|  |  |
| --- | --- |
| **Telecommunication Standardization Bureau** |  |
|  |  |

Geneva, 20 November 2014

|  |  |  |
| --- | --- | --- |
| Ref: | **TSB Collective letter 3/SG3RG-AFR** |  |
| Tel: Fax:  E-mail: | +41 22 730 5884 +41 22 730 5853 [tsbsg3@itu.int](mailto:tsbsg3@itu.int) | * To the members of the Study Group 3 Regional Group for Africa (SG3RG-AFR) |

|  |  |
| --- | --- |
| **Subject:** | **Meeting of ITU-T Study Group 3 Regional Group for Africa (SG3RG-AFR), Sao Tomé (Sao Tomé and Principe)*,* 3 - 5 February 2015** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the General Regulatory Authority (AGER) of Sao Tomé and Principe, [ITU-T Study Group 3 Regional Group for Africa](http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgafr/Pages/default.aspx) (SG3RG-AFR) will hold its meeting at the Hotel Praia, Sao Tomé, from the afternoon of the 3 February to 5 February 2015.

The meeting will be preceded by a one and half-day Regional Economic and Financial Forum of Telecommunications/ICTs for Africa on 2 and 3 (morning) February 2015, organized by the Telecommunication Development Bureau (BDT).

The BDT Forum will start at 0930 hours on Monday 2 February 2015. The meeting of the SG3RG-AFR will start at 1400 hours on Tuesday 3 February 2015. 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.   
Please note that continuity of representation would be helpful to the group’s work.

Participant registration will begin at 0830 hours at the Hotel Praia. 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 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 3/SG3RG-AFR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address [tsbsg3@itu.int](mailto:tsbsg3@itu.int). The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 3RG-AFR website and must therefore be received by TSB **not later than 21 January 2015**. 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 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](mailto:tsbreg@itu.int)) **not later than 3 January 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/2013-2016/03/sg3rgafr/Pages/default.aspx**](http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgafr/Pages/default.aspx) **).**

**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 **22 December 2014**. 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)**

22 December 2014: - fellowship requests

21 January 2015: - contributions

3 January 2015: - registration

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 3/SG3RG-AFR)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting** and **Associated BDT Forum**  Sao Tomé, Sao Tomé and Principe, 2-5 February 2015 | | | | | |  |
| **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 partial fellowship to be submitted before  22 December 2014** | | | | | | | |
|  | | | | 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 / Sao Tomé / 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 3/SG3RG- AFR)

|  |
| --- |
| 1. Opening of the meeting  1.1 Welcoming remarks  1.2 Accessing meeting documents online |
| 2. Adoption of the agenda |
| 3. Available documents (contributions and TDs) |
| 4. Overview of ITU-T Study Group 3 and its activities  4.1 Overview of the work and activities of ITU-T Study Group 3 and its regional groups  4.2 Submitting contributions to ITU-T Study Group 3  4.3 Working methods for SG3RG-AFR, e.g. website and mailing lists |
| 5. Review of SG3 and SG3RG-AFR activities  5.1 Outcome of ITU-T Study Group 3 Meeting held in Geneva (26-30 May 2014)  5.2 Review of the last SG3RG-AFR Meeting Report (Congo, Brazzaville, February 2014)  5.3 Reports of the 2014 ARB, AO and LAC regional group meetings of ITU-T Study Group 3  5.4 New Focus Group on Digital Financial Services |
| 6. Highlights of ITU Plenipotentiary Conference and ITU-T Review Committee Meetings |
| 7. International mobile roaming and Cost Model (and Working group Report) |
| 8. Revision of ITU-T D. 600r (and Working group Report) |
| 9. Impact of IP on SMS an Voice Traffic (and Working group Report) |
| 10. Hubbing and Other Alternative Calling Procedures (and Working group Report) |
| 11. Economic impact of Spectrum pricing (and Working group Report) |
| 12. International Internet Connectivity (and Working group Report) |
| 13. Use of commercial agreements (and Working group Report) |
| 14. Economic impact of OTTs |
| 15. Relevant market definition and identification of operators with significant market power – SMP |
| 16. Alternative Calling Procedures & misappropriation & misuse of facilities and services |
| 17. Discussions on working methods and structure of ITU-T Study Group 3 |
| 18. Future work programme and Action List for SG3RG-AFR |
| 19. SG3RG-AFR and member contributions to ITU-T Study Group 3 in March 2015 |
| 20. Venue and date of next (2016) meeting of SG3RG-AFR |
| 21. Any other business |
| 22. Closure of the meeting |

