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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |

 Geneva, 23 November 2015

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| Ref: | **TSB Collective letter 1/SG17RG-AFR** |  |
| Tel:Fax:E-mail: | +41 22 730 5866+41 22 730 5853tsbsg17@itu.int | * To the members of the Study Group 17 Regional Group for Africa (SG17RG-AFR)
* To the ITU Area Office, Dakar, Senegal
 |

|  |  |
| --- | --- |
| **Subject:** | **First meeting of ITU-T Study Group 17 Regional Group for Africa (SG17RG-AFR), Abidjan, Côte d’Ivoire*,* 21 – 22 January 2016** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Telecommunication Regulatory Authority of Côte d’Ivoire (ARTCI), [ITU-T Study Group 17 Regional Group for Africa](http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/sg17rgafr/Pages/default.aspx) (SG17RG-AFR) will hold its meeting at the “Espace Latrille Events” in Abidjan, Côte d’Ivoire, from 21 to 22 January 2016.

The meeting of the SG17RG-AFR will start at 1400 hours on Thursday 21 January 2016. The Regional Group meeting will be restricted to delegates and representatives from Member States, Sector Members and Associates of the Study Group 17 in the region, in conformity with §2.3.3 of Section 2 of Resolution 1 of the WTSA-12.
Please note that continuity of representation would be helpful to the group’s work.

The meeting will be preceded by the ITU Forum (18 – 19 January 2016) and SG3RG-AFR meeting (19-21 January 2016) for economic and policy issues, which will take place at the same venue; see [TSB Collective letter 4/SG3RG-AFR](http://www.itu.int/md/T13-SG3RG.AFR-COL-0004/en). Delegates of SG17RG-AFR are encouraged to participate in the SG3RG-AFR and ITU Forum events during that week.

Pursuant to Resolution 44 (Dubai, 2012) on Bridging the Standardization Gap, a joint BSG training session between SG3RG-AFR and SG17RG-AFR will be held starting at 1400 hours on Thursday 21 January 2016. It will focus on how to effectively submit and present contributions to ITU-T study groups.

Participant registration will begin at 0830 hours at the “Espace Latrille Events”. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue. Additional information about the meeting is set forth in **Annex A.**

The draft Agendaof the meeting, as prepared by the Chairman of SG17RG-AFR, is set out in **Annex B**.

Practical information relating to the venue is enclosed as **Annex C.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes:** 3

**ANNEX A**(to TSB Collective letter 1/SG17RG-AFR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address tsbsg17@itu.int. The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 17RG-AFR website and must therefore be received by TSB **not later than 8 January 2016**. We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible at <http://itu.int/ITU-T/studygroups/templates>. The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** In agreement with the Chairman of the group, the working languages of the meeting will be English and French.

**TRANSLATION:** Documents for this meeting will be translated in French and English.

**WIRELESS LAN:** Facilities and Internet access will be available at the venue of the event.

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable the organisers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 18 December 2015**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the
ITU-T website
(**[**http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/sg17rgafr**](http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/sg17rgafr)**).**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowship per administration will be awarded, **within the Africa Region only**, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). Please further note that when two (2) partial fellowships are requested, at least one must be an economy class air ticket. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)**, must be returned to ITU not later than **29 November** **2015**. Please note that the decision criteria to grant a fellowship include: the available ITU budget; contributions by the applicant to the meeting; equitable distribution among countries; and gender balance.

**KEY DEADLINES (before meeting)**

29 November 2015: - fellowship requests

8 January 2016: - contributions

18 December 2015: - registration

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/SG17RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 17RG-AFR meeting**Abidjan, Côte d’Ivoire, 21-22 January 2016 |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for a partial fellowship to be submitted before 29 November 2015** |
|  | 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/studygroups/2013-2016/17/sg17rgafr>)**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**(which ITU will do its best to accommodate) |
|  **□ Economy class air ticket (duty station / Abidjan / 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** |

