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| **Oficina de Normalización de las Telecomunicaciones** | **logo_S_** |
|  |  |

Ginebra, 20 de abril de 2012

|  |  |  |
| --- | --- | --- |
| Ref:  Tel: Fax: Correo-e: | **Circular TSB 272** TSB Workshops/P.R.  +41 22 730 5591 +41 22 730 5853 [tsbworkshops@itu.int](mailto:tsbworkshops@itu.int) | - A las Administraciones de los Estados Miembros de la Unión;  - A los Miembros del Sector UIT-T;  - A los Asociados del UIT‑T;  - A las Instituciones Académicas de la UIT; |
|  |  | **Copia:**  - A los Presidentes y Vicepresidentes de las Comisiones de Estudio del UIT-T;  - Al Director de la Oficina de Desarrollo de las Telecomunicaciones;  - Al Director de la Oficina de Radiocomunicaciones;  - Al Director de la Oficina Regional de la UIT, Addis Ababa;  - A la Misión Permanente de Benín en Ginebra |

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| Asunto: | **Taller de la UIT sobre "Medición práctica de los parámetros QoS/QoE relativos a la conformidad en materia de reglamentación" – Cotonou, Benín, 16-17 de julio de 2012** |

Estimada Señora/Estimado Señor:

1 La UIT está organizando un taller sobre "**Medición práctica de los parámetros QoS/QoE relativos a la conformidad en materia de reglamentación**"en el [Azalai Plage Hotel](http://www.azalaihotels.com/hotel-benin/index.html) en Cotonou, Benín, el 16 y 17 de julio de 2012. Este evento se realiza gracias a la amable invitación de la "Autorité Transitoire de Régulation des Postes et Télécommunications" (ATRPT).

Seguirá al taller la celebración en el mismo lugar de la cuarta reunión del Grupo Regional para África de la Comisión de Estudio 12 del UIT-T, el 18 de julio (ver Carta Colectiva 6/SG12RG-AFR de la TSB), gracias también a la amable invitación de ATRPT.

El taller comenzará a las 09.00 horas y la inscripción de los participantes, a las 08.30 horas.

En la entrada del lugar de celebración se dará información detallada sobre las salas de reunión.

2 El taller se celebrará en inglés y francés.

3 La participación está abierta a los Estados Miembros, a los Miembros de Sector, a los Asociados y a las Instituciones Académicas de la UIT, y a cualquier persona de un país que sea miembro de la UIT y desee contribuir a los trabajos. Esto incluye a las personas que también sean miembros de organizaciones nacionales, regionales e internacionales.

4 Este taller tiene como objetivo armonizar diversos intereses en la medición técnica de las obligaciones de calidad de servicio/experiencia en los países africanos. Los resultados previstos son los siguientes:

I. Comprensión de principios reglamentarios para garantizar QoS/QoE.

II. Comprensión de herramientas reglamentarias para cumplir las obligaciones de QoS/QoE.

III. Comprensión de métodos de medición prácticos para la evaluación de obligaciones QoS/QoE.

5 En el **Anexo 1** adjunto figura un proyecto de programa del taller. Las presentaciones e información de interés estarán disponibles en la siguiente página web del UIT-T:   
<http://itu.int/en/ITU-T/Workshops-and-Seminars/qos/201207/Pages/default.aspx>, que se actualizará a medida que se disponga de nueva información o se modifique la información ya existente.

6 En el documento "Practical Information" del **Anexo 2**, también disponible en la página web del UIT-T, <http://itu.int/en/ITU-T/Workshops-and-Seminars/qos/201207/Pages/default.aspx>, puede hallarse información general, en particular alojamiento en hotel, transporte, visados y requisitos sanitarios.

7 **BECAS**: Tenemos el placer de comunicarle que se concederán una beca total o dos becas parciales por administración, **únicamente para la Región de África**, en función de la financiación disponible, con objeto de facilitar la participación de los países menos adelantados y países en desarrollo con bajos ingresos (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). La solicitud debe ser autorizada por la administración correspondiente del Estado Miembro de la UIT. La solicitud de beca (para la que debe utilizarse el **Formulario 2 adjunto en el Anexo 3**) deberá obrar en poder de la UIT **a más tardar el** **16 de junio de 2012**. (Rogamos tome nota que, en la AMNT‑08, los Jefes de Delegación se comprometieron a proporcionar candidatos a Presidentes y Vicepresidentes con los recursos necesarios para dar cumplimiento a sus funciones durante todo el periodo de cuatro años, y por consiguiente se acordó que los Presidentes y Vicepresidentes no recibirían asistencia financiera de la UIT.)

