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| **电信标准化局** | **logo_C_** |
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 2010年5月11日，日内瓦

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| 文号： | **电信标准化局第101号通函**TSB Workshops/P.R. | - 致国际电联各成员国主管部门；- 致ITU-T部门成员；- 致ITU-T部门准成员； |
| 电话：传真：电子邮件： | +41 22 730 5235+41 22 730 5853tsbworkshops@itu.int | **抄送：**- ITU-T研究组正副主席；- 电信发展局主任；- 无线电通信局主任；- 国际电联驻塞内加尔达喀尔区域代表处；- 肯尼亚常驻联合国日内瓦办事处代表团 |

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| 事由： | **ITU-T有关“在非洲安全的环境中提供优质通信服务”的讲习班****2010年7月26-27日，****肯尼亚内罗毕** |

尊敬的先生/女士，

1 应肯尼亚通信委员会（CCK）的盛情邀请，ITU-T将于2010年26至27日举办**有关“在非洲安全的环境中提供优质通信服务”的讲习班**，为期两天。讲习班将在肯尼亚内罗毕[洲际酒店](http://www.ichotelsgroup.com/intercontinental/en/gb/locations/nairobi)举行。

讲习班第一天将于09:30开始。与会者的注册工作将自08:00开始。有关会议厅的详尽信息将在会场各入口处的屏幕上显示。

2 讨论将用英文和法文进行。将提供同声传译。

另外，谨向您通报，本次讲习班结束后将立即于2010年7月28至31日召开下列会议：ITU-T第12研究组非洲区域组（*SG12 RG-AFR*）第二次会议（见电信标准化局第3号集体函/SG12 RG-AFR）、ITU-T第5研究组非洲区域组（*SG5 RG-AFR*）第一次会议（见电信标准化局第2号集体函/SG5 RG-AFR）和国际电联非洲区合规性评估和互操作性区域磋商会（见电信标准化局第107号通函）。这些会议同样由肯尼亚通信委员会承办，在同一会址举行。

3 国际电联成员国、部门成员和部门准成员以及国际电联成员国中愿参加此工作的任何个人均可参加此讲习班。这里所指的“个人”亦包括作为国际、区域和国家组织成员的个人。讲习班不收取任何费用。

4 除提高非洲电信服务监管机构、运营商和用户对国际电联在服务质量问题方面所开展的相关工作的认识外，本次讲习班将特别为与会者提供就服务提供质量、法规、经验和挑战交换看法和交流经验的机会，这将有助于改进未来的服务提供优质和监管政策，从而惠及用户和整个行业。

讲习班第二天 – 根据世界电信标准化全会（WTSA）第72号决议 – 将提供有关电磁场（EMF）对健康的影响、国际电联和其它国际标准制定组织（SDO）相关建议书以及如何评估由于部署射频（RF）相关电信设施而使人体暴露于EMF情况的实用信息。

讲习班的主要目标是：

• 提高对ITU-T在QoS/QoE方面所开展的相关活动的认识；

• 提高对与健康相关的EMF问题以及ITU-T的工作和相关建议书的认识；

• 提高非洲各团体对ITU-T活动及其研究组工作的参与；

• 增加对ITU-T建议书工作的参与和制定；

• 提高电信监管机构、运营商和用户在服务质量/体验质量保证和人体暴露于EMF问题上的合作和参与；

• 提供一些有用和实用的信息，用于人体暴露于EMF情况的评估；

• 共享有关服务质量和EMF问题的信息和知识；

• 提高对第5研究组工作的认识，提高参与程度，呼吁提交文稿。

5 讲习班的议程草案见本文**附件1**。更新的议程、演讲稿和相关信息将在ITU-T网站的下列地址提供：<http://www.itu.int/ITU-T/worksem/qos/201007/index.html>。

6 有关讲习班的实用信息见**附件2**。

7 **住宿**：有关住宿的详细情况（包括酒店清单）见**附件3**或ITU-T网站：<http://www.itu.int/ITU-T/worksem/qos/201007/index.html>。为享受本次讲习班组委会协议的特价，强烈建议与会者在**2010年7月17日前**填妥**附件4**中提供的**酒店和代表信息表**，通过组委会预定指定的酒店。从机场到酒店和会场的交通由东道国主管部门负责。为确保接机和交通的提供，请代表填妥并发回所示的酒店和代表信息表。

