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| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 5 December 2012

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| Ref: | **TSB Collective letter 1/SG3RG-AFR** |  |
| Tel:Fax:E-mail: | +41 22 730 5887+41 22 730 5853tsbsg3rgafr@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),Cairo, Egypt, 6-7 February 2013** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the National Telecom Regulatory Authority (NTRA) of Egypt, ITU-T Study Group 3 Regional Group for Africa (SG3 RG-AFR) will hold its meeting at the hotel Novotel 6th of October City, Egypt, on 6 and 7 February 2013.

The meeting will be preceded by a two-day Seminar, focusing on economics and finance aspects organized by the Telecommunication Development Bureau (BDT), which will take place on 4 and 5 February 2013.

The BDT Seminar will start at 0930 hours on Monday 4 February 2013. The meeting of the SG3RG-AFR will start at 0930 hours on Wednesday, 6 February. 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.
Participant registration will begin at 0830 hours at the hotel Novotel. 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 **Agenda** of the meeting, as prepared by the Chairmen of SG3RG-AFR, is set out in **Annex B**.

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

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 4

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

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address tsbsg3@itu.int. Such contributions will be published on the Study Group 3RG-AFR website and must therefore be received by TSB **not later than 31 January 2013.**

**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:** As agreed with the Chairmen 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 3 January 2013**, 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/ITU-T/othergroups/taf/index.asp**](http://www.itu.int/ITU-T/othergroups/taf/index.asp) **).**

**FELLOWSHIPS:** We are pleased to inform you that one 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>). 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 **3 January 2013** (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.)

**KEY DEADLINES (before meeting)**

4 weeks: -fellowship requests

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/SG3RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting** and **Associated BDT Seminar**Cairo, Egypt, 4-7 February 2013 |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 3 January 2013** |
|  | 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 for one of the two options below:** |
|  |
|  **□ Economy class air ticket (duty station / Cairo / 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** |

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

(to TSB Collective letter 1/SG3RG-AFR)

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|  | **ITU-T Study Group 3RG-AFR meeting****Cairo, Egypt, 4-7 February 2013** |  |
|  |  |  |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Ms. Maha Badr and Ms. Shahira Selim, by 31 January 2013 at the latest by e-mail** **mahab@tra.gov.eg/****shahiras@tra.gov.eg**For inquiries, Tel: +20 2 35344108 and +20 2 35344163 |

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 B**(to TSB Collective letter 1/SG3RG-AFR)

**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 Results of WCIT-12

8 Results of WTSA-12

9 Work program and schedule

10 Other business

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

**Practical information for participants**

**About the country**

Egypt is officially named the Arab Republic of Egypt, it is situated in North Africa and it has the Sinai Peninsula, which is a land bridge to Asia. Covering an area of about 1,001,450 square kilometres (386,560 sq mi), Egypt borders Libya to the west, Sudan to the south, the Palestinian Authority and Israel to the east. The northern coast borders the Mediterranean Sea and the eastern coast borders the Red Sea.

The Nile, which traverses over 1,000 miles within Egypt, from WadiHalfa in the South to the Mediterranean in the north, divides the country into four broad regions; the Western Desert which occupies almost two-thirds of the total area, the Eastern Desert, the Sinai Peninsula, and the Nile Valley and Delta, which is the most densely populated region of the country.

**Event venue**

Hotel Novotel Cairo 6th Of October

Ext. 26th of July St.

CAIRO

EGYPT

Website: <http://www.novotel.com/gb/hotel-3359-novotel-cairo-6th-of-october/index.shtml>

Tel (+20)238377200

Fax (+20)238372021

Email: H3359@accor.com

**Hotel**

Hotel reservation will be made directly by delegates. A list of hotels with preferential rates is available in Annex D.

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

**The National Telecom RegulatoryAuthority (NTRA) of Egypt**

Building B4, Km 28, Cairo-Alexandria Desert Road

Tel : +20 2 35344108

Fax : +20 2 35344155

E-mail :mahab@tra.gov.eg ; shahiras@tra.gov.eg

**Transportation**

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 (see Form 2) to the following contacts:

Ms. Maha Badr

Tel : +20 2 35344108 ;

Email : mahab@tra.gov.eg

Ms. Shahira Selim

Tel : +20 2 35344163 ;

Email : shahiras@tra.gov.eg

Arrangements will be made by NTRA 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.