8 **INSCRIPCIÓN**: Para que la TSB pueda tomar las disposiciones necesarias, le ruego me comunique cuanto antes, por carta, por fax (+41 22 730 5853) o por correo electrónico ([tsbreg@itu.int](mailto:tsbreg@itu.int)) y **a más tardar el 9 de julio de 2012**, una lista de las personas que representarán a su Administración, Miembro del Sector, Asociado, Institución Académica, organización regional y/o internacional u otra entidad. Se ruega también a las administraciones que indiquen el nombre de su Jefe de Delegación (y jefe adjunto, si procede).

**Le ruego que tome nota que la preinscripción de los participantes en los talleres se lleva a cabo exclusivamente *en línea***(<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/201207/Pages/default.aspx> ).

**Los participantes en la reunión del Grupo Regional para África de la Comisión de Estudio 12 del UIT-T deben inscribirse separadamente para este taller.**

9 Le recordamos que los ciudadanos procedentes de ciertos países necesitan visado para entrar y permanecer en Benín. Ese visado debe solicitarse en la oficina (embajada o consulado) que representa a Benín en su país o, en su defecto, en la más próxima a su país de partida. Para los ciudadanos de países que necesitan visado pero no disponen en su país de una representación consular de Benín, la ATRPT y el Servicio de Inmigración de Benín se encargarán de tomar las medidas correspondientes para que el visado esté a su disposición al llegar al aeropuerto en Cotonou.

A tal efecto, le rogamos que envíe su itinerario de viaje, dirección completa y una fotocopia clara de las tres primeras páginas de su pasaporte en regla **dos semanas antes de la fecha de ingreso al país, como mínimo,** a las siguientes personas:

|  |  |
| --- | --- |
| Sr. Tatian DOSSOU  Tel.: +229 21 31 01 65 Móvil: +229 95 54 35 26 Fax: +229 21 31 00 67 Correo-e: [dtatian@atrpt.bj](mailto:dtatian@atrpt.bj) | Sr. Géraud-Constant AHOKPOSSI Tel.: +229 21 31 01 65  Móvil: +229 97 93 87 45 Fax: +229 21 31 00 67  Correo-e: [aconstant@atrpt.bj](mailto:aconstant@atrpt.bj) |

Atentamente.

Malcolm Johnson  
Director de la Oficina de Normalización  
de las Telecomunicaciones

**Anexos**: 3

ANNEX 1  
 (to TSB Circular 272)

**ITU Workshop on "Practical measurement of QoS/QoE Parameters for   
Regulatory compliance"   
(Cotonou, Benin, 16-17 July 2012)**

**PRELIMINARY DRAFT PROGRAMME**

|  |  |
| --- | --- |
| **Day 1, Monday, 16 July 2012** | |
| **08:30 - 09:00** | **Registration** |
| **09:00 - 09:45​** | **​Opening ceremony** |
| **09:45 - 10:45** | **Session 1: What are the regulatory principles for ensuring quality of service (QoS)**  This session will  present the framework for regulating quality of service, defining and choosing quality of service parameters, setting targets and the stakeholders involved. |
| **10:45 - 11:00** | **Coffee break** |
| **11:00 - 12:30** | **Session 2: Regulatory tools for enforcing QoS Compliance**  This session will look into the means of measurement and audit of QoS from a regulatory perspective and the publication of results and sanctions. |
| **12:30 - 14:00** | **Lunch** |
| **14:00 - 15:30** | **Session 3: Country specific examples of principles and means of enforcing QoS**  This session will consider some specific country cases in Africa to illustrate the challenges faced in enforcing QoS. |
| **​15:30 - 15:45** | ​**Coffee break** |
| **​15:45 - 17:00** | ​**Session 4: Discussion on Regulatory tools for enforcing QoS Compliance**  This session will be a discussion panel on the pros and cons of the scenarios presented in Session 3. |

