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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 22 February 2012

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| Ref: | **TSB Collective letter 7/SG3RG-AFR** |  |
| Tel:Fax:E-mail: | +41 22 730 5887+41 22 730 5853tsbsg3@itu.int | To the members of the Study Group 3 Regional Group for Africa (SG3RG-AFR) |

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| Subject: | **Meeting of the Study Group 3 Regional Group for Africa (SG3RG-AFR),Cotonou, Benin, 8-11 May 2012** |

Dear Sir/Madam,

1 I am pleased to inform you that the Study Group 3 Regional Group for Africa (SG3RG-AFR) is to meet in Cotonou, Benin, on 10 and 11 May 2012, at the kind invitation of the Autorité Transitoire de Régulation des Postes et Telécommunications of Benin (ATRPT). The meeting will be preceded by a two-day Seminar, focusing on economics and finance aspects related to Programme 4 of the BDT Doha Action Plan.

The Seminar, organized with the cooperation of the Telecommunication Development Bureau (BDT), will start at 0930 hours on Tuesday, 8 May 2012. The meeting of the SG3RG-AFR will start at 0930 hours on Thursday, 10 May and will end on Friday, 11 May. The event will be restricted to delegates and representatives of administrations and operating agencies of the region, in conformity with §2.3.2 of Section 2 of Resolution 1 of the WTSA-08. The registration of delegates will take place on 8 May at the meeting venue as from 0830 hours.

2 **INTERPRETATION:** As agreed with the Co-Chairmen of the Group, the working languages of the meeting will be English and French.

3 **AGENDA:** The draft agenda of the SG3RG-AFR meeting, prepared in consultation with the Co-Chairmen of the Group, is set out in **Annex 1** to this Collective letter. I would like to draw your attention to the fact that you might usefully prepare for the meeting by referring to the summary record of the previous SG3RG-AFR meeting ([SG3RG-AFR – R 3](http://www.itu.int/md/T09-SG3RG.AFR-R-0003/en)).

4 You will shortly be receiving a letter of invitation from BDT for the Regional Seminar to be held just before the SG3RG-AFR meeting.

5 Additional information on the meeting is provided in **Annex 2**.

6 **DEADLINE CONTRIBUTIONS:** Pursuant to the provisions of Recommendation A.1 of the WTSA (Johannesburg, 2008) contributions to the work of the SG3RG-AFR shall be submitted to the Director of the Telecommunication Standardization Bureau (TSB).

Participants are encouraged to submit contributions by electronic mail to the following address: tsbsg3@itu.int no later than **Thursday, 3 May 2012**. Detailed instructions may be found on the ITU-T website.

**7 TEMPLATES:** We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

8 To enable the organisers to make the necessary arrangements concerning the documentation for, and organization of, the meeting, I would like to urge you to pre-register for this meeting by **8 April 2012**, at the latest. **Please note that pre-registration of participants to
ITU-T meetings is carried out *online* at the ITU-T website
(**<http://itu.int/ITU-T/othergroups/taf/index.asp>**).**

9 **FELLOWSHIPS:** We are pleased to inform you that full fellowships will be awarded based on available funding to facilitate participation from [Least Developed or Low Income Developing Countries](http://www.itu.int/en/ITU-T/info/Pages/resources.aspx). An application must be authorized by the relevant Administration of the ITU Member State and be limited to only one person per country. The fellowship request form, enclosed as **Annex 4**, should be returned to ITU not later than **8 April 2012.**  Please note that at WTSA-08, the Heads of Delegation committed that their candidate chairmen and vice-chairmen would be provided with the necessary resources to fulfill the duties of their office for the full four year term and that it was therefore recognized that the chairmen and vice-chairmen will not receive financial assistance from ITU.

10 **WIRELESS LAN** facilities will be available at the venue of the event.

11 **VISAS:** It is important that participants should enquire **in advance** whether they need a visa to enter Benin and apply to the Consulate or Embassy of Benin closer to their place of residence.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 4**

ANNEX 1
(to TSB Collective letter 7/SG3RG-AFR)

**Meeting of the Study Group 3 Regional Group for Africa (SG3RG-AFR)**

**Cotonou, Benin, 10 and 11 May 2012**

***Draft Agenda***

1 Opening of the meeting

2 Adoption of the agenda

3 Results of ITU-T Study Group 3 meeting and other ITU meetings

4 Report of the last SG3RG-AFR meeting

5 Priorities for the SG3RG-AFR

5.1 Discussion of the tariff situation in Africa, results of the questionnaire

5.2 Discussion and review of the TAF Group/SG3RG-AFR cost model and its implementation

6 General tariff issues of interest to Africa

6.1 International Internet Connectivity

6.2 Accounting system in the case of IP telephony/Interconnection of IP networks and public switched networks (to be deleted if no contributions)

