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| **Bureau de la normalisationdes télécommunications** | **logo_F_** |
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 Genève, le 10 mai 2011

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| Réf.: | **Lettre collective TSB 5/SG12RG-AFR** |  |
| Tél.:Fax:E-mail: | +41 22 730 6208+41 22 730 5853tsbsg12rgafr@itu.int | Aux administrations des Etats Membres de l'Union, aux Membres du Secteur UIT-T, aux établissements universitaires de l'UIT-T et aux Associés de l'UIT-T des pays africains participant aux travaux du Groupe SG12 RG‑AFR |

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| Objet: | **Troisième réunion du Groupe régional pour l'Afrique de la Commission d'études 12 de l'UIT-T, 28-29 juillet 2011, Gaborone (Botswana)** |

Madame, Monsieur,

1 Nous avons l'honneur de vous informer que, à l'aimable invitation de la Botswana Telecommunications Authority, le Groupe régional pour l'Afrique de la Commission d'études 12 de l'UIT‑T (SG12 RG-AFR) tiendra sa troisième réunion à Gaborone (Botswana), les 28 et 29 juillet 2011.

Cette réunion suivra immédiatement l'Atelier de l'UIT-T intitulé "Evaluation concrète de l'exposition aux champs électromagnétiques" (voir la Circulaire TSB 189), qui aura lieu les 25 et 26 juillet, et la deuxième réunion du Groupe régional pour l'Afrique de la Commission d'études 5 de l'UIT-T (27 juillet). Ces réunions seront également organisées sous les auspices de la Botswana Telecommunications Authority, au même endroit.

La réunion s'ouvrira à 9 heures. L'enregistrement des participants débutera à 8 h 30 au Gaborone International Conference Centre (GICC). Les précisions relatives à la salle de réunion seront affichées aux entrées du lieu de la réunion.

2 Les débats se dérouleront en anglais et en français. Un service d'interprétation simultanée sera assuré.

3 Le projet d'ordre du jour, établi par le Président du Groupe SG12 RG-AFR, figure dans l'**Annexe 1** ci-après. Des renseignements relatifs aux objectifs du Groupe SG12 RG-AFR et à l'équipe de direction sont accessibles à l'adresse: [www.itu.int/en/ITU-T/others/sg12rgafr/Pages/default.aspx](http://www.itu.int/en/ITU-T/others/sg12rgafr/Pages/default.aspx).

4 Les participants sont encouragés à soumettre des contributions conformément aux points de l'ordre du jour, **au plus tard le 20 juillet 2011,** à l'adresse: tsbsg12rgafr@itu.int.

5 Afin de permettre au TSB de prendre les dispositions nécessaires à l'organisation de la réunion, je vous saurais gré de bien vouloir vous inscrire au moyen du formulaire en ligne (<http://www.itu.int/en/ITU-T/others/sg12rgafr/Pages/default.aspx>) dès que possible, et **au plus tard le** **15 juillet 2011**. **Veuillez noter que la préinscription des participants à la réunion se fait exclusivement *en ligne*.**

6 Vous trouverez dans l'**Annexe 2** des informations pratiques relatives à cette réunion.

7 **Hébergement**: Pour faciliter vos démarches, vous trouverez un "Formulaire de réservation d'hôtel et de renseignements concernant le délégué" à l'**Annexe 3**. Il est vivement recommandé aux participants qui souhaitent bénéficier des tarifs préférentiels négociés par le comité d'organisation de cette réunion de passer par le comité d'organisation pour faire leurs réservations auprès des hôtels indiqués (la liste des hôtels figure à l'**Annexe 2**) et, pour cela, de remplir et de renvoyer le **formulaire de réservation d'hôtel et de renseignements concernant le délégué**.L'Administration du pays hôte assurera le transport entre l'aéroport, les hôtels et le lieu de la réunion.

Pour pouvoir être accueillis à l'aéroport et bénéficier du transfert, les participants sont invités à remplir et à renvoyer le formulaire susmentionné avant le **vendredi 15 juillet 2011** à laBotswana Telecommunication Authority par **télécopie**:+267 3957976ou par **email**: 2011koontse@bta.org.bw.

