assessment bodies (Laboratories) and best experiences, IAF and ILAC procedures for MRAs and MLAs.</p> <p>S3-1 Technical and economical steps to be followed to build Testing Labs according to the identified criteria and characteristics outlined in ISO/IEC 17025 (<i>Basic Steps to establish an ISO/IEC 17025 compliant testing laboratory</i>). Criteria for selecting countries for establishing Regional Test Centres: (ITU Expert)</p> <p>S3-2 Organization and Activity of a test Lab: Environments, procedures and methodologies, management and maintenance of a testing center covering different kind of C&I testing areas: (Tilab – Italy)</p> <p>S3-3 Feasibility Study for Building a Testing lab: (Tilab – Italy)</p>
11:00-11:30	<p>Coffee Break</p>
11:30-12:30	<p>SESSION 4: Conformity Assessment and Interoperability - Mutual Recognition Agreements (MRAs)</p> <p>Chair: TBD</p> <p>This session will consider the conformity assessment procedures set up by various organizations, test suites, certification schemes especially from experiences gained in the EAC Region. The view of the industry with respect to conformity assessment and certification will also be considered.</p>

	<p>S4-1 ITU Guidelines for the development, implementation and management of Mutual Recognition Agreements (MRAs): (ITU)</p> <p>S4-2 Mutual Recognition Agreements/Arrangements: Procedures for definition, implementation and management of MRAs: (ITU Expert)</p>
12:30-14:00	Lunch
14:00-16:00	<p>SESSION 5: Conformity and interoperability Assessment on Regional Basis. Collaboration among Regional and Sub-regional Organizations for Establishing common Conformity and Interoperability (C&I) Programmes and Mutual Recognition Agreements</p> <p>Chair: Representative from EACO</p> <p>S5-1 Assessment Study on Conformance and Interoperability for EAC Countries. Background, Objective, Methodology Deliverables and Outcomes: (ITU)</p> <p>S5-2 Situational Analysis – Status of Conformity and Interoperability and related initiatives in EAC countries. Awareness and Capacity on C&I in EAC countries, Centres of Excellences, Assistance required and Training capabilities: (ITU experts)</p> <p>S5-3 Results and Findings from the Study – General aspects of the Region, Regulatory framework, Accreditation bodies and Institutions: (ITU experts)</p> <p>S5-4 Harmonization and improvement of standards in accordance with policies and regulations applied in EAC Countries: Representative from EACO</p>
16:00-16:30	Coffee Break
16:30- 18:00	<p>SESSION 5 (cont.): Conformity and interoperability Assessment on Regional Basis. Collaboration among Regional and Sub-regional Organizations for Establishing common Conformity and Interoperability (C&I) Programmes and Mutual Recognition Agreements</p> <p>S5-5 Proposed Roadmap for conformity and Interoperability Programme, including MRAs, for EAC Region– Implementation process, Phased approach, Expected benefits from a common C&I Programme for EAC countries: (ITU experts)</p> <p>S5-6 Way forward for establishing common Conformity and Interoperability Regime and Mutual recognition Agreements in EAC countries – Short and Medium term approaches, possible scenarios for establishing a Conformity and Interoperability Regime: (ITU experts)</p> <p>S5-7 Conclusions from the Assessment Study for EAC Countries: (ITU experts)</p>
Day 3, Wednesday 23 October 2015	
09:00:-11:00	<p>SESSION 6: C&I policies, Accreditation, test Labs, Certification, Regulations and needs in the region: the experience in developing countries</p> <p>Chair: TBD</p>

	<p>This session will present the situation in the region with respect to laboratories, accreditation and certification schemes, regulators and industry views. It will also consider the point of views of regulators concerning the need of certification of products to be entered in a national market and to fight counterfeit products. Proposals, experiences, certification and rules, solutions, TBT issues. Best practices for labs accreditation, technologies covered, conformity assessment schemes, associated costs and procedures, products certification will be shown as well.</p> <p>S6-1 Homologation of Telecommunication Equipment, Procedures and Experience in EAC Countries: Representatives from EAC Region</p> <p>S6-2 Testing Laboratory experience in the EAC Region, Country's experience, Case Studies of Tanzania: (TCRA Tanzania)</p> <p>S6-3 Technical Specification for interoperability: International Specifications and national standards (ITU expert)</p>
11:00–11:30	Coffee Break
11:30–12:30	<p>Session 7: Interactive discussion Way Forward</p> <p>Interactive groups will make possible discussions among the participants to find possible solutions to a satisfactorily implementation of the common approach for EAC Countries: Building labs and/or Establishing MRAs</p> <p>Chairman: (ITU)</p> <p>Moderators/Animators: ITU Experts, Participating Countries</p>
12:30 -14:00	Lunch
14:00–15:30	<p>Session 8: Panel Discussion - Implementation of the C&I Programme and Action Plan for EAC countries</p> <p>Panel: Follow up for the implementation of the C&I Programme in the region based on the results of the interactive sessions. Steps to be undertaken to facilitate the creation of regional test labs and/or establishing MRAs and to create capacity building opportunities at a regional level. Establishment of further actions economical, technical and regional presence.</p> <p>Moderator: (ITU expert)</p> <p>Discussions with Panelists will follow</p>
15:30-16:00	Coffee Break
16:00–16:30	<p>Remarks and closing Ceremony</p> <ul style="list-style-type: none"> • ITU • Hosting Administration