6.3 Changes to Recommendation D.195 (shortening of settlement period)

6.4 Accounting rates for traffic terminating on mobile networks

6.5 Interconnection between fixed and mobile networks (to be deleted if no contributions)

6.6 Network externalities

6.7 Study of hubbing

6.8 Cross-border connectivity for mobile

7 Review of the International Telecommunication Regulations

8 Preparations for WTSA-12

9 Work program and schedule

10 Other business

ANNEX 2
(to TSB Collective letter 7/SG3RG-AFR)

**Meeting of the Study Group 3 Regional Group for Africa (SG3RG-AFR) and associated BDT Seminar**

**Cotonou, Benin, 8 to 11 May 2012**

***Information note for participants***

**1- Event venue**

**Benin Marina Hotel**

Address: Route de l’Aéroport

 Cotonou

 Tel : +229 21 30 01 00

 Fax: +229 21 30 11 55

 Email: info@benin-marina-hotel.com

 Site Web: [www.benin-marina-hotel.com](http://www.benin-marina-hotel.com)

**2 - Hotels**

Hotel reservation may be made directly by delegates. However, those delegates wishing to do so may request ATRPT-Benin to do it. It will be sufficient to let the ATRPT contact know their travel itinerary as well as the name of the preferred hotel. Preferential rates have been obtained with certain hotels.

Hotel reservation forms will otherwise have to be sent directly to the hotel, with a copy to:

**Autorité Transitoire de Régulation des Postes et Telécommunications du Bénin**

01 BP 2034 Cotonou (République du Bénin)

Tel : +229 21 31 01 65

Fax : +229 21 31 00 67

E-mail : dtatian@atrpt.bj ; contacts@atrpt.bj

The proposed hotels are five or ten minutes away from the event venue.

Arrangements will be made by the ATRPT to transport delegates from their respective hotels to the event venue.

However, delegates staying in a hotel other than those on the proposed list, will have to make their own arrangements.

The list of hotel is available in **Annex 3**.

**3 – Arrival and transportationto hotel**

Arrangements have been made by the host to meet delegates upon arrival at the airport and take them to their respective hotel. Any participant wishing to benefit from this service is requested to send their travel itinerary to the following contacts:

Mr Romaric MONTCHO

Tel : +229 21 31 01 65 ;

Mobile : +229 66 65 17 38

Email : mromaric@atrpt.bj

Ms. Noelly HOUNDEBASSO

Tel : +229 21 31 01 65 ;

Mobile : +229 97 83 03 03

Email : hnoelly@atrpt.bj

**4- Formalities to enter Benin**

A valid passport is required to enter Benin. Citizens from certain countries also require a visa, although citizens from the member countries of ECOWAS do not. These countries are: Burkina Faso, Côte d’Ivoire, Gambia, Ghana, Guinée, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Guinée Bissau and Togo. For citizens of countries requiring a VISA and who do not have a consular representation of Benin in their country, the ATRPT and the Immigration Service of Benin offer their services to have their visa ready upon arrival at the airport in Cotonou. In order to do that, please send your travel itinerary, full address and a clear photocopy of the first three pages of your valid passport to:

Mr Tatian DOSSOU

Tel : +229 21 31 01 65 ;

Mobile : +229 95 54 35 26

Email : dtatian@atrpt.bj

**5. Currency and exchange**

The local currency is the CFA Franc, usually written FCFA. The indicative exchange rate is as follows:

**1Euro = 655.957 FCFA**

**1 USD = 482. 027 FCFA**.

Foreign currency may be changed either at the airport or at the exchange bureaux in the city of Cotonou.

**6- Opening hours**

Government offices : 0800h to 1230h and 1500h to 1830h, Monday to Friday.

Banks : 0830h to 1700h, Monday to Friday. Saturdays from 0900h to 1300h.

**7- Language**

The official working language is French.

**8- Climate**

Benin enjoys a transitional equatorial climate, with two heavy rain seasons (May to July and September to October). Temperatures on the coast are milder than they are in the North of the country (40°C). In the far North of the country, the climate is a lot less humid and temperatures are often much higher than in the rest of Benin. The *harmattan*, a dry dusty wind from the desert, blows over Benin during the dry season.

In May temperatures oscillate between 25°C and 30°C

**9- Local time**

Official time in Benin is one hour ahead of the Greenwich meridian (GMT +1). There is no difference between summer and winter.

**10- Telecommunications**

The country code for the Republic of Benin is +229.

Mobile codes are : 64, 66, 67, 68, 90, 91, 93, 94, 95, 96, 97, 98, 99.

A SIM card costs approximately 1 000 FCFA. It must be registered according to Benin regulations.

**11- Electricity**

Main tension is **220 Volts/50Hz.** Should you require a weaker tension, please inquire at reception.

Available sockets are the following:



**12- Water**

Although tap water is safe to drink, you may wish to drink bottled water. It can be acquired at your hotel.