8 **与会补贴：**ITU-T将在预算允许的情况下，向**每个符合条件的国家的一名与会者**提供数量有限的全额与会补贴。与会者须经最不发达国家和人均收入在2 000美元以下的发展中国家国际电联相关主管部门的正式授权。尽管所提供的与会补贴每个国家仅限一名代表，但国家代表的数量不受限制，前提是其他代表的费用由该国自理。申请与会补贴的代表请填写**附件5**中的**与会补贴申请表**，并**最迟于2010年7月9日前**通过传真+41 22 730 5778发至国际电联。

9 为便于电信标准化局就该讲习班的组织做出必要安排，希望您能通过<http://www.itu.int/ITU-T/worksem/qos/201007/index.html>网址以在线形式向电信标准化局尽早、但**不迟于2010年7月15日**进行注册。**请注意，讲习班与会者的预注册仅以在线方式进行**。

10 请注意，一些国家的公民需要向**驻本国的肯尼亚使馆或领馆**申请签证才能入境肯尼亚。有关签证要求的详细情况见：[www.immigration.go.ke](http://www.immigration.go.ke)。如**提前至少两个星期**提出请求，肯尼亚通信委员会可给予协助，以便为发放签证提供方便（详细情况见**附件2**）。

顺致敬意！

电信标准化局主任
马尔科姆•琼森

**附件：5件**

ANNEX 1

(to TSB Circular 101)

**Draft Programme**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Day 1, 26 July 2010** |
| **08:00 - 09:30** | **Delegate Registration** |
| **09:30 - 10:30** | **Session 1 : Opening ceremony and introduction** * Overview of SG 12 activities
* Why SG12 RG-AFR was created
* Reliable telecommunication services for economic and social development in Africa
 |
| **10:30 - 11:00** | **Coffee break** |
| **11:00 - 12:30** | **Session 2 : Identification of QoS/QoE parameters and their thresholds for different telecommunication services** * ITU-T Recommendations and international standards relevant to QoS/QoE
* Benchmarked examples of applied KPIs
 |
| **12:30 - 14:00** | **Lunch** |
| **14:00 - 16:00** | **Session 3 : Inter-operators QoS** * QoS as an enabler of interworking/interoperability between different systems
* Ensuring integrity of interconnected traffic
* SLAs to guarantee quality service between providers
* Regulatory monitoring and interventions- country experiences
* Maintaining good QoS/QoE by roaming partners
 |
| **16:00 - 16:15** | **Coffee Break** |
| **16:15 - 17:15** | **Session 4 : Managing resources/technologies/equipment to deliver good quality QoS/QoE** * Frequency use and re-use
* Numbering and Number portability
* Leveraging under-sea and terrestrial fibre cables to improve quality of service
* Maintaining equipment standards to ensure good QoS
 |
| **17:15 - 17:30** | **Session 5 : Customer Issues** * QoS/QoE as a function of customer satisfaction and retention
 |
|   |   |
|   |   |
| **Day 2, 27 July 2010** |
| **08:00 - 09:00** | **Delegate Registration** |
| **09:00 - 09:45** | **Session 1 : WHO** * Who research agenda and scientific knowledge base
* Communicating scientific Knowledge
* Who approach to EMF legislation and standard setting framework
 |
| **09:45 - 10:30** | **Session 2 : ICNIRP** * Organisation
* Scientific approach
* Activities
* ICNIRP’s EMF exposure guidelines and their applications
 |
| **10:30 - 11:15** | **Session 3 : ITU** * Role of ITU-T & ITU-R
* ITUT- SG5 activities
* Implementation of Resolution 76
 |
| **11:15 - 11:45** | **Coffee break** |
| **11:45 - 12:30** | **Session 4 :Mobile network responding to public concern** * Typical actual exposure from base station mast and other radio transmitters
* Overview of regulatory approach to mast siting
* Policy option to respond to public concern
 |
| **12:30 - 14:00** | **Lunch** |
| **14:00 - 16:00** | **Session 5 : Practical : assessment of exposure level (ITU expert)** * By calculation : EMF estimator (K.70)
* By measurement (Protocol and field measurement)
 |
| **16:00 - 16:30** | **Coffee Break** |
| **16:30 - 17:30** | **Session 6 : Countries experiences (local expert)** * Operators
* regulators
 |
| **17:30 - 17:45** | **Closing session** |

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ANNEX 2
(to TSB Circular 101)

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

 **(Nairobi, Kenya, 26-31 July 2010)**

**INFORMATION FOR PARTICIPANTS**

1. **Meetings venue**

**The ITU-T Workshops and SG 12 and SG 5 Regional Groups Meetings** will take place from **26-31 July 2010** at [**the Intercontinental Hotel**](http://www.ichotelsgroup.com/intercontinental/en/gb/locations/nairobi), located on City Hall Way, P.O. Box 30353,Nairobi 00200, Kenya, Tel: + 254 (0) 20 32 00 000.