Conformance and Interoperability (C&I)

Validation Workshop

Nairobi, Kenya 21 – 23 October 2015



REGISTRATION FORM

To be returned to the ITU Regional Office (Fax: +251 11 551 7299 or Meskerem Yadete
(email: meskerem.yadete@itu.int) with copy to Rachel Alwala (cpa@ca.go.ke)

before 9th October 2015

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	<input type="checkbox"/> Administration of ITU Member State
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Family name</p>	<input type="checkbox"/> ITU Sector Member
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">First name</p>	<input type="checkbox"/> ITU Associate
	<input type="checkbox"/> Non-Member

Name and full address of administration or organization:	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	Tel.: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
	Fax: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
	E-mail: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>

Reserved Hotel in Nairobi	Arrival date (itinerary) :
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Date:

Signature:



**INTERNATIONAL TELECOMMUNICATION UNION (ITU)
C&I VALIDATION WORKSHOP
21ST – 23RD OCTOBER 2015
FAIRMONT NORFOLK HOTEL, NAIROBI, KENYA**

ADVANCE INFORMATION DOCUMENT

1. COUNTRY PROFILE: KENYA

Kenya is located in the Eastern Africa, bordering the Indian Ocean. The Border countries are Ethiopia, Somalia, South Sudan, Tanzania, and Uganda. It covers a total area of: 580,367 sq. km. Kenya's climate varies from tropical along coast to arid in interior. Its terrain is characterised by low plains which rise to central highlands bisected by Great Rift Valley and the fertile plateau in west. It is also a country of great contrasts. From the 17,059-foot summit of Mount Kenya (Arica's second-highest mountain) in the country's interior to the warm waters that wash its Indian Ocean coast, Kenya has a sample of lush forests, trackless deserts, sprawling national parks teeming with wildlife and jewel-like lakes. Kenya's capital is Nairobi.

It is country with a diverse population of 43,013,341 (July 2012 est.), which includes most major ethnic and linguistic groups of Africa. Traditional pastoralists, rural farmers, Muslims, Christians, and urban residents of Nairobi and other cities contribute to the cosmopolitan culture.

Kenya is a constitutional democracy with a parliament and an executive president directly elected by voters. The constitution promulgated in August 2010 introduced devolution of power to the county level and the creation of an upper house of parliament (Senate).

Kenya is country with relatively diverse export profile, led by tea, horticultural products and manufactures. Kenya's import profile is also diverse, with the Middle East and Asia accounting for around 60%.

2. HOST

The ITU Conformity & Interoperability Validation Workshop for the EAC meeting will be hosted by the Communications Authority of Kenya (CA).

3. VENUE OF THE C&I WORKSHOP

Fairmont Norfolk Hotel

P. O Box 40064
Nairobi 00100
Tel: 254 20 2265000
Fax: 254 20 2216796

INTERNATIONAL TELECOMMUNICATION UNION (ITU)
Regional Office For Africa
P.O. Box 60005. Addis Ababa, Ethiopia
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Fax: +251 115 517299.
Email, ITU-RO-Africa@itu.int.

COMMUNICATIONS AUTHORITY OF KENYA
CA Centre, Waiyaki Way
PO Box 14448, Nairobi 00800, Kenya
T: + 254 703042000 | +254 (20) 4242000
Email: info@ca.go.ke | Website: www.ca.go.ke

www.fairmont.com

Bed and Breakfast Rates:
Standard Room: 219 USD
Deluxe Room: 252 USD
Junior Suites: 310 USD

Contact Person: **Steve Biko**
Sales Manager
Mobile +254724401739
Reservation: steve.biko@fairmont.com

4. RECOMMENDED ALTERNATE HOTELS

Delegates are welcome to reside at any of the hotels recommended by the host. Transfers will be arranged from the recommended hotels to the Fairmont Norfolk Hotel; however, the delegates must notify the organizers in advance with the details and duration of their stay to benefit from this service.