**ANNEX C**(to TSB Collective letter 3/SG3RG- AFR)

**Practical information for participants**

**1 Event venue**

**Hotel Praia**

Praia Lagarto – Airport road

São Tomé

Tel: +239 2 22 62 35

Fax: +239 2 22 14 58

Email: [hotel.praia.hotel@gmail.com](mailto:hotel.praia.hotel@gmail.com)

Website: [www.hotel-praia.com](http://www.hotel-praia.com)

**2 Hotels**

Hotel reservations may be made directly by the delegates. However, those delegates who wish to may request AGER to do so. In this case, they need to inform AGER the name of their chosen hotel (see **Form 3**).

Preferential rates have been obtained with certain hotels.

AGER contact for hotels

Tel: +239 2227 59 / +239 2227360

Fax: +239 2 227 361

E-mail: [cmendes3@gmail.com](mailto:cmendes3@gmail.com)

Copy: [afahe@yahoo.fr](mailto:afahe@yahoo.fr); [ruitrindade-stp@hotmail.com](mailto:ruitrindade-stp@hotmail.com)

These hotels are no more than a 5 or 10 minute drive from the meeting venue.

Arrangements will be made by AGER 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**):

Ms Conceição MENDES

Tel: +239 2 22 73 59

Mobile: +239 9 93 88 66

E-mail: [cmendes3@gmail.com](mailto:cmendes3@gmail.com)

Mr Rui SECA

Tel: +239 2 22 73 59

Mobile: +239 9 91 85 43

E-mail: [ruitrindade-stp@hotmail.com](mailto:ruitrindade-stp@hotmail.com)

**4 Visa – Formalities for entering Sao Tomé**

In order to enter Sao Tomé a visa is necessary and a passport valid for at least three months beyond the date of entry. Entry visas may be obtained from the nearest Sao Tomé diplomatic/consular mission.

The member countries of PALOP (Portuguese Speaking Countries) who have an official passport (diplomatic or service) do not need a visa.

Nationals of other countries who have no facilities for obtaining visa in their country can get a virtual visa at the following address: <http://www.smf.st/virtualvisa/>. Seven working days are necessary to obtain a reply.

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

Mr Rui SECA

Tel: +239 2 22 73 59

Mobile: +239 9 91 85 43

E-mail: [ruitrindade-stp@hotmail.com](mailto:ruitrindade-stp@hotmail.com)

**5 Currency and exchange**

The local currency is the Dobras (STD).

**1 Euro = 24 500, 00 STD** (fixed rate)

**1 USD = 18.500,00 STD** (variable rate)

Foreign currency can be exchanged in banks.

STD notes are 5.000 / 10.000 / 20.000 / 50.000 /100.000 STD

**6 Opening hours**

-Shops:  
Monday to Friday: 08:00 to 12:30 and 15:00 to 17:30  
Saturday: 08:00 to 13:00

-Supermarkets:  
MMMooonday to Saturday: 8:00 to 21:00

-Public Sector:  
Monday to Friday: 07:00 to 15:30

-Banks:  
Monday to Friday : 08:00 to 15:00  
Saturday: 09:00 to 13:00.

**7 Language**

The official working language is Portuguese.

**8 Climate**

Sao Tomé and Principe has a tropical and humid climate. The average temperature varies between 21° C and 27° C with frequent rainfalls in the south of the island of São Tomé and in Principe.

There are two seasons: the dry season between June and August and the rainy season the rest of the year. Throughout the year there are 1760 hours of sunshine (up to 1300 hours between 500-1000 meters). Its mountainous terrain offers different microclimates.

February is usually the warmest period, in the north and northeast of São Tomé Island, the temperature varies between 27° C to 30° C, and there are very few rainfalls, except in Southern island of São Tomé and Príncipe.

**9 Local time**

GMT + 0

**10 Telecommunications**

The country code for the Republic of Sao Tomé and Principe is +**239**.

The mobile telephone operators have the following code: **9**

A SIM card costs approximately 80 000 STD. It must be registered in accordance with the Sao Tome and Principe’s official regulations.