**ANNEX B**(to TSB Collective letter 1/SG17RG- AFR)

**Draft Agenda**

|  |  |
| --- | --- |
| **1** | Opening of the meeting |
| **2** | Adoption of the agenda |
| **3** | Available documents (contributions and TDs) |
| **4** | Overview of ITU-T Study Group 17 and Working Methods |
| **5** | Review of Outcomes of previous ITU-T SG17 meetings |
| **6** | Information from other events, workshops, and meetings in Africa |
| **7** | Structure and organization of SG17-RG-AFR |
| **8** | Input documents/presentations |
| **9** | Mini-workshop on identification of hot topics of SG17 of interest to Africa |
| **10** | SG17-RG-AFR Work plan and status |
| **11** | Future Work Programme and Action List for SG17-RG-AFR |
| **12** | Preparations for WTSA-16 for SG17 |
| **13** | SG17-RG-AFR and member contributions to ITU-T Study Group 17 in March 2016, and September 2016 |
| **14** | Venue and date of next SG17-RG-AFR meeting, future workshops |
| **15** | Any other business |
| **16** | Closure of the meeting |

**ANNEX C**(to TSB Collective letter 1/SG17RG- AFR)

**Practical information for participants**

1. **Meeting location**

**ESPACE LATRILLE EVENTS
Cocody II plateaux, Carrefour DUNCAN
Tel.: +225 22 52 32 10/ 07 67 64 43
E-mail:** **commercial@latrillevents.com**

1. **Contact Persons**

**Mr Guy Michel KOUAKOU**

Autorité de Régulation des Télécommunications/TIC de Côte d’Ivoire (ARTCI)
Economics affairs, prospective and international cooperation Director
Tel.: +225 20345880
Mobile: +225 05 97 61 68
E-mail: kouakou.guy-michel@artci.ci

**Mme Régina Fleur BESSOU ASSOUMOU**Head of International Cooperation Department
Autorité de Régulation des Télécommunications de Côte d’Ivoire (ARTCI)
Tel.: +225 20344265 /20345880
Fax: +225 20344375E-mail: bessou.regina@artci.ci

1. **Registration and Work plan**

Online registration is available on the SG17-RG-AFR web page:

<http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/sg17rgafr/Pages/default.aspx>
The opening ceremony will start at 9:00.
Working hours are from 9:00 am to 16:00 and may be changed.

1. **Hotels**

It is recommended that participants make their hotel booking and indicate the name of their hotel in the “Arrival, Transportation and Hotel form” (Form 2 of this letter). The list of negotiated hotels is available in the below table.

| **Name** | **Room** | **Quantity** | **Price** | **Localisation** | **Contact** | **Distance**  |
| --- | --- | --- | --- | --- | --- | --- |
| [Hotel des Jardins](http://www.hoteldesjardins-ci.com/) | Suite Superior | 1 | 85 000 | II plateaux vallon rue des jardins Behind TOTAL | +225 22 41 24 51 | 10 mn |
| Suite junior | 2 | 65 000 |
| Business Room | 5 | 55 000 |
| Deluxe Room | 6 | 45 000 |
| Standard Room | 10 | 35 000 |
| [Hostellerie de la Licorne](http://www.hoteloon.com/en/reservations/abidjan/hotel-licorne.html#.VkNt8zGIUXg) | Single suite | 2 | 90 000 | II plateaux vallon | +225 22 41 07 30 | 10 mn |
| Suite | 4 | 75 000 |
| Big | 8 | 65 000 |
| [Riyo hôtels](http://www.jovago.com/en-gb/ivory-coast/o4264/riyo-hotel-abidjan) | Simple | 3 | 35 000 | II plateaux vallon rue des jardins Behind TOTAL | +225 22 41 15 15+225 22 41 88 19 | 10 mn |
| Medium | 6 | 45 000 |
| Suite | 3 | 55 000 |
| Suite | 2 | 65 000 |
| Suite | 1 | 75 000 |
| [Résidence Bethanie Palace](http://www.residencebethanypalace-ci.com/) | Ambassador Suite  | 4 | 60 000 | II plateaux vallonBehind Super Hayat | +225 22 41 16 92+225 09 60 89 01+225 06 69 39 89 | 15 mn |
| Apartment | 6 | 50 000 |
| American Studio  | 4 | 40 000 |
| Elegance | 4 | 30 000 |
| [Résidence Rose Hermine](http://www.hotelrosehermine.com/home.php) | Luxe |  | 35 000 | II plateaux 7ème tranche | +225 22 52 98 92+225 47 70 96 02 | 10 mn |
| Luxe premium |  | 40 000 |
| Suite Luxe |  | 60 000 |
| Studio |  | 35 000 |
| 2 rooms |  | 50 000 |
| 3 rooms |  | 60 000 |
| [Résidence Mohili](http://www.mohili.com/tarifs.php) | Single | 4 | 22 000 | II plateaux vallon | +225 22 41 34 14+225 04 00 36 77 | 10 mn |
| Studio | 2 | 30 000 |
| Apart | 6 | 45 000 |
| [Résidence Bada](http://www.residence-bada.com/) | Apartment 3 rooms |  | 54 900 | II plateaux 7ème tranche | +225 22 52 31 45+225 06 56 97 67 | 25 mn |
| Apartment 2 rooms |  | 36 600 |
| [Les résidences DIPPOKA](http://www.lesresidencesdippoka.com/) | Studio | 11 | 60 000 | II plateaux 7ème tranche | +225 22 52 50 50+225 22 50 00 02 | 15 mn |
| Suite | 2 | 95 000 |
| Apartment | 22 | 80 000 |