8 **Bourses**: L'UIT-T octroiera, en nombre limité, des bourses partielles à **un participant de chaque pays remplissant les conditions requises situé dans la région Afrique uniquement** *et*dans les limites des ressources budgétaires disponibles. Ce participant doit être dûment autorisé par l'Administration de son Etat Membre, qui doit être l'un des pays les moins avancés ou un pays en développement dont le revenu par habitant est inférieur à 2 000 USD. Une bourse au maximum peut être attribuée par pays, mais le nombre de délégués par pays n'est pas limité, pour autant que les dépenses des délégués supplémentaires soient prises en charge par le pays en question. Il est demandé aux participants candidats à l'obtention d'une bourse de bien vouloir remplir le **formulaire de demande de bourse** figurant à l'**Annexe 4** et de le renvoyer à l'UIT par télécopie (+41 22 730 5778) **au plus tard le mardi** **5 juillet 2011**.

9 **Visas**:Veuillez noter que, pour les ressortissants de certains pays, l'entrée sur le territoire du Botswana est soumise à l'obtention d'un visa auprès de l'ambassade ou du consulat du Botswana dans leur pays de résidence. Des informations détaillées sur les visas sont disponibles à l'adresse suivante: <http://www.botswanaembassy.org>. Les participants ayant besoin d'une assistance pour l'obtention d'un visa sont priés d'envoyer leur demande, dès que possible et au plus tard le **30 juin 2011** à:

**M. Twoba Koontse**

**Director, Communication Compliance and Consumer Affairs**

**Botswana Telecommunication Authority**

**Plot 206/207 Independence Avenue**

**P/ BAG 00495**

**Gaborone**

**Tél.: +267 3957755**

**Fax: +267 3957976**

**Email: koontse@bta.org.bw /Jansen@bta.org.bw**

Veuillez agréer, Madame, Monsieur, l'assurance de ma considération distinguée.

Malcolm Johnson
Directeur du Bureau
de la normalisation des télécommunications

**Annexes:** 4

ANNEX 1
(to TSB Collective letter 5/SG12RG-AFR**)**

Draft agenda for the meeting of SG12RG-AFR
(Gaborone, Botswana, 28-29 July 2011)

1. Opening of SG12 RG AFR meeting
2. Approval of Agenda
3. Work Plan

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| **Day 1 Thursday 28th July,2011** |
| 09.00 -10.30 | Session 1: Parameter Definition & their Measurement Method for Mobile Voice Service |
| 10.30 -11.00 | Break |
| 11.00 -12.30 | Session 2: Parameter Definition & their Measurement Method for Mobile Voice Service |
| 12.30 -14.00 | Lunch |
| 14.00 -15.30 | Session 3: Parameter Definition & their Measurement Method for Fixed Voice Service |
| 15.30 - 16.00 | Break |
| 16.00-17.30 | Session 4: Parameter Definition & their Measurement Method for Internet Protocol (IP) Service |
| **Day 2 Friday 29th July,2011** |
| 09.00 -10.30 | Session 5: Parameter Definition & their Measurement Method for Service Management ( Mobile Services and Fixed Services ) |
| 10.30 -11.00 | Break |
| 11.00 -12.30 | Session 6: Parameter Definition & their Measurement Method for Service Management ( IP Services and Customer Care Services) |
| 12.30 -14.00 | Lunch |
| 14.00 -15.30 | Session 7: Parameter Definition & Measurement Method for Billing |
| 15.30 - 16.00 | Break |
| 16.00-17.30 | Session 8: Draft revised Recommendations for ITU-T SG 12 Question 12 |

1. Any Other Business
2. Closure of meeting

ANNEX 2
(to TSB Collective letter 5/SG12RG-AFR)

Practical information for participants

# Meetings venue

The ITU-T Workshop and SG 12 and SG 5 Regional Groups Meetings will take place from 25-29 July 2011 at the Gaborone International Conference Centre (GICC)
Bonnington Farm, Molepolole Road
Gaborone, Botswana

# Postal address: Private Bag BR105, Gaborone, BotswanaTel: +267 391 2999Fax: +267 391 2989.Website: [www.grandpalm.bw](http://www.grandpalm.co.za/peermont/content/en/grand/grand-home) E-mail: info@grandpalm.bw

# Hotel Accommodation

Participants are responsible for meeting their accommodation costs. However, special rates have been negotiated by the organizing committee as provided in the **List of Hotels**. It is strongly recommended that all reservations in the designated hotels are made through the organizing committee using the **Hotel and** **Delegate Information Form** provided in Annex 3. The organizing committee shall not be responsible for hotels that are not designated or provided in the recommended list.

While there are many hotels and lodges available in Gaborone, rates have been sought from the following hotels because of their nearness to the venue of the Conference.