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| **Day 2, Tuesday, 17 July 2012** | |
| **09:00 - 10:45** | **Session 5: Measurement of QoS/QoE compliance by network counters**  The session will focus on best practices in achieving QoS compliance using network counters. |
| **10:45 - 11:00** | **Coffee break** |
| **11:00 - 12:30** | **Session 6: Measurement of QoS/ QoE by field surveys**  The session will focus on best practices in measuring QoS through the use of field surveys. |
| **12:30 - 14:00** | **Lunch** |
| **14:00 - 15:30** | **Session 7: Discussion on QoS measurement methods**  Based on the discussions in the previous sessions, this session will consider what the optimum options for QoS measurements are. The following questions will be considered by the panel:   * What are the current issues? * What are the possible solutions? * What are the next steps to take? |
| **15:30 - 15:45** | ​**Coffee break** |
| **​15:45 - 17:00** | **Session 8: Concluding Remarks** |

ANNEX 2  
(to TSB Circular 272)

**Practical information for participants**

**1. Event venue**

**Azalai Hôtel de la plage**Rue du Consulat de France N° 870 A  
Boîte Postale : 05 BP 347Cotonou

Tel: + 229 21 31 72 00

Fax: + 229 21 31 72 69

Email: hoteldelaplage@azalaihotels.com

Website: <http://www.azalaihotels.com/hotel-benin/index.html>

**2. Hotels**

Participants are responsible for meeting their accommodation costs.  
**Hotel reservation must be made directly by delegates**.   
However, **upon request**, ATRPT-Benin will make hotel reservations for participants who indicate their travel itinerary as well as the name of the hotel of their choice to Mr Tatian DOSSOU   
(Fax: +229 21 31 00 67; Email: [dtatian@atrpt.bj](mailto:dtatian@atrpt.bj)) and Mr Géraud-Constant AHOKPOSSI  
(Fax: +229 21 31 00 67; Email: [aconstant@atrpt.bj](mailto:aconstant@atrpt.bj)) from the ATRPT.

Arrangements will be made by the ATRPT to transport delegates from their respective hotels to the event venue. The proposed hotels are less than fifteen minutes away from the event venue.

Special rates have been negotiated by ATRPT with Azalai, Rivera, Rivoli and Benin Horizon hotels  
The list of hotels is available in **Appendix 1**.

**3. Arrival and transportation to hotel**

Arrangements have been made by the host to meet delegates upon arrival at the airport and take them to their respective hotel. In order to ensure airport pick-up upon arrival and departure, participants are requested to send their travel itinerary by completing and returning the **Arrival and Transportation Form** in **Appendix 2** (see **Form 1**) to the following contacts:

|  |  |
| --- | --- |
| Mr. Tatian DOSSOU  Tel: +229 21 31 01 65 Mobile: +229 95 54 35 26 Fax: +229 21 31 00 67 Email: [dtatian@atrpt.bj](mailto:dtatian@atrpt.bj) | Mr. Géraud-Constant AHOKPOSSI Tel: +229 21 31 01 65  Mobile: +229 97 93 87 45 Fax: +229 21 31 00 67  Email: [aconstant@atrpt.bj](mailto:aconstant@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, Cape Verde, Gambia, Ghana, Guinea, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Guinea Bissau and Togo. For citizens

of countries requiring a visa but who do not have a consular representation of Benin in their country, arrangements will be made by the ATRPT and the Immigration Service of Benin to have their visa ready upon arrival at the airport in Cotonou. In order to do so, please send your travel itinerary, full address and a clear photocopy of the first three pages of your valid passport **at least two weeks before the date of entry** to:

|  |  |
| --- | --- |
| Mr. Tatian DOSSOU  Tel: +229 21 31 01 65 Mobile: +229 95 54 35 26 Fax: +229 21 31 00 67 Email: [dtatian@atrpt.bj](mailto:dtatian@atrpt.bj) | Mr. Géraud-Constant AHOKPOSSI Tel: +229 21 31 01 65  Mobile: +229 97 93 87 45 Fax: +229 21 31 00 67  Email: [aconstant@atrpt.bj](mailto:aconstant@atrpt.bj) |

**5. Health**

An international vaccination certificate against yellow fever will be required upon arrival at Cotonou airport. Vaccination against hepatitis is also recommended.