**13 - Health**

An international vaccination certificate against yellow fever will be required upon arrival at Cotonou airport.

**14 Internet connectivity**

An Internet connection will be available at the event venue. Payment may be required at certain hotels.

**15 Contact**

For any questions, please contact:

Mr Luc BOKO

Tel : +229 21 31 01 65 ;

Mobile : +229 66 30 05 30

Email : bluc@atrpt.bj  / bokoluc@yahoo.fr

ANNEX 3
(to TSB Collective letter 7/SG3RG-AFR)

**Meeting of the Study Group 3 Regional Group for Africa (SG3RG-AFR) and associated BDT Seminar**

**Cotonou, Benin, 8 to 11 May 2012**

***List of hotels***

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| **NAME OF HOTEL** | **TYPE OF ROOM** | **PRICE (TAX INCLUDED) IN FCFA** | **CONTACT** |
| **BENIN MARINA HOTEL**(on the Airport road) : **Event venue** | Single (City view) breakfast not included | 69 500 | Tel : +229 21 30 01 00Fax : +229 21 30 11 55Email : info@benin-marina-hotel.com[www.benin-marina-hotel.com](http://www.benin-marina-hotel.com) |
| Single (Sea view) breakfast not included | 82 500 |
| Bungalow (breakfast included) | 155 000 |
| **NOVOTEL**(on the Airport road) | Simple | 95 500 | Tel : +229 21 30 41 77, 21 30 56 74 /75Fax : +229 21 30 41 88E-mail : novotel.orisha@intnet.bjOuh1829-sl@accor.com |
| Suite  | 150 500 |
| **IBIS**(on the Airport road) | Single  | 59 500 | Tel : +229 21 30 56 77Fax : +229 21 30 56 78[www.ibishotel.com](http://www.ibishotel.com) |
| Double  | 65 500 |
| **Hôtel RIVERA**(Commercial area) | Simple  | 41 800 | Tel : +229 21 31 26 20, 21 31 83 28Fax : +229 21 31 83 27Email : hotelrivierabenin@hotmail.fr[www.hotelrivierabenin.com](http://www.hotelrivierabenin.com) |
| Double | 47 200 |
| Suite  | 77 100 |
| **Hôtel RIVOLI**(Commercial area) | Simple  | 35 000 | Tel : +229 21 31 46 47, 21 31 41 88, 21 31 07 82Fax : +229 21 31 24 16 Email : gmksaint@yahoo.com [www.rivolihotelbenin.com](http://www.rivolihotelbenin.com) |
| Simple Grand  | 40 000 |
| Double  | 45 000 |

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| **BENIN ATLANTIC Beach Hôtel**(Fidjrossè beach, route des pêches) | Vue façade | 30 500 | Tel : +229 21 30 19 39, 21 06 01 21, 96 77 55 10Fax : +229 21 30 72 00Email : beninatlanticbeachotel@yahoo.fr [www.hotelatlantic-beach.com](http://www.hotelatlantic-beach.com) |
| Vue ville | 40 500 |
| Vue piscine | 40 500 |
| Vue mer | 55 500 |
| Appartement  | 85 500 |
| **HOTEL DE L’ENTENTE**(on the Airport road) | Single VIP | 45 000 | Tel : +229 21 30 59 61 Email : hotelentente@yahoo.fr |
| Standard A | 38 500 |
| Standard B | 35 500 |
| Standard C | 25 500 |
| **HOTEL BENIN HORIZON**(city center) | Single | 18 500/20 500/25 500/30 500 | Tel : +229 21 30 96 84 Fax : +22921 30 99 12Email : hotel@beninhorizon.com[www.beninhorizon.com](http://www.beninhorizon.com) |
| Double | 40 500 |
| **HOTEL RESIDENCE LES COCOTIERS**(on the Airport road) | Single  | 40 500 | Tel : +229 21 30 67 62, 95 84 06 26, Fax : +22921 30 66 36Email : hotelresidencecocotiers@yahoo.fr [www.hotelcocotiers-benin.com](http://www.hotelcocotiers-benin.com) |
| Double  | 50 500 |
| Duplex  | 60 500 |

ANNEX 4
(to TSB Collective letter 7/SG3RG-AFR)

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|  | **Meeting of ITU-T SG3RG-AFR and Associated BDT SeminarCotonou, Benin, 8-11 May 2012** | Description: ITU globe2 |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** |
| **Request for one full fellowship or two partial fellowships to be submitted before 8 April 2012** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the on-line registration form at: <http://www.itu.int/ITU-T/othergroups/taf/index.asp> )**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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Please select your preference**  |
| 1. **□** One full fellowship     or **□ t**wo partial fellowships (per eligible country)..
 |
| 1. In case of two partial fellowships, chose one of the following:
 |
|  **□ Economy class air ticket (duty station / Geneva / duty station).** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** |
|  |
| **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.****N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING.** |
| **Signature** | **Date** |

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