**Peermont Metcourt**

Telephone number: +267 363 777

Email: reservations@peermont.com

Website: [www.peermont.com](http://www.peermont.com)

Accommodation per Room/Night: BWP 647.00

Breakfast: BWP 95.00

Lunch BWP 210.00

Dinner BWP 220.00

**Cresta President Hotel**

Telephone number: +267 3953631

Email: respresident@cresta.co.bw

Website: [www.crestahotels.com](http://www.crestahotels.com)

Accommodation per Room/Night: BWP 1080.00

Breakfast: BWP 126.00

Lunch BWP 156.00

Dinner BWP 158.00

**Gaborone Sun Hotel**

Telephone number: +267 361 6000

Email: natsales@suninternational.com

Website: [www.casinocity.com/bw/gaborone/botgarsn/](http://www.casinocity.com/bw/gaborone/botgarsn/)

Accommodation per Room/Night: BWP 1283.00 (Includes Breakfast)

Lunch BWP 145.00

Dinner BWP 170.00

**Big Five Lodge**

Telephone number: +267 350 0500

Email: thebigfive@info.bw

Website: [www.bigfivelodge.com/](http://www.bigfivelodge.com/)

Accommodation per Room/Night: BWP 600.00

Breakfast BWP 68.00

Lunch BWP 120.00

Dinner BWP 120.00

**Sedibeng Lodge**

Telephone number: +267 318 6669

Email: sedibeng.lodge@gmail.com
Accommodation per Room/Night: BWP 575.00

Breakfast BWP 56.00

Lunch BWP 100.80

Dinner BWP 100.80

**Yarona Country Lodge**

Telephone number: +267 393 3680

Email: psimon@global.bw

Website: [www.yaronalodge.com](http://www.yaronalodge.com)

Accommodation per Room/Night: BWP 674.00 (Includes Breakfast)

Lunch BWP 110.00

Dinner BWP 110.00

# Visa

Visas are required for certain countries while others do not require visas to enter Botswana. The visas should be obtained in advance at the nearest Botswana Diplomatic Mission. Airlines and Travel Agents can assist with information regarding visas but application responsibility rests with the applicant.
For more information about visa requirements and application forms visit <http://www.botswanaembassy.org>.
Application fee for visa is BWP500.00 or $107

Participants who require a visa support letter are requested to send their requests, as quickly as possible, and no later than **30 June 2011** to:

**Mr Twoba Koontse**

**Director, Communications Compliance and consumer Affairs**

**Botswana Telecommunication Authority**

**Plot 206/207 Independence Avenue**

**P/ BAG 00495**

**Gaborone**

**Tel: +267 3957755**

**Fax:  +267 3957976**

Email:  koontse@bta.org.bw /Jansen@bta.org.bw

# Travel and airport transfers

Participants are responsible for making their travel arrangements. Delegates are requested to provide all travel information, including flight number, arrival and departure dates and times by completing and returning the attached Hotel and Delegate Information Form by **Friday 15 July 2011** to:

**Mr Twoba Koontse**

**Director, Communications Compliance and Consumer Affairs**

**Botswana Telecommunication Authority**

**Plot 206/207 Independence Avenue**

**P/ BAG 00495**

**Gaborone**

**Tel: +267 3957755**

**Fax:  +267 3957976**

Email:  koontse@bta.org.bw /Jansen@bta.org.bw

Transport will be provided to delegates:

1. On arrival and departure from the Sir Seretse Khama International Airport.
2. From the designated/recommended hotels to the venue.
3. During the various social events organized for the delegates.

Note: Delegates are advised to look out for paging boards or signage with the name of the meeting. Due to the number of delegates expected, the local host may not prepare signage for each individual delegate arriving.

# Climate

Botswana's climate is semi-arid. Though it is hot and dry for much of the year, there is a rainy season, which runs through the summer months. Rainfall tends to be erratic, unpredictable and highly regional. Often a heavy downpour may occur in one area while 10 or 15 kilometres away there is no rain at all. Showers are often followed by strong sunshine so that a good deal of the rainfall does not penetrate the ground but is lost to evaporation and transpiration. 'Pula', one of the most frequently heard words in Botswana, is not only the name of Botswana's currency, but also the Setswana word for rain. So much of what takes place in Botswana relies on this essential, frequently scarce commodity.

The summer season begins in November and ends in March.  It usually brings very high temperatures.  However, summer is also the rainy season, and cloud coverage and rain can cool things down considerably, although only usually for a short period of time.  The winter season begins in May and ends in August.  This is also the dry season when virtually no rainfall occurs. Winter days are invariably sunny and cool to warm; however, evening and night temperatures can drop below freezing point in some areas, especially in the south-west.  The in-between periods - April/early May and September/October - still tend to be dry, but the days are cooler than in summer and the nights are warmer than in winter.