**6. Currency and exchange**

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

**1 Euro = 655.91 FCFA**

**1 USD = 482.02 FCFA**.

Currency converter: <http://fr.exchange-rates.org/rate/USD/XOF>   
foreign currency may be changed either at the airport or at the exchange bureaux in the city of Cotonou.

**7. Opening hours**

Government offices: 07:00 to 11:30 and 14:00 to 17:20 (Monday to Friday)  
Shops: 08:00 to 18:00  
Banks : 07:00 to 16:00 (Monday to Friday), Saturdays from 08:00 to 12:00

**8. Language**

The official working language is French.

**9. Climate**

The climate in Benin is generally hot and humid, 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 July the temperature varies from 26 to 30 degrees.

**10. Local time**

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

**11. Telecommunications**

The country code for the Republic of Benin is +229. 5 operators: MTN, MOOV, GLO MOBILE, BBBCOM and Bénin Telecoms SA (fix and mobiles)

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

A SIM card costs approximately 1.500 FCFA. It must be registered according to Benin regulations.

**12. Electricity**

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

Available sockets are the following:



**13. Water**

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

**14. Contact**

For any questions, please contact:

|  |  |
| --- | --- |
| Mr. Tatian DOSSOU  Tel: +229 21 31 01 65 Mobile: +229 95 54 35 26 Fax: +229 21 31 00 67 Email: [dtatian@atrpt.bj](mailto:dtatian@atrpt.bj) | Mr. Géraud-Constant AHOKPOSSI Tel: +229 21 31 01 65  Mobile: +229 97 93 87 45 Fax: +229 21 31 00 67  Email: [aconstant@atrpt.bj](mailto:aconstant@atrpt.bj) |

APPENDIX 1

**List of hotels**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **TYPE OF ROOM** | **PRICE (tax included)  in FCFA** | **PRICE (tax included) in USDapprox** | **CONTACT** | **INTERNET** |
| **AZALAI HOTEL DE LA PLAGE**  **Event venue** | Double + breakfast + free wifi | 74 000 | 148 | Tel:: +229 21 31 72 00 | E-Mail : [cominterne.benin@azalaihotels.com](mailto:cominterne.benin@azalaihotels.com)  [www.azalaihotels.com](http://www.azalaihotels.com) |
| **BENIN MARINA HOTEL**  (on the Airport road) : | Double (city view or sea view according to availability) + internet | 69 500  Breakfast: 9 000 | 139  Breakfast: 18 | Tel: (+229) 21 30 01 00  Fax: (+229) 21 30 11 55  Mobile: (+229) 97 00 76 76 | Email :  [info@benin-marina-hotel.com](mailto:info@benin-marina-hotel.com)  [www.benin-marina-hotel.com](http://www.benin-marina-hotel.com) |
| Bungalow + internet | 150 000  Breakfast: 9 000 | 300  Breakfast:: 18 |
| **NOVOTEL**  (on the Airport road) | Simple + free wifi | 95 000  Breakfast: 9 000 | 190  Breakfast: 18 | Tel : (+229) 21 30 41 77  21 30 56 74 /75  Fax : (+229) 21 30 41 88 | E-mail :  [novotel.orisha@intnet.bj](mailto:novotel.orisha@intnet.bj)  or  [h1826-re@accor.com](mailto:h1826-re@accor.com) |
| Suite + wifi | 150 000  Breakfast: 9 000 | 300  Breakfast: 18 |
| **IBIS**  (on the Airport road) | Single + breakfast + free wifi | 59 500 | 119 | Tel : (+229) 21 30 56 77  Fax : (+229) 21 30 56 78 | [www.ibishotel.com](http://www.ibishotel.com) |
| Double + breakfast +free wifi | 65 500 | 131 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HOTEL RIVERA**  (commercial area) | Simple + breakfast +wifi | 35 500  (preferential rate) | 71 | Tel : (+229) 21 31 26 20  (+229)21 31 83 28  Fax : (+229) 21 31 83 27 | Email : [hotelrivierabenin@hotmail.fr](mailto:hotelrivierabenin@hotmail.fr)  [www.hotelrivierabenin.com](http://www.hotelrivierabenin.com) |
| Double + breakfast +free wifi |
| Suite + breakfast + free wifi | 77 100 | 154.2 |
| **HOTEL RIVOLI**  (commercial area) | Simple + breakfast +free wifi | 35 000 | 70 | Tel : (+229) 21 31 46 47  21 31 41 88  21 31 07 82  Fax : (+229) 21 31 24 16 | Email : [gmksaint@yahoo.com](mailto:gmksaint@yahoo.com)  [www.rivolihotelbenin.com](http://www.rivolihotelbenin.com) |
| Simple Grand + breakfast +free wifi | 37 500  (preferential rate) | 75 |
| Double + breakfast +free wifi |
| **HOTEL DE L’ENTENTE**  (on the airport way) | Standard A + free wifi | 35 500  Breakfast : 3 000 | 70  Breakfast : 6 | Tel : (+229) 21 30 59 61 | Email : [hotelentente@yahoo.fr](mailto:hotelentente@yahoo.fr) |
| Standard B + free wifi | 35 500  Breakfast: 3 000 | 70  Breakfast : 6 |
| Standard C +wifi gratuit | 25 500  Breakfast : 3000 | 51  Breakfast : 6 |
| **HOTEL BENIN HORIZON**  (city center) | Single + breakfast +free wifi | 20 500  (preferential rate) | 41 | Tel : (+229) 21 30 96 84  Fax : (+229)21 30 99 12 | Email : [hotel@beninhorizon.com](mailto:hotel@beninhorizon.com)  [www.beninhorizon.com](http://www.beninhorizon.com) |
| Double + breakfast +free wifi | 25 500  (preferential rate) | 51 |