**Website:** [**www.ichotelsgroup.com/intercontinental/en/gb/locations/nairobi**](http://www.ichotelsgroup.com/intercontinental/en/gb/locations/nairobi)

1. **Hotel Accommodation**

Participants are responsible for meeting their accommodation costs. However, special rates have been negotiated by the organizing committee as provided in the **attached 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. The organizing committee shall not be responsible for hotels that are not designated or provided in the recommended list.

1. **Visa**

Every foreign national travelling to Kenya must be in possession of a valid passport.

For complete details of visa requirements, participants are advised to consult the web site of the Ministry of Immigration of the Republic of Kenya at: [www.immigration.go.ke](http://www.immigration.go.ke). Enquiries can also be addressed to a Kenyan Embassy or Consulate in the countries of residence. If a visa is required, participants are requested to obtain this official document prior to travelling to Kenya.

Nationals of the following countries do not require visas to enter Kenya: Botswana, Gambia, Lesotho, Malawi, Mauritius, Namibia, Sierra Leone, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Papua New Guinea, Uganda, Zimbabwe, Zambia and Ghana.

Nationals of the following countries may be issued with visas on application, and without reference to the Principal Immigration Officer, Nairobi, Angola, Algeria, Guinea, Guinea Bissau, Burkina Faso, Burma, Benin, Burundi, Rwanda (gratis ), Ivory Coast, Central African Rep., Ethiopia, Eritrea, Sudan,  Chad, Liberia, Libya, Comoros, Congo (Brazzaville), Togo,  Tunisia, Madagascar, Djibouti, Mauritania, Democratic Republic of Congo, Egypt , Morocco, Mozambique, Equatorial Guinea and Gabon.

Communications Commission of Kenya will offer assistance by facilitating the necessary visa issuance upon provision of the following documents **AT LEAST TWO WEEKS IN ADVANCE**:

1. Note verbal from your organization confirming your participation in the event;
2. Copies of the relevant pages of valid passport;
3. Passport size photo;
4. USD 10 for visa administration;
5. Participants who require a visa support letter are requested to send their requests, as quickly as possible, and no later than **30th June 2010** to:

**Mutua Muthusi**

**Assistant Director/Communications and PR**

**Communications Commission of Kenya**

**PO Box 14448**

**Nairobi 00800**

**Tel: +254 20 4242284**

**Fax:  +254 20 4451866**

**Email:** **ituworkshop2010@cck.go.ke**

1. **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 **Saturday, 17 July 2010** to:

**Communications and Public Relations Unit Communications Commission of Kenya**

**PO Box 14448, Nairobi 00800, Kenya**

**Fax: +254 20 4451866**

**Email:** **ituworkshop2010@cck.go.ke**

 Transport will be provided to delegates:

1. On arrival and departure from the Jomo Kenyatta 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.

1. **Climate**

Kenya enjoys a pleasant tropical climate and the average temperatures in July vary between 18°C - 22°C during the day and fall to 11°C at night.

1. **Local time**

GMT +3 hours

1. **Currency, banks and credit cards**

The unit of currency is the Kenya Shilling, divided into 100 cents. The indicative exchange rate, as of 5th March 2010, is:

1 Ksh = Ush 26

1 Ksh = Tsh 18

1USD = Ksh. 76

* 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 Friday.
1. **Vaccination**

Yellow fever vaccination is usually required by Health authorities on arrival.

**9. Electricity**

240V with frequency of 50 Hertz and the electricity plugs are [13](http://kropla.com/%21g.htm) Amp, with the square pin used in most premises.

