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| itu_logo | **International telecommunication union**  **Telecommunication Standardization Bureau** | image002 |

Geneva, 27 April 2016

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| Ref: | **TSB Collective letter 2/SG17-RG-AFR** |  |
| Tel: Fax:  E-mail: | +41 22 730 5866 +41 22 730 5853 [tsbsg17@itu.int](mailto:tsbsg17@itu.int) | * To the members of the Study Group 17 Regional Group for Africa (SG17RG-AFR) * To the ITU Area Office, Dakar, Senegal |

|  |  |
| --- | --- |
| **Subject:** | **Second meeting of ITU-T Study Group 17 Regional Group for Africa (SG17-RG-AFR), Khartoum, Republic of Sudan, 27 – 28 July 2016** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of National Telecommunication Corporation (NTC), [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 National Telecommunication Corporation (NTC) Head Quarters in Khartoum, Republic of Sudan, from 27 to 28 July 2016.

The meeting of the SG17-RG-AFR will start at 0900 hours on Wednesday 27 July 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-ATU Workshop on Cybersecurity Strategy in African Countries (24 – 26 July 2016), which will take place at the same venue (see TSB Circular 219). Delegates of SG17RG-AFR are encouraged to participate in the ITU-ATU Workshop event during that week.

Pursuant to Resolution 44 (Rev. Dubai, 2012) on Bridging the Standardization Gap, a BSG training session will be held during the regional group meeting. 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 National Telecommunication Corporation (NTC) Head Quarters. 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**.

Hotel reservation information and a list of recommendedhotels is enclosed as **Annex C**.

Logistical and practical information relating to the venue is enclosed as **Annex D.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annexes:** 4

**ANNEX A**(to TSB Collective letter 2/SG17RG-AFR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address: [tsbsg17@itu.int](mailto:tsbsg17@itu.int). The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 17 RG-AFR website and must therefore be received by TSB **not later than 14 July 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.

**GUIDELINES FOR THE PRESENTATION OF CONTRIBUTIONS TO ITU-T SG17**: Please take note of the guidelines (see <http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/Documents/general-info/contributions-presentation-meu-E.pptx>) on how to present contributions to SG17 and on candidate topics of interest to SG17.

**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 into 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 organizers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), **not later than 20 July 2016**, 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* on 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 fellowships per administration will be awarded, **within the Africa Region only** and 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 **12 June** **2016**. 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)**

12 June 2016: - fellowship requests

14 July 2016: - contributions

20 July 2016: - registration

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 2/SG17RG-AFR)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 17 RG-AFR meeting**  Khartoum, Republic of Sudan, 27-28 July 2016 | | | | | |  |
| **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 a partial fellowship to be submitted before  12 June 2016** | | | | | | | |
|  | | | | 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 / Khartoum / 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 2/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** | Incoming/outgoing liaison statements |
| **8** | Structure and organization of SG17RG-AFR |
| **9** | Contributions |
| **10** | SG17RG-AFR Work plan and status |
| **11** | Future Work Programme and Action List for SG17RG-AFR |
| **12** | BSG training session |
| **13** | Preparation SG17RG-AFR and member contributions to ITU-T Study Group 17 in August/September 2016 |
| **14** | Venue and date of next SG17RG-AFR meeting, future workshops |
| **15** | Any other business |
| **16** | Closure of the meeting |

**ANNEX C**(to TSB Collective letter 2/SG17RG-AFR)

**Hotel reservation information and list of recommended hotels**

Participants are kindly advised to reserve their hotel accommodations directly via telephone, fax or e-mail. Below are suggested hotels ranging from 5 to 4 stars.

All hotels in the table below are located in or around the NTC Tower area.

If you have any difficulties making your hotel reservation, please contact the coordinator from the host country, Ms Areeg Mohamed.

**Host Country Coordinator**

Ms Areeg Mohamed  
International Relations (NTC)

Phone: +249 187 17 1326

Mobile: +249 9 12973291

E-mail: [aryg@ntc.gov.sd](mailto:aryg@ntc.gov.sd)

**ITU-T Coordinator**

Mr Martin Euchner

Phone: +41 22 730 5866

Mobile: +41 79 592 4688

E-mail: [Martin.Euchner@itu.int](mailto:Martin.Euchner@itu.int)

