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

 Geneva, 25 November 2013

|  |  |  |
| --- | --- | --- |
| Ref: | **TSB Collective letter 2/SG3RG-AFR** |  |
| Tel:Fax:E-mail: | +41 22 730 5884+41 22 730 5853tsbsg3rgafr@itu.int | * To the members of the Study Group 3 Regional Group for Africa (SG3RG-AFR)
 |

|  |  |
| --- | --- |
| **Subject:** | **Meeting of the Study Group 3 Regional Group for Africa (SG3RG-AFR),Brazzaville, Republic of the Congo, 5-6 February 2014** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Agence de Régulation des Postes et des Communications Électroniques (ARPCE) of the Republic of the Congo, ITU-T Study Group 3 Regional Group for Africa (SG3 RG-AFR) will hold its meeting at the Hotel Ledger Plaza, Brazzaville, on 5 and 6 February 2014.

The meeting will be preceded by a two-day Regional Economic and Financial Forum of Telecommunications/ICTs for Africa on 3 and 4 February 2014, organized by the Telecommunication Development Bureau (BDT).

The BDT Forum will start at 0930 hours on Monday 3 February 2014. The meeting of the SG3RG-AFR will start at 0930 hours on Wednesday 5 February 2014. The latter 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-12.

Participant registration will begin at 0830 hours at the Hotel Ledger Plaza. 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 Co-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 2/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 23 January 2014.** 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:** 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:** Participants, either in-person or remote, are requested to pre-register *online* at the ITU-T website.

In addition, to enable TSB to make the necessary arrangements, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax (+41 22 730 5853) **not later than 13 January 2014** , the list of people who will be representing their 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).

**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 **23 December 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)**

|  |  |  |
| --- | --- | --- |
| 6 weeks | 23 December 2013 | - fellowship request |
| One month | 13 January 2014 | - pre-registration  |
| 12 calendar days | 23 January 2014 | - final deadline for contributions |

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 2/SG3RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting** and **Associated BDT Forum****Brazzaville, Republic of the Congo, 3-6 February 2014** |  |
| **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 23 December 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/en/ITU-T/studygroups/2013-2016/03/sg3rgafr/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 for one of the two options below:** |
|  |
|  **□ Economy class air ticket (duty station / Brazzaville / 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 2/SG3RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting** and **Associated BDT Forum****Brazzaville, Republic of the Congo, 3-6 February 2014** |  |
|  |  |  |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Olivier Athys, by 31 January 2014 at the latest by e-mail SG3RG-afr-2014@arpce.cg**For inquiries, Tel: +242 05 510 72 72 and +242 06 864 00 00 |

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 2/SG3RG-AFR)

**Draft Agenda**

|  |
| --- |
| 1 Opening of the meeting |
| 2 Adoption of the agenda |
| 3 General overview of SG3 and its regional groups |
| 4 Results of ITU-T Study Group 3 meeting and regional meetings  |
| 5 Report of the last SG3RG-AFR meeting |
| 6 Outcomes of WTSA-12 and WCIT-12 and Impact on the work of SG3 |
| 7 Summary of Outcomes of WTPF 2013 |
| 8 Terms of Reference for SG3RG-AFR |
| 9 SG3RG-AFR cost model and its implementation - Revision to ITU-T D. 600R (Progress report by Working Group chaired by J. Adou) |
| 10 International Internet Connectivity and ITU-T D.50 |
| 11 Study of Hubbing (and other Alternative Calling Procedures) : Call for Contributions |
| 12 Study on the impact of the Internet on Voice and SMS Traffic   |
| 13 International Mobile Roaming  |
| 14 Cross-Border Mobile Connectivity |
| 15 Other Economic and Policy Issues of interest to SG3RG-AFR, e.g.  - Dispute Resolution between operators in different countries, e.g. for billing/settlement in caseof international call termination - Cost of Transition from IPv4 to IPv6- Numbering Misuse and Associated Costs- Cost implications of Network Convergence |
| 16 Working Methods and Structure of SG3: Call for Contributions |
| 17 Presentation and Submission of Contributions to SG3 |
| 18 Programme of Work and Action Points |
| 19 Date and Venue of next SG3RG-AFR meeting |
| 20 Any other business |
| 21 Close of Meeting |

**ANNEX C**(to TSB Collective letter 2/SG3RG-AFR)

**Practical information for participants**

**1 Event venue**

**Hotel Ledger Plaza**

Avenue Auxence Ickonga
Town Centre
BP. 1178 Brazzaville
Republic of the Congo

Tel.: +242 05 666 95 95

+242 05 666 96 96

Fax: +242 06 948 35 48

E-mail: reservations.manager@ledgerplaza-mayamaya.com

Website: <http://www.laicohotels.com/fr/hotel/congo/brazzaville/ledger-plaza-maya-maya.html>

**2 Hotels**

Hotel reservations may be made directly by delegates; please send a copy of the reservation to the
e-mail address given below. However, those delegates who so wish may request ARPCE to make their reservations for them. For that purpose, they should simply let the ARPCE contacts know their flight details as well as the name of their chosen hotel.

Preferential rates have been obtained with certain hotels.

E-mail: SG3RG-afr-2014@arpce.cg

The hotels in question are no more than a 10 or 15 minute drive from the meeting venue.

Arrangements will be made by ARPCE to transport delegates from their respective hotels to the meeting venue.

However, delegates staying in hotels other than those proposed will have to make their own arrangements.

The list of proposed hotels may be found in **Annex D**.

