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

Geneva, 30 September 2015

|  |  |  |
| --- | --- | --- |
| Ref: | **TSB Collective letter 4/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) * To the ITU Area Office, Dakar, Senegal |

|  |  |
| --- | --- |
| **Subject:** | **Meeting of ITU-T Study Group 3 Regional Group for Africa (SG3RG-AFR), Abidjan, Côte d’Ivoire*,* 19-21 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 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 “Espace Latrille Events” in Abidjan, Côte d’Ivoire, from 19 (afternoon) to 21 January (morning) 2016.

The meeting will be preceded by a one and half-day Regional Economic and Financial Forum of Telecommunications/ICTs for Africa on 18 and 19 (morning) January 2016, organized by the Telecommunication Development Bureau (BDT).

The BDT Forum will start at 0930 hours on Monday 18 January 2016. The meeting of the SG3RG-AFR will start at 1430 hours on Tuesday 19 January 2016. 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 “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 Chairmen of SG3RG-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 4/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 6 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 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 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/2013-2016/03/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 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 **16 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)**

16 November 2015: - fellowship requests

6 January 2016: - contributions

18 January 2016: - registration

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 4/SG3RG-AFR)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting** and **Associated BDT Forum**  Abidjan, Côte d’Ivoire, 18-21 January 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 one partial fellowship to be submitted before  16 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/2013-2016/03/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** (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 4/SG3RG- 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 3 and Working Methods |
| **5** | Review of Outcomes of previous SG3 parent and regional group meetings |
| **6** | Economic impact of OTTs |
| **7** | International Mobile Roaming, Cost model and Cross-Border Mobile Connectivity   * International Mobile Roaming SG3 recommendation * International Mobile Roaming SG3RG-AFR regional recommendation |
| **8** | Economic and Competitiveness aspects of mobile money and digital financial services |
| **9** | Relevant market definition and identification of operators with significant market power (SMP) |
| **10** | International Internet Connectivity |
| **11** | Universal Service |
| **12** | Best practices for good governance principles and standards |
| **13** | New Annex to ITU-T Recommendation D.600r |
| **14** | Discussions on working methods and structure of ITU-T Study Group 3 |
| **15** | Future Work Programme and Action List for SG3RG-AFR |
| **16** | SG3RG-AFR and member contributions to ITU-T Study Group 3 in 2016 |
| **17** | Venue and date of next SG3RG-AFR meeting |
| **18** | Any other business |
| **19** | Closure of the meeting |

**ANNEX C**(to TSB Collective letter 4/SG3RG- 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**](mailto: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](mailto: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](mailto:bessou.regina@artci.ci)

1. **Registration and Work plan**

Online registration is available on the SG3RG-AFR web page:

<http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgao/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 | Suite Superior | 1 | 85 000 | II plateaux vallon rue des jardins  Behind TOTAL | 06 32 66 48 01 21 60 17 | 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 | Single suite | 2 | 90 000 | II plateaux vallon | 22 41 07 30 | 10 mn |
| Suite | 4 | 75 000 |
| Big | 8 | 65 000 |
| Riyo hôtels | Simple | 3 | 35 000 | II plateaux vallon rue des jardins  Behind TOTAL | 22 41 15 15 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 | Ambassador Suite | 4 | 60 000 | II plateaux vallon Behind Super Hayat | 22 41 16 92 09 60 89 01 | 15 mn |
| Apartment | 6 | 50 000 |
| American Studio | 4 | 40 000 |
| Elegance | 4 | 30 000 |
| Résidence Rose Hermine | Luxe |  | 35 000 | II plateaux 7ème tranche | 22 52 98 92 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 | Single | 4 | 22 000 | II plateaux vallon | 04 00 36 77 | 10 mn |
| Studio | 2 | 30 000 |
| Apart | 6 | 45 000 |
| Résidence Bada | Apartment 3 rooms |  | 54 900 | II plateaux 7ème tranche | 22 52 31 45 06 56 97 67 | 25 mn |
| Apartment 2 rooms |  | 36 600 |
| Dikpoka | Studio | 11 | 60 000 | II plateaux 7ème tranche | 22 52 50 50 | 15 mn |
| Suite | 2 | 95 000 |
| Apartment | 22 | 80 000 |

| **Name** | **Room** | **Quantity** | **Price** | **Localisation** | **Contact** | **Distance** |
| --- | --- | --- | --- | --- | --- | --- |
| Hôtel Belle Côte | Standard super luxe | 100 | 30 000 | Riviera Palmeraie | 22 50 27 60 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 | Classic single |  | 173 900 | Cocody | 22482626 | 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 SG3RG-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 4/SG3RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting** and **Associated BDT Forum**  **Abidjan, Côte d’Ivoire, 18-21 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 ASSOUMOU at the latest 4 January 2016 by e-mail** [kouakou.guy-michel@artci.ci](mailto:kouakou.guy-michel@artci.ci)  **and** [bessou.regina@artci.ci](mailto: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. |  |

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