4.1 **Nairobi Safari Club** (4 Stars, 5 Minute walk from the venue)

P.O. Box 43564
Nairobi 00100
Tel: +254 20 2821000
Fax: +254 20 2215137

Bed and Breakfast Rates:
All suites single: 125 USD
All suites double: 150 USD

Contact Person: Mary Assava, Secretary Sales and Marketing
Mobile: +254 733 603 670
Reservation: sales@nairobisafariclub.com

4.2 **Intercontinental Hotel Nairobi** (5 Star, 10 Minute walk from the venue)

P.O. Box 30353
Nairobi 00200, City Square
City Hallway
Tel: +254 20 3200000
Fax: +254 20 3200036

Bed and Breakfast Rates:
Standard room single: 150 USD
Superior room Single: 180 USD
Standard room Double: 185 USD
Superior room Double: 215 USD
Deluxe room Single: 220 USD
Deluxe room Double: 255 USD

Contact Person: Aurelius Mukuna, Key Account Manager
 Tel: +254 20 3200214
 Mobile: +254 710 800 409
 Reservation: aurelius.mukuna@ihg.com

4.3 Southern Sun Holiday Inn

P.O. Box 66807
 Nairobi 00800
 Tel: (254-20) 3740920/3740921
 Fax: (254-20) 3748823
 Parklands Road
www.southernsun.co.ke

Bed and Breakfast Rates:
 Single Room: 195 USD
 Double Room: 220 USD

Contact Person:
 Susan Senya
 Sales Account Manager
senyas@southernsun.co.ke
 Tel: (+254) 020 3748823
 Tel: (+254) 020 36 88 000
 Mobile Number: 0722471599

4.4. Sarova Stanley

P.O. Box 30680
 Nairobi 00100
 Corner of Kimathi Street and Kenyatta Avenue
 Tel: (254 20) 316377/2228830
 Fax: (254 20) 2249757
thestanley@sarovahotels.com

www.sarovahotels.com

Bed and Breakfast Rates:
 Deluxe single Room: 160 USD
 Deluxe double Room: 200 USD
 Club Single Room: 190 USD
 Club Double Room: 240 USD

Contact Person:
Hannah Nderi
C: +254 722319005
E: hannah.nderi@sarovahotels.com

4.5. Laico Regency

P.O Box 54579
 Nairobi 00200 City Square,

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 CA Centre, Waiyaki Way
 PO Box 14448, Nairobi 00800, Kenya
 T: + 254 703042000 | +254 (20) 4242000
 Email: info@ca.go.ke | Website: www.ca.go.ke

Loita Street, Uhuru Highway
 Tel: (254 20) 2887000
 Fax: (254 20) 2217120
info@laicoregencyhotel.co.ke

Bed and Breakfast Rates:
 Guest Room (single): 130 USD
 Deluxe room (single): 175 USD

Contact person: Esther Awino
 Sales Account Manager
 Mobile: +254720 215 737
e.awino@laicoregencyhotel.co.ke

5. TRAVEL

The Jomo Kenyatta International Airport (JKIA) is the main airport in Nairobi. It is the largest and busiest airport in East and Central Africa. It serves as a transit hub for major airlines as well as the gateway for visitors to Africa's treasured game parks, cultural heritage, scenic landscapes and business opportunities. The airport also serves as a major cargo centre for both inbound and outbound goods.

JKIA is situated in Nairobi, 20 minutes from the Central Business District. Most major hotels in Nairobi have their stations at the arrival terminal for facilitation of guests on arrival. Its connectivity to the rest of the world is also enhanced by the presence of the world's popular airlines.

Participants are responsible for making their travel arrangements.

6. LOCAL TRANSPORTATION

All travel information, including flight number, arrival and departure dates and times should be forwarded to the points of contact indicated herein. The host will provide transport to delegates as follows:

- a) On arrival and departure from & to the Jomo Kenyatta International Airport.
- b) From the designated hotels to the meeting venue and back.
- c) During the various social events organized for the delegates.

7. PUBLIC TRANSPORT

The public transportation system consists of buses and mini-buses (commonly known as matatus) that operate along designated routes. Additionally, taxi-cab and car hire services are available at hotels. Delegates are strongly advised to use official taxis from hotels or as may be recommended by the host.

8. HEALTH REQUIREMENTS

Delegates are advised to have yellow fever vaccination.

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 Email, ITU-RO-Africa@itu.int.

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 PO Box 14448, Nairobi 00800, Kenya
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Before visiting Kenya, delegates may check with their health-care providers about vaccinations and medications for preventable diseases according to the needs of the individual.