**11 Electricity**

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

The following standard plugs/sockets are used:



**12 Water**

Tap water is treated and drinkable. However we recommend to drink mineral water.

**13 Health**

Only the yellow fever vaccination is mandatory except for European citizens.

**14 Internet connectivity**

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

**15 Contact**

For any questions, please contact:

Ms Conceição MENDES

Tel: +239 2 22 73 59

Mobile: +239 9 93 88 66

E-mail: [cmendes3@gmail.com](mailto:cmendes3@gmail.com)

Mr Rui SECA

Tel: +239 2 22 73 59

Mobile: +239 9 91 85 43

E-mail: [ruitrindade-stp@hotmail.com](mailto:ruitrindade-stp@hotmail.com)

Ms Adelaide FAHE

Tel: +239 2 22 73 59

Mobile: +229 9 92 36 46

E-mail: [afahe@yahoo.fr](mailto:afahe@yahoo.fr)

**ANNEX D**(to TSB Collective letter 3/SG3RG-AFR)

**List of hotels with preferential rates**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF HOTEL** | **TYPE OF ROOM** | **PRICE including tax (in CFAF)** | **CONTACT** |
| **PRAIA HOTEL**  Praia Lagarto  (on the way to the airport)  **Meeting venue** | Single + Breakfast | 84,00 € | Tel : +239 2 22 62 35  Mobile : +239 9 98 62 50  Fax : +239 2 22 14 58  E-mail : [hotel.praia.hotel@gmail.com](mailto:hotel.praia.hotel@gmail.com)  [www.hotel-praia.com](http://www.hotel-praia.com) |
| Double + Breakfast | 150,00 € |
| Suite Junior + Breakfast | 160,00 € |
| Suite Senior + Breakfast | 200,00 € |
| **PESTANA HOTEL**  OCIAN RESORT HOTEL  Vila Maria  (15 mn walking distance from town) : | Single + Breakfast  (special price) | 128 € | Tel: +229 21 30 01 00  Fax: +229 21 30 11 55  Email  [www.pestana.com/pt/pestana-sao-tome](http://www.pestana.com/pt/pestana-sao-tome) |
| Single (sea view) + Breakfast (normal price) | 230 € |
| Suite + Breakfast  (special price) | 152 € |
| Suite sea view + Breakfast | 268 € |
| **OMALI LODGE HOTEL**  Praia Largato  (on the way to the airport)  (breakfast included**)** | Single room + Breakfast | 100 € | Tel: +239 2 22 23 50  E-mail : [reservations@omalilodge.com](mailto:reservations@omalilodge.com)  [www.omalilodge.com](http://www.omalilodge.com) |
| Double room + Breakfast | 140 € |
| Suite  Single + Breakfast  Double + Breakfast | 115 €  160 € |
| Apartment + Breakfast  Up to 4 persons | 230 € |
| **HOTEL MIRAMAR**  by pestana  Av. 12 de Julho  (10 mn walking distance from town- 758 m) | Double Standard (1 person) | 115 € | Tel : +239 2 22 10 79  Fax. + 239 2 22 10 87  [www.pestana.com/pt/miramar-by-pestana](http://www.pestana.com/pt/miramar-by-pestana) |
| Double Standard (2 persons) | 120 € |
| Suite Junior | 160 € |
| Suite (sea view) | 170 € |
| **HOTEL O BIGODES**  Praia Francesa  (Airoport)  (15-20% reduction for more than 5 room reservation) | Single (sea view) + Breakfast | 57.75 € / 81 USD | Tél: +239 9 97 01 71  E-mail : [rei.kscf@gmail.com](mailto:rei.kscf@gmail.com) |
| Single (without see view) + Breakfast | 47.25 € / 67 USD |
| Double (sea view) + Breakfast | 68.25 € / 97 USD |
| Double (without see view) + Breakfast | 63 € / 89.25 USD |