| **Name** | **Room** | **Quantity** | **Price** | **Localisation** | **Contact** | **Distance**  |
| --- | --- | --- | --- | --- | --- | --- |
| [Hôtel Belle Côte](http://www.hotelbellecoteci.com/) | Standard super luxe | 100 | 30 000 | Riviera Palmeraie  | +225 22 50 27 60+225 22 50 27 70 | 20 mn |
| Suite VIP without kitchen | 3 | 52 000 |
| With lounge without kitchen | 6 | 42 000 |
| With lounge and kitchen | 5 | 52 000 |
| With luxury lounge and kitchen | 5 | 85 000 |
| [Sofitel Abidjan hôtel Ivoire](http://www.accorhotels.com/gb/hotel-8844-sofitel-abidjan-hotel-ivoire/index.shtml) | Classic single |  | 173 900 | Cocody | +225 22 48 26 26 | 20 mn |

1. **Formalities for entry visa of the Republic of Côte d'Ivoire**

Entry into Côte d'Ivoire is subject to a valid passport and an international vaccination card. It is recommended that participants get in touch with the Embassy of Côte d’Ivoire in their country of origin to check whether a visa is required (an invitation letter may also be necessary). However, for participants from countries which do not have a diplomatic mission of Côte d’Ivoire, arrangements can be made to get the entry visa upon arrival at the international airport Felix Houphouet Boigny. In this case, they will need to inform the ARTCI contacts, so that arrangements can be made. To this end, it is recommended that they provide a copy of their valid passport; other travel documents may be requested depending on the place of origin of the participant.

1. **Arrival and transportation**

Transfer of participants from the airport to the recommended hotels and from the hotels to the meeting venue will be provided.
In order to ensure efficient participant transport, participants are asked to provide flight details to the ARTCI contact persons, by sending the transportation form (Form 2) at least 2 weeks before their arrival date. Transport is not provided for participants that are not using the recommended hotels.

1. **Others**

**Interpretation**The workshop and SG17-RG-AFR will be organized with French/English simultaneous interpretation.

**Change**

The official currency of Cote d’Ivoire is the CFA Franc (XOF)

**1 EURO** = 655.957 XOF

**1 USD** = 587 XOF

The CFA is convertible at local and international level.

There is no limit to the amount of foreign currency that may be brought into the country, but it must be declared at arrival to prevent any restriction on the same amount upon departure. Foreign currencies can be changed in Côte d’Ivoire into cash, at international airports and in major cities. Banks are open every weekday from 8:00 to 16:00, Monday to Friday. All credit cards are accepted.

**Climate**

The climate in Côte d’Ivoire is tropical, humid, with two seasons: a rainy season (May to July), and a dry season (December to April). In January, Côte d’Ivoire has a changeable climate. Average temperatures are between 24°C and 32°C. However, temperatures might drop to 15°C or go up to 33°C.

**Electricity**

The voltage in Côte d’Ivoire is 220/240 Volts. It is recommended to bring your own AC adaptor even though most hotels have adaptors.

**Water**

Tap water is drinkable, but it is recommended to drink mineral bottled water.

**Time zone**

The standard time zone of Côte d'Ivoire is Greenwich Meridian Time (GMT).

**FORM 2 – ARRIVAL AND TRANSPORTATION TO HOTEL**

(to TSB Collective letter 1/SG17RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 17RG-AFR meeting****Abidjan, Côte d’Ivoire, 21-22 January 2016** |  |
|  |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Guy Michel KOUAKOU and Régina Fleur BESSOU ASSOUMOUat the latest 4 January 2016by e-mail** kouakou.guy-michel@artci.ci**and**bessou.regina@artci.ci |

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

First name…………………………………………………………………………………………….

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

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

Telephone:………………………………………………….

E-mail:…………………………………………………………

**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. |  |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*