



**Telecommunication  
Development Bureau (BDT)**

Ref.: BDT/DIR/AFR/DM/001

Geneva, 9 January 2026

To:  
ITU Member States in the Southern African  
Development Community (SADC)

(Angola, Botswana, Democratic Republic of  
Congo (DRC), Eswatini, Lesotho, Madagascar,  
Malawi, Mauritius, Mozambique, Namibia,  
Seychelles, South Africa, Tanzania, Zambia,  
Zimbabwe)

**Subject: Invitation to the workshop on Emergency Telecommunications Regional Capacity  
Development for SADC from 4 to 6 March 2026 in Harare, Zimbabwe**

Dear Sir/Madam,

I am pleased to invite your Administration to the workshop on Emergency Telecommunication Regional Capacity Development for the Southern African Development Community (SADC), to be held from 4 to 6 March 2026, in Harare, Zimbabwe.

Organized by ITU in collaboration with the SADC Secretariat and in partnership with the Government of Zimbabwe, this workshop aims to build the capacity of Member States as they transpose and operationalize the SADC Model National Emergency Telecommunication Plans (NETP), import and export ITU emergency telecommunication equipment, consider cell broadcasting and implement common alerting protocols. The workshop will provide Member States with a regional platform to assess their readiness in operationalizing and implementing the SADC Model NETP and preparedness for a harmonized EWS across the region.

Member States are requested to nominate one of the focal persons who were selected last year and submitted to the SADC secretariat as the country's focal person for this work, to be considered to receive a full fellowship to attend this workshop.

Member States are also encouraged to select their candidates taking into consideration the inclusion of Persons with Disabilities (PWDs) and persons with specific needs, bearing in mind gender balance.

Member States are requested to confirm their nominations by 15 January 2026 by sending the name of the nominated official and their contact details to ITU (email: [david.chigodo@itu.int](mailto:david.chigodo@itu.int)).

Countries eligible for fellowships are requested to ensure that the nominated focal person has completed the fellowship request form attached as Annex to this letter and the form is submitted as soon as possible to ITU (email: [fellowships@itu.int](mailto:fellowships@itu.int) with copy to [david.chigodo@itu.int](mailto:david.chigodo@itu.int)), no later than **20 January 2026**. Please note that this is a fixed deadline and that applications that are received after **24:00 hours** on the **20 January 2026** will not be considered.

Member States who are able to cover the cost of travel, accommodation and daily subsistence for their representatives are encouraged to send additional participants to the workshop.

Should you require any further information, kindly contact David Chigodo, Programme Administrator, e-mail: [david.chigodo@itu.int](mailto:david.chigodo@itu.int), phone number: +263 772923739 or Mr. Chisepo Lungu, e-mail: [clungu@sadc.int](mailto:clungu@sadc.int); Mobile: +267 74833768.

I look forward to your active participation in this event.

Yours faithfully,

*(signed)*

Cosmas Luckyson Zavazava  
Director

## Annex 1



## APPLICATION FOR A FELLOWSHIP

*Participation of women is encouraged*

### ITU – SADC Emergency Telecommunications Regional Capacity Development Workshop for SADC, Harare, Zimbabwe (04 – 06 March 2026)

Deadline: 20<sup>th</sup> January 2026 (23:59 hours, Geneva CH time)  
*Any application received after this date will not be considered.*

Country

Name of the Entity/Administration

#### Personal information

Gender  Female  Male

Family name (*as in passport*)

Middle name (*if any, as in passport*)

First/given name (*as in passport*)

Date of birth *DD/MM/YYYY*

Place of birth *DD/MM/YYYY*

#### Additional information

Accessibility needs/Specific needs  
(*please specify*)

#### Contact details

E-mail

Phone number

#### Passport information

Nationality

Passport number

Date of issue *DD/MM/YYYY*

Place of issue
Valid until <i>DD/MM/YYYY</i>

Education
Degree/Diploma/Field of study
Work experience
Exact title of post
Years of service
Brief description of your current functions <i>(add pages if necessary)</i>
Your experience in the field of the activity/event <i>(add pages if necessary)</i>
Practical use of the knowledge upon return to your administration <i>(add pages if necessary)</i>

Annex(es) <i>(select the appropriate option(s) and indicate number of pages annexed)</i>
Any document/information in direct relation with the application, if any
CV, if any

Conditions
Composition of the fellowship
<ul style="list-style-type: none"> <li>• One full fellowship (air ticket + appropriate daily subsistence allowance</li> <li>• Any other expenses not included in the fellowship offer must be borne by the participant's Administration.</li> </ul>

I hereby certify that the statements made by me in this application are true and complete. If selected for a fellowship, I undertake to:

- Attend the entire meeting;
- Inform ITU whenever there are changes in my availability that will affect the terms of my ITU award.

In signing the form, both, the candidate and the approving officer certify that they have read the conditions and accept them in their entirety.

Date

Signature of the candidate

*The form must be duly completed and validated by the relevant authority and must be returned together with any annexes within the established deadline, to*

*[fellowships@itu.int](mailto:fellowships@itu.int) or by fax +41 22 730 57 78*

*Any request which does not meet the above requirements will not be considered.*