APPENDIX 2

**FORM 1 – ARRIVAL AND TRANSPORTATION TO HOTEL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ITU Workshop on "Practical measurement of QoS/QoE Parameters for Regulatory compliance" – (Cotonou, Benin, 16-17 July 2012)** | | |  |
|  | | |  |  | |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Mr. Dossou and Mr. Ahokpossi, by 2 July 2012 at the latest  by fax: 00229 21 31 00 67 or by e-mail** [**dtatian@atrpt.bj**](mailto:dtatian@atrpt.bj) **/** [**aconstant@atrpt.bj**](mailto:aconstant@atrpt.bj)For inquiries, Tel: +229 21 31 01 65 | | | | |

Family name…………………………………………………………………………………………

First name……………………………………………………………………………………………

Job Title ……………………………………………………………………………………………..

Organization……………………………………………………………… Country …………..........

Telephone : :……………………………………………….

Email:………………………………………………………

Hotel where you are residing:

Hotel Name ……………………………………………………………

Address …………………………………………………………

**Transportation will be provided from the airport to the hotels and to the meeting venue. Please provide your arrival and departure flight information to facilitate arrangements for transportation.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Arrival |  |  | Time of Flight Arrival |  | FLIGHT NO. |  |
| Date ofDeparture |  |  | Time of Flight Departure |  | FLIGHT NO. |  |

ANNEX 3  
(to TSB Circular 272)

**FORM 2 - FELLOWSHIP REQUEST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU Workshop on "Practical measurement of QoS/QoE Parameters for Regulatory compliance"(16-17 July 2012);** *and*  **ITU-T Study Group 12RG-AFR meeting (18 July 2012)  (Cotonou, Benin)** | | | | | |  |
| **Please return to:** | | | **ITU**  **Geneva (Switzerland)** | | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one full fellowship or two partial fellowships to be submitted before 16 June 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/en/ITU-T/Workshops-and-Seminars/qos/201207/Pages/default.aspx>)  **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 **□** two partial fellowships (per eligible country **within the Africa Region only)**. | | | | | | | | |
| 1. In case of two partial fellowships, chose one of the following: | | | | | | | | |
| **□ Economy class air ticket (duty station / Cotonou / 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** | | |