9. VISA REQUIREMENTS

All travellers to Kenya must be in possession of a valid passport issued and recognized by their governments.

Nationals of East African Partner States holding valid passports and other acceptable travel documents may be issued with a visitor's pass on arrival at a port of entry into Kenya valid for Six Months. Travellers entering Kenya by road are advised to pass through the gazetted entry points and report immediately to an Immigration Officer.

Citizens from countries outside the East African region should note that visas are issued at Kenyan Missions abroad and also at entry/exit points. The duration for the visitor's visa varies depending on the length of stay. Below are the applicable visa fees:

- Transit Visa: 20 USD
- Referral Visa: 10 USD
- Ordinary/Single Journey Entry Visa: 70 USD
- Multiple Journey Visa (for all nationalities): 100 USD

NB. All Visa Fees are Payable in US Dollars ONLY (for all nationalities)

For complete details of visa requirements, delegates are advised to consult the web site of the Ministry of Immigration and Registration of Persons of the Republic of Kenya at: <http://www.immigration.go.ke/>. Enquiries can also be addressed to a Kenyan Embassy or Consulate in the countries of residence. If a referral visa is required, participants are requested to obtain this official document ONE MONTH prior to travelling to Kenya.

Invitation letters will be issued upon request to assist delegates with the visa process. Delegates who require this assistance and also on-arrival visa should submit the following details at least one (1) month prior to the event to host and ITU's designated points of contact:

1. A cover letter bearing the company/organization's letterheads showing connection between applicant and the company/organization
2. A copy of the passport page with biometric data, signature and issuing Authority
3. Nationality
4. Date of Arrival
5. Date of Departure
6. Hotel Booking
7. Funding provider
8. A valid email address and telephone contact information

10. COMMUNICATION

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Email: info@ca.go.ke | Website: www.ca.go.ke

SIM cards are widely available from various outlets or representatives of the operators, supermarkets and equally small convenience stores. Copy passport for foreign visitors is required for the purchase of SIM cards.

The Secretariat at the Conference venue will be equipped with fixed telephone line, facsimile service and internet access. There will also be WIFI at the venue.

11. LOCAL TIME

+3 hours Greenwich Mean Time.

12. LANGUAGE

Kenya is a multilingual country. The Swahili language and English, are widely spoken as lingua franca. Swahili is the national language and English is the official working language.

14. WATER & ELECTRICITY

It is advisable to use bottled water for drinking purposes.

The Electricity power voltage in Kenya is 220-240 Volts and the electricity plugs are 13 Amp, with the square pin used in most premises.

15. TELECOMMUNICATIONS

Kenya has one fixed line operator and three mobile operators (Safaricom, Airtel and Telkom-Orange). The country code is +254.

Facsimile services are available in almost all hotels. Internet facilities are also available in almost all hotels or at Cybercafés.

16. BANKING AND BUSINESS HOURS

The unit of currency is the Kenya Shilling (Ksh), divided into 100 cents. To check up to date exchange rates, please visit www.xe.com.

Major credit cards are widely accepted.

Banking hours are 0900-1600 Hrs (Monday to Friday). Forex Bureaux located in different parts of the city are open from 9:00hrs to 16:00hrs Monday through Friday.

Mobile money transfer (e-banking) is offered by the three telecommunications operators: Safaricom, Airtel, and Orange. Money transfer services from Western Union and Money Gram are also available in most banks

17. WEATHER

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Email: info@ca.go.ke | Website: www.ca.go.ke

Kenya enjoys a pleasant tropical climate and the average temperatures in October should be around 11°C - 24°C.

CONTACT PERSONS

HOST CONTACTS	ITU Regional CONTACT
<p>Ms. Rachel Alwala Assistant Director/Communications and External Affairs Communications Authority of Kenya P.O. Box 14448 Nairobi 00800 Tel: +254 703 042 475 E-mail: cpa@ca.go.ke</p> <p>Mrs. Viola Munyoki Ag. Assistant Manager/Events Communications Authority of Kenya Tel: +254 703 042 218 E-mail: cpa@ca.go.ke</p> <p>Ms. Linet Onyando Ag. Assistant Manager /External Affairs Communications Authority of Kenya Tel: +254 703 042 435 E-mail: cpa@ca.go.ke</p>	<p>Ms. Meskerem Yadete International Telecommunication Union (ITU) Regional Office for Africa P.O. Box 60005 Addis Ababa, Ethiopia Tele Building 3rd. Floor Tel: + 251 115 514855/514977 Fax: +251 115 517299.</p> <p>E-mail : meskerem.yadete@itu.int</p>