**3 Arrival and transportation**

Arrangements will be made to meet delegates upon arrival at the airport and take them to their respective hotels. Delegates wishing to benefit from this service are requested to send their flight details and arrival time to the following contact person (see **form 2**):

 Mr Olivier ATHYS (Reception and Mission Assistant)

 Tel.: +242 05 510 72 72

 Mobile: +242 06 864 00 00

 E-mail: SG3RG-afr-2014@arpce.cg

**4 Visa – Formalities for entering the Congo**

A valid passport is required for entering the Congo. Entry visas may be obtained from the nearest Congolese diplomatic/consular mission. Certain nationalities may obtain a visa upon arrival at the airport in Brazzaville.

Please contact the nearest Congolese consular mission for further details on regulations concerning visas for your nationality.

For any questions regarding visas, please contact the following local coordinator:

 Mr Olivier ATHYS (Reception and Mission Assistant)

 Tel.: +242 05 510 72 72

 Mobile: +242 06 864 00 00

 E-mail: SG3RG-afr-2014@arpce.cg

**5 Currency and exchange**

The local currency is the CFA franc. Its exchange rate with the Euro is fixed:

 **1 Euro** = 655.957 CFA francs

 **1 USD** = 482.027 CFA francs.

Foreign currencies may be accepted in some restaurants or malls but a minimum of local cash would be necessary for small expenses. Foreign currency can be exchanged in all Congolese banks.

Banks opening hours:
Monday to Friday: 08:00 to 12:00 and 15:00 to 17:00;
Saturday : 09:00 to 12:00.
ATM machine are available outside the banks during closing hours.
Most hotels and restaurants accept Visa card only.

**6 Language**

The official working language is French.

**7 Climate**

Congo has a tropical and humid climate, with a rainy season and a dry season. The rainy season lasts eight months, the dry season three to four months. The annual average temperature varies between 24° C and 28° C.

In February the weather is dry and the temperature varies between 20° and 25° C.

**8 Local time**

Standard time zone: UTC/GMT +1.

**9 Telecommunications**

The country code for the Republic of the Congo is +**242**.

The various fixed and mobile telephone operators have the following codes:

|  |  |
| --- | --- |
| MTN CONGO: | 06 |
| AIRTEL CONGO: | 05 |
| WARID CONGO: | 04 |
| EQUATEUR CONGO TELECOM: | 01 |
| CONGO TELECOM: | 02 |

A SIM card costs approximately 500 CFA francs. It must be registered in accordance with the Congo's official regulations.

**10 Electricity**

Electricity is supplied as 50Hz alternating current and the voltage is 220V

The following European standard plugs/sockets are used:



**11 Health**

Only the yellow fever vaccination is mandatory. A typhoid fever vaccination is nevertheless recommended.

**12 Internet connectivity**

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

**13 Contact**

For any questions, please contact:

 Ms Monique OBILI (Responsible for international affairs)

 Tel.: +242 06 679 65 49

 Mobile: +242 05 785 48 01

 E-mail: SG3RG-afr-2014@arpce.cg

 Mr Olivier ATHYS (Reception and Mission Assistant)

 Tel.: +242 05 510 72 72

 Mobile: +242 06 864 00 00

 Email: SG3RG-afr-2014@arpce.cg

 Ms Huguette PUATI NITU (Project Assistant)

 Tel.: +242 06 654 89 93

 Mobile: +242 05 532 77 83

 E-mail: SG3RG-afr-2014@arpce.cg

**ANNEX D**(to TSB Collective letter 2/SG3RG-AFR)

**List of hotels with preferential rates**

| **NAME OF HOTEL** | **TYPE OF ROOM** | **PRICE including tax (in CFAF)** | **CONTACT** |
| --- | --- | --- | --- |
| **LEDGER PLAZA**Avenue Auxence IckongaTown centreBP. 1178 Brazzaville | Standard\*\* | 149.000 | Tel.: +242 05 666 95 95 +242 05 666 96 96Fax: +242 06 948 35 48Email:reservations.manager@ledgerplaza-mayamaya.com<http://www.laicohotels.com/fr/hotel/congo/brazzaville/ledger-plaza-maya-maya.html> |
| Junior suite\*\* | 300.000 |
| **PARADIS**Avenue de l'amitiéTown centreBrazzaville | Standard\* | 55.000 | Tel.: +242.05.521.00.21E-mail: haidar-na@hotmail.com |
| Standard 2\* | 65.000 |
| Luxe\* | 90.000 |
| **ADONIS**Opposite Caïman swimming baths (Congo Pharmacy)Brazzaville | Standard\* | 90.000  | Tel.: +242 06 666 31 30/ +242 05 558 85 85Email: contact@hoteladonis-brazzaville.com |
| Luxe \* | 115.000 |
| **PLATINIUM**Avenue de l'amitiéTown centre | Standard\*\* | 60.000 | Tel.: +242 05 311 11 13Email: contact@platiniumhotelcongo.com <http://www.platiniumhotelcongo.com/>  |
| Mini suite\*\* | 100.000 |
| **LA PERLE**175, Avenue de l'amitié Town centreBrazzaville  | Standard\*\*  | 65.000 | Tel.: +242 05 350 13 13/ +242 829 99 99 |
| Luxe\*\* | 65.000 |
| **CLASS A**Marien University BayardelleBrazzaville  | Standard \*\* | 75.000 | Tel.: +242.06.663.44.44E-mail:Classhotel2012@gmail.com |
| Luxe\*\* | 85.000 |

\*\*: includes breakfast, Internet/WiFi and laundry service.

**\***: includes breakfast, Internet/WiFi.

**Google map localization**

The following hotels are in the below map

A: La perle
B: Ledger Plaza
C: Adonis



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_