**HOST COUNTRY CONTACT:**

**Viola Munyoki or Hazel King’ori**

**Communications and Public Relations Unit**

**P.O. Box 14448**

**Nairobi 00800**

**Tel: +254 20 4242000**

**Fax: +254 20 4451866**

**Email:** **ituworkshop2010@cck.go.ke**

ANNEX 3
(to TSB Circular 101)

**LIST OF HOTELS**

|  |  |  |  |
| --- | --- | --- | --- |
| **HOTELS** | **Rates are based on** | **SINGLE ROOM****(Rates in US$)****B&B** | **DOUBLE ROOM****(Rates in US$)****B&B** |
| **CONFERENCE VENUE** Hotel Intercontinental \*\*\*\*\*P.O. Box 30667NairobiTel. **254-20-3200000**reservations@icnairobi.com | **Deluxe**  | **326** | **378** |
| Laico Regency Hotel\*\*\*\*\*P.O Box 57549NairobiTel : **254-20-2887000**reservation@laicoregencyhotel.co.ke | **Deluxe****Executive**  | **195****430** | **220****430** |
| The Stanley Hotel \*\*\*\*\*P.O. Box 30680NairobiTel. **254-20-2228830**reservations@thestanley.sarova.co.ke | **Deluxe**  | **185** | **225** |
| Fairmont Hotel/The Norfolk \*\*\*\*\*P.O. Box 40064 NairobiTel : **254-20-2216940** | **Deluxe** | **272** | **272** |
| Nairobi Safari Club \*\*\*\*\*P.O. Box 43564NairobiTel : **254-20-2821000**Email info@nairobisafariclub.com | **All suites** | **140** | **160** |
| The Hilton\*\*\*\*\*P.O. Box30624NairobiTel: **254-20-2790000**reservations.nairobi@hilton.com | **Standard****Deluxe** | **174****214** | **204****244** |
| Fairview Hotel \*\*\*\*P.O. Box 40842 NairobiTel : **254-20-2881000**Email reserv@fairviewkenya.com | **Standard** | **120** | **128** |
| Hillpark \*\*\*\*P.O. Box 46037Nairobi 00100Tel: **254-20-2724312**reservations@hillparkhotel.com | **Standard** | **83** | **110** |
| The Panafric Hotel \*\*\*P.O. Box 30486 NairobiTel.: **254-20-2720822**Fax: Email: reservation@panafric.sarova.co.ke | **Standard** | **155** | **190** |
| Heron Court Hotel\*\*\*P.O. Box NairobiTel. **254-20-2720740/42/72**Fax **254-20-272169**8Email : herco@iconnect.co.ke | **Standard** | **100** | **125** |
| Six Eighty \*\*\*P.O. BOX 43436Tel: **254-20-315680**Fax: **254-20-218314**Email : info@680-hotel.co.ke | **Standard**  | **60** | **80** |
| Hotel Boulevard \*\*\*P.O. Box 42831NairobiTel. **254-20-**227567Fax **254-20-334071**Email hotelboulevard@kenyaweb.com | **Standard** | **125** | **165** |
| Comfort Inn Hotel (town)\*\*\*P.O. BOX 30425NairobiTel: **254-20-2716003/2727991**Fax : **254-20-2727989/2718838**Email : comfort@kenyaweb.com | **Standard**  | **55** | **75** |
| Silver Springs Hotel \*\*\*P.O. Box 61362NairobiTel. **254-20-2722451-57**Fax **254-20-2728061**Email silversprings@iconnect.co.ke | **Standard** | **133** | **169** |

ANNEX 4(to TSB Circular 101)

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

 **(Nairobi, Kenya, 26 – 31 July 2010)**

HOTEL AND DELEGATE INFORMATION FORM

**MEETING VENUE:
INTERCONTINENTAL HOTEL, LOCATED ON CITY HALL WAY,
P.O. BOX 30353, NAIROBI 00200, KENYA, TEL: + 254 (0) 20 32 00 000**

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 Saturday, 17 July 2010** **to:**

**Communications Commission of Kenya, CPR Unit**

**Fax: +254 20 4451866 or Email:** **ituworkshop2010@cck.go.ke**

ANNEX 5(to TSB Circular 101)

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| ITU globe2 | **ITU-T Workshop on “Delivering Good Quality Telecommunication Service in a Safe Environment in Africa” Nairobi, Kenya, 26-27 July 2010** | ITU globe2 |
| **Please return to:** | **Fellowships ServiceITU/BDTGeneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int****Tel: +41 22 730 5095** **Fax: +41 22 730 5778**  |
| **Request for a fellowship to be submitted before 9 July 2010** |
| **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 1. **One full** fellowship per eligible country within the **Africa region** **only.**
2. It is imperative that fellows be present for the entire duration of their fellowship.
 |
| Signature of fellowship candidate: ………………………………………….. Date: ……...……………... |
| TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.Signature: ……..………………………………………. Date: …………………………………………….. |

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