TSB Advisor

# Working Hours:

# From 08:00 to 16:00

## List of recommended hotels

|  |
| --- |
| **Alsalam Rotana Hotel** \* \* \* \* \*  Single room $ 150 (with breakfast) + (5% resident fees and 5% Service charge. All are subject to 17% VAT)  Double room $ 180 (with breakfast) + (5% resident fees and 5% Service charge. All are subject to 17% VAT)  Tel : + 249 187 007777  Fax : + 249 187 007788  [www.rotana.com](http://www.rotana.com) E-mail: [sales.alsalam@ rotana.com](mailto:sales.alsalam@%20rotana.com%20) |
| **Holiday Villa Hotel \* \* \* \***  Single room $ 80 (with breakfast)  Double room $ 110 (with breakfast)  Tel : + 249 183 774039  Fax : + 249 183 773961  [www.holidayvillakhartoum.com](http://www.holidayvillakhartoum.com) E-mail: [reservation@holidayvillakhartoum.com](mailto:reservation@holidayvillakhartoum.com) |
| **Kanon Hotel 15th Street** \* \* \* \*  Single room $ 100 (with breakfast) + (5% resident fees+ 17% VAT)  Double room $ 130 (with breakfast) + (5% resident fees+ 17%VAT)  Tel : + 249 183 595959  Fax : + 249 183 595555  [www.kanonhotel.com](http://www.kanonhotel.com) E-mail: [sales@kanonhotel.com](mailto:sales@kanonhotel.com) |
| **Paradise Hotel** \* \* \* \*  Single room $ 130 (with breakfast)  Tel : + 249 183 464611  Fax : + 249 183 779087  <http://www.paradisehotels-sd.com> E-mail: [info@Paradisehotel-sd.com](mailto:info@Paradisehotel-sd.com) |
| **Kanon Hotel 37th Street** \* \* \*  Single room $ 75 (with breakfast) + (5% resident fees+ 17% VAT)  Double room $ 130 (with breakfast) + (5% resident fees+ 17% VAT)  Tel: +249 183 58 88 88 Fax: +249 183 58 55 55  [www.kanonhotel.com](http://www.kanonhotel.com) E-mail: [sales@kanonhotel.com](mailto:sales@kanonhotel.com) |
| **Abbasher Hotel** \* \* \*  Single room $ 80 (with breakfast)  Double room $ 90 (with breakfast)  [Tel: +249](Tel:+249) 187 199 000  [www.abbasherpalacehotel.com](http://www.abbasherpalacehotel.com) E-mail: [abbasherhotel@hotmail.com](mailto:abbasherhotel@hotmail.com) |

**ANNEX D**(to TSB Collective letter 2/SG17RG-AFR)

**Logistical and practical information**

# VENUE

National Telecommunication Corporation (NTC) Headquarters

NTC Tower - Buri Block 9

PO Box: 2869 - Code: 11111

Khartoum – Sudan

Phone: +249 187 17 1140

E-mail: [itisalat@ntc.gov.sd](mailto:itisalat@ntc.gov.sd)

# VISA

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the Republic of Sudan. The visa must be requested and obtained from the Embassy of the Republic of Sudan in your country, or if there is no such office in your country, from the one that is closest to the country of departure.

A valid passport is required to enter Sudan. Participants are strongly advised to seek information on requirements applicable in their case from the Sudanese Embassy/Consulate in their home countries at least 15 days prior to the trip.

If there is no Embassy or Consulate of Sudan in your country, please send, **at least three weeks before** the event, a clear scanned copy of your passport to the host country Coordinator, Ms Areeg Mohamed.

The following documents are required:

• Valid passport;

• A round-trip airline ticket;

• Hotel booking;

• Confirmation of registration for the event;

• If possible, an invitation letter from the host country (such requests should be addressed by e-mail directly to the host country Coordinator, **Ms Areeg Mohamed,** [**aryg@ntc.gov.sd**](mailto:aryg@ntc.gov.sd).

# TRANSPORTATION

Transfers to and from Khartoum Airport and official hotels will be provided to participants who have provided their flight details through the identified channels. They will be greeted on arrival by an authorized representative in the arrival hall of Khartoum International Airport.

NTC will provide transportation between the recommended hotels and the venue of the meeting.

# CURRENCY

The official currency is the **Sudanese Pound (SDG).**

Banks are open from Sunday until Thursday, from 08:30 to 14:30.

Visa, American Express, Access/MasterCard, Diners Club cards and travellers checks **cannot be used**.

The exchange current rates in Sudan as of January 2016 are as follows:

|  |  |
| --- | --- |
| cid:image002.png@01CE350F.2054E820**Dollar** | 6.09 SDG |
| cid:image003.png@01CE350F.2054E820**Euro** | 6.87 SDG |

# CLIMATE

Summer starts in April and lasts until July, and the weather is hot to moderate on average, with occasional [rain](http://www.khartoum.climatemps.com/precipitation.php) in July. Approximate temperatures will vary between 27-39 degrees Celsius.

# SECURITY

Khartoum is a venue for major conferences and presents a low risk to business travelers. However, as with travel to any major city, it is important to take responsibility for your personal safety and exercise common sense security precautions at all times.

Delegates should observe common sense security precautions and not venture outside the main business and tourist areas unless accompanied by a trusted local guide.

For any security incident, visitors should contact the police on 999.

# PROHIBITIONS

* Alcohol is not allowed.

# ELECTRICITY

AC power voltage in Sudan is 230 V, 50Hz frequency. Most electrical outlets are British standard, mostly two outlets.



# SERVICES AVAILABLE FOR PARTICIPANTS DURING THE MEETING

**Communication Center:**

Internet Access free of charge will be available in the event meeting rooms.

**Medical Assistance:**

Emergency medical assistance and first aid will be provided free of charge within the premises where the meeting will take place. Nevertheless, it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

# GENERAL INFORMATION

**General Information about Sudan:**

|  |  |
| --- | --- |
| **Government** | Federal dominant party presidential republic |
| **President** | H.E. Omar Hassan Ahmad Al-Bashir |
| **Prime Minister** | H.E. Bakri Hassan Salih |
| **Area** | 1,886,068 km2 |
| **Population** | 39,105,664 |
| **Capital** | Khartoum |
| **Official Language** | Arabic |
| **Country Code** | +249 / .sd |
| **Time Zone** | GMT+3 |

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