|  |  |  |  |
| --- | --- | --- | --- |
| **HOTEL RESIDENCIAL AVENIDA**  Av. da Independência  (center of town)  (-15% to be done on the prices) | Single  BB/HB/FB | 63 €/78 €/89 € | Tél : +239 2241700 / 2241702  /2222368  Fax : +239 2221333  E-mail : [ravenida@cstome.net](mailto:ravenida@cstome.net) |
| Double  BB/HB/FB | 78 €/110 €/131 € |
| Triple  BB/HB/FB | 94,50 €/141,75 € /173,25 € |
| Suite  Single/BB/HB/FB | 78,75 €/94,50 €/105 € |
| Suite  Double/BB/HB/FB | 94,50 €/126,00 €/147,00 € |
| Suite  Triple/BB/HB/FB | 110,25 €/157,50 € /189 € |
| **HÔTEL AGOSTO NETO**  Av. Amilcar Cabral  (center of town) | Simple + Breakfast | 65 € | Tel : +239 2 22 6664  E-mail : [netoagosto@cstome.net](mailto:netoagosto@cstome.net)  [www.hotelagostoneto.com/](http://www.hotelagostoneto.com/) |
| Double + Breakfast | 100 € |
| Suite + Breakfast | 120 € |
| **HOTEL RESIDENCE COCOA**  Rua Martinho Pinto da Rocha  (5 mn walking distance from town)  (10% reduction for more than 5 room reservation) | Suite + Breakfast | 65€ | Tel : +239 2227276  Mobile : +239 9915588  Fax : +239 2227276  E-mail: [cocoaresidence@cstome.net](mailto:cocoaresidence@cstome.net)  [www.hotelcocoasaotome.st](http://www.hotelcocoasaotome.st) |
| Double+ Breakfast | 50€ |
| Simple+ Breakfast | 35 € |
| **PENSÃO**  **ELITINEIDE**  Av. Kwame Nkruma  (center of town) | Single (satellite TV; Internet, fan ; mini-fridge) | 25 € | Tel: +239 222 47 11  Mobile: +239 990 33 17/ 9906742  E-mail: [elitineidetur@hotmail.com](mailto:elitineidetur@hotmail.com) |
| Double (satellite TV; Internet, AC ; mini-fridge, breakfast) | 40 € |
| Double (satellite TV; Internet, AC ; mini-fridge) | 35 € |
| Quadrupla (TV satellite; Internet, AC ; mini-fridge) | 50 € |
| **PENSÃO**  **Atlântico**  Rua 3 de Fevereiro  (center of town) | Single  (satellite TV; Internet, fan) | 25 € | Mobile +239 990 37 22  E-mail: [rcnlima17@gmail.com](mailto:rcnlima17@gmail.com) |
| Single  (satellite TV; Internet, AC) | 35 € |
| Single Duplex  (satellite TV; Internet, AC) | 60 € |
| Single Duplex  (satellite TV; Internet, fan) | 50€ |

BB – B&B Rate  
HB – Half Board Rate  
FB – Full Board Rate

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

(to TSB Collective letter 3/SG3RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting** and **Associated BDT Forum**  **Sao Tome, Republic of Sao Tome and Principe, 2-5 February 2015** |  |
|  | | | |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Conceição MENDES/ Rui SECA, by 19 January 2015 at the latest  by e-mail** [**cmendes3@gmail.com**](mailto:cmendes3@gmail.com) **and** [**ruitrindade-stp@hotmail.com**](mailto:ruitrindade-stp@hotmail.com) **For inquiries, Tel: +239 9 93 88 66 and +239 9 91 85 43** | | |

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. |  |

**FORM 3 – HOTEL RESERVATION**

(to TSB Collective letter 3/SG3RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting** and **Associated BDT Forum**  **Sao Tome, Republic of Sao Tome and Principe, 2-5 February 2015** |  |
|  | | | |
| **To ensure your reservation at the Hotel, participants are requested to complete and return this form to Conception MENDES (**[**cmendes3@gmail.com**](mailto:cmendes3@gmail.com)**) with a copy to Adelaide FAHE (**[**afahe@yahoo.fr**](mailto:afahe@yahoo.fr)**) and Rui SECA (** [**ruitrindade-stp@hotmail.com**](mailto:ruitrindade-stp@hotmail.com)) | | |

Family name…………………………………………………………………………………..

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

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

Organization……………………………………………………………………………………

Country …………............................... Street Address …………………………

Telephone: …………………………

E-mail: ………………………………………………

Booking Data:

Hotel Name ……………………………………………………………

Type of room ……………………………………………………………

Check-In ……………………………………………………………..

Check-Out ……………………………………………………………..

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