# Local time

The standard time zone in Botswana is 2 hours ahead of Greenwich Mean Time (GMT +2).  There are no daylight saving time arrangements.

# Currency, banks and credit cards

The official currency is the Botswana PULA (100 thebe = 1 PULA). The currency is also abbreviated in both domestic and International Financial transactions as BWP.

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| --- | --- |
|  USD 1 = | BWP 6.69344 |
|  GBP 1 = | BWP 10.7128 |
|  EUR 1 = | BWP 9.00563 |
|  SAR 1 = | BWP 0.968248 |

* Major international credit cards are widely accepted for transactions.
* Banks are open from 9:00hrs to 15.00hrs Monday through Friday.
* Forex Bureaux located in different parts of the city are open from 9:00hrs to 16.00hrs Monday through Sunday.

# Health & Vaccination

Those entering Botswana from other neighbouring countries infected with cholera and yellow fever, such as Kenya or Uganda, must provide international immunisation certificates.  Expectant mothers are required to provide a medical certificate of fitness to travel at the time of making their reservations.  Air travel is not permitted after the 32nd week of pregnancy

# Electricity

Botswana uses 220/240Volts, but you will need adapters if you are using 110v equipment.  Most hotels have adapters available. But it is wise to bring your own, just in case.

The most current sockets are:

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# Drinking water

Tap water is treated and safe for drinking.  Bottled/Mineral water is also available and can be obtained in all hotels and restaurants and in shops.

# Internet connectivity

Connectivity will be available at the meeting venue. It may require payment in some hotels.

**HOST COUNTRY CONTACTS:**

|  |  |
| --- | --- |
| **Basebi MosinyiBotswana Telecommunication Authority** **Plot 206/207 Independence Avenue****P/ BAG 00495****Gaborone** **Tel: +267 3957755Fax:  +267 3957976Email:** Jacquim@bta.org.bw | **Lizzy TshekoBotswana Telecommunication Authority** **Plot 206/207 Independence Avenue****P/ BAG 00495****Gaborone****Tel: +267 3957755Fax:  +267 3957976****Email:** tsheko@bta.org.bw  |

ANNEX 3
(to TSB Collective letter 5/SG12RG-AFR)

**ITU-T Workshops and SG12 and SG 5 Regional Groups Meetings**

**(Gaborone, Botswana, 25-29 July 2011)**

HOTEL AND DELEGATE INFORMATION FORM

**Meetings venue:**

**GABORONE INTERNATIONAL CONFERENCE CENTRE**Located on Bonnington Farm, Molepolole Road, Gaborone, Botswana
Private Bag BR105, Gaborone, Botswana.
Tel: +267 3912999 • Fax: +267 391 2989.

Country …………………………………………………………….…………

Name of delegate …………………………………………………………….

Title………………………………………………………………………………

Organization…………………………………………………………………..

Email and Tel. contacts:………………………………………………………

Date of Arrival/Flight number…………………………………………….

Date of Departure/Flight number………………………………………..

Hotel Accommodation:

First Choice……………………………………………………………

Second Choice…………………………………………………………

# Signature………………..……………………………………………………..

**Please return by Friday 15 July 2011** **to:**

**Botswana Telecommunication Authority,**

**Fax: +267 3957976 or Email:** **koontse@bta.org.bw**

ANNEX 4
(to TSB Collective letter 5/SG12RG-AFR)

|  |  |  |
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|  | **ITU-T Study Group 12 Regional Group for Africa meeting****Gaborone, Botswana, 28-29 July 2011** |  |
| **Please return to:** | **ITU/BDT** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** |
| **Request for a partial fellowship to be submitted before 5 July 2011** |
|  | Participation of women is encouraged |  |
| **Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name of the Administration or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(family name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(given name)****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****PASSPORT INFORMATION :****Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In (place) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Valid until (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| CONDITIONS **(Please select your preference in “condition” 2 below)** |
| 1. One **partial** fellowship per eligible country.
 |
| 1. ITU will cover either one of the following:
 |
| □ **Economy class air ticket (duty station / Gaborone / duty station).** |
| **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.**1. It is imperative that fellows be present from the first day to the end of the meeting.
 |
| **Signature of fellowship candidate:** | **Date:** |
| **TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.** |
| **Signature** | **Date** |

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