Taxis are widely available in Cairo. You can ask your hotel to arrange for a taxi for you.

**Formalities to enter Egypt**

A valid passport and is required to enter Egypt. Entry visas may be obtained from the nearest Egyptian Diplomatic and Consular Mission. Some nationalities can obtain their visas from Cairo airport. Please check with your nearest Egyptian Consular mission for more details concerning visa regulations applying to your citizenship.

**Currency and exchange**

The currency in Egypt is the Egyptian Pound (LE). Please review the current exchange rate for the Egyptian Pound. Major credit cards are widely accepted in hotels, chain stores and most restaurants. ATMs are widely used and can be found at most large hotels, in front of most banks and in some stand-alone locations.

**Tipping**

12% service charge is included in the bill in most restaurants, but add a little extra since that 12% does not necessarily go to the waiter. Doormen receive 1 LE minimum as well as other servicers.

**Time zone**

Standard Time Zone: UTC/GMT +2 hours
No daylight saving time

**Telephony**

The international country calling code of Egypt is +20

Mobile codes:

* Mobinil: 122
* Vodafone: 100
* Etisalat: 111

e.g. to dial a mobile within Egypt you dial 0122xxxxxxxx and from outside of Egypt you dial 0020122xxxxxxxx or +0122xxxxxxxx.

To dial a telephone number from a mobile in Cairo, you dial 02 then the local telephone number.

You can purchase a SIM with less than 1 to 2 USD in addition to credit card as required.

**Language**

The official working language is Arabic. However, most people speak a little English, especially people working at hotels and in touristic areas.

**Climate**

The prevailing climate is desert and semi-desert, however, the Mediterranean climate prevails on the northern coasts. The temperature average in Lower Egypt is 20°C in winter during day and 10c at night, and in summer it reaches 35c during the day and 23°C at night. As for Upper Egypt, the average temperature varies between 25°C max. and 8°C min., while in summer it reaches 41°C max. and 24°C min.

**Electricity**

Electricity is supplied as 50Hz alternating current and the voltage is 220V (U.S./Canada are 110-120 Volts).

Electrical sockets (outlets) in the Arab Republic of Egypt are one of the two European standard electrical socket types: The "Type C" Europlug and the "Type E" and "Type F" Schuko. If your appliance's plug doesn't match the shape of these sockets, you will need a travel plug adapter in order to plug in. Travel plug adapters simply change the shape of your appliance's plug to match whatever type of socket you need to plug into. If it's crucial to be able to plug in no matter what, bring an adapter for both types.



**Water**

It is recommended to avoid drinking tap water and drink only bottled water. It can be acquired at your hotel or from any supermarket.

**Vaccination**

There are no particular vaccination requirements for Egypt.

**Internet connectivity**

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

**Customs regulations**

The Egyptian Customs Law can be found at : <http://www.mof.gov.eg/SiteCollectionDocuments/Customs%20Law.pdf>

**Local host contacts:**

|  |  |
| --- | --- |
| **Ms. Maha BadrSenior Manager, Events International Relations DepartmentThe National Telecom Regulatory Authority (NTRA) Tel: +20 2 35344108****e-mail:** **mahab@tra.gov.eg** | **Ms. Shahira SelimManager, ITU affairsInternational Relations DepartmentThe National Telecom Regulatory Authority (NTRA) Tel: +20 2 35344 163e-mail:** **shahiras@tra.gov.eg** |

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

**List of hotels with preferential rates**

**Novotel** : (A booking form will be available on the ITU-T SG3RG-AFR web page)

<http://www.novotel.com/gb/hotel-3359-novotel-cairo-6th-of-october/index.shtml>

Single room : 75 $

Double room : 85 $

E-mail: h3359-SL@accor.com

**Moevenpick Hotel & Casino Media City**:

<http://www.moevenpick-hotels.com/en/africa/egypt/cairo/hotel-cairo-media-city/overview/>

Single room : 75 $

Double room : 85 $

Email: mohamed.Abdelmeguid@moevenpick.com

**Sheraton Dream Land** :

<http://www.sheratondreamlandhotel.com/>

Single room : 95 $

Double room : 110 $

E-mail : reservations.01414@sheraton.com & shady.wahib@sheraton.com

Above mentioned rates are per room per night based on bed & breakfast, all inclusive service charges & taxes.

Reservations (specifying the dates & payment method) should be done directly with the hotels.

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