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| **Oficina de Normalización de las Telecomunicaciones** | **logo_S_** |
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Ginebra, 7 de marzo de 2013

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| Ref.:  Tel.: Fax: | **Circular TSB** **11**  TSB Workshops/P.R.  +41 22 730 6301 +41 22 730 5853 | - A las Administraciones de los Estados Miembros de la Unión;  - A los Miembros del Sector UIT-T;  - A los Asociados del UIT‑T;  - A las Instituciones Académicas del UIT-T |
| Correo-e: | [tsbworkshops@itu.int](mailto:tsbworkshops@itu.int) | **Copia**:  - A los Presidentes y Vicepresidentes de las Comisiones de Estudio del UIT-T;  - A los Directores de la Oficina de Desarrollo de las Telecomunicaciones y de la Oficina de Radiocomunicaciones;  - A la Oficina Regional de la UIT para África  - A las Oficinas de Zona de la UIT en Dakar, Yaundé y Harare  - A la Misión Permanente de Burkina Faso en Ginebra |

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| Asunto: | **Taller de la UIT sobre "Construcción de un futuro sostenible a través de normas de TIC verdes" – Ouagadougou (Burkina Faso), 8-9 (por la mañana) de julio de 2013** |

Muy Señora mía/Muy Señor mío:

1 Me complace informarle que, por amable invitación de la Autorité de Régulation des Communications Electroniques et des Postes (ARCEP), la UIT está organizando un taller sobre "**Construcción de un futuro sostenible a través de normas de TIC verdes**", que tendrá lugar en el Hotel Laïco Ouaga, Ouagadougou (Burkina Faso) los días 8 y 9 (por la mañana) de julio de 2013, ambos inclusive.

La 4ª reunión del Grupo Regional para África de la Comisión de Estudio 5 del UIT-T (SG5 RG‑AFR) tendrá lugar los días 9 (por la tarde) y 10 de julio de 2013. Además, la quinta reunión del Grupo Regional para África de la Comisión de Estudio 12 del UIT-T, incluido un posible taller sobre cuestiones de la CE 12, se celebrará los días 11 y 12 de julio de 2013. Estos eventos también serán acogidos por la ARCEP en el mismo lugar de celebración.

El taller comenzará a las 09.30 horas del primer día. La inscripción de los participantes comenzará a las 08.30 horas.

2 El taller se celebrará en inglés y francés.

3 La participación está abierta a los Estados Miembros, a los Miembros de Sector, a los Asociados y a las Instituciones Académicas de la UIT, y a cualquier persona de un país que sea miembro de la UIT y desee contribuir a los trabajos. Esto incluye a las personas que también sean miembros de organizaciones nacionales, regionales e internacionales. La participación en el taller es gratuita.

4 Este taller reunirá a los principales especialistas en este campo, desde altos responsables políticos hasta ingenieros, diseñadores, planificadores, funcionarios gubernamentales, organismos reguladores, expertos en normativas y otros. Por otra parte, el taller está destinado a sensibilizar acerca de la importancia y las oportunidades ligadas a la utilización de normas de TIC para la construcción de una economía verde, con especial atención a la región africana.

5 En el **Anexo 1** adjunto figura un proyecto de programa de trabajo del taller. Se pondrá a disposición una versión actualizada, incluidas las presentaciones y la información pertinente, en el sitio web del evento: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx>. Dicho sitio web se actualizará a medida que se disponga de información nueva o modificada.

6 El **Anexo 2** contiene información sobre el alojamiento en hoteles, transporte, visado y requisitos sanitarios, que también figura en el sitio web del evento en la dirección <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx>.

7 Tenemos el placer de comunicarle que se concederá una beca parcial por administración perteneciente a la región de África únicamente, en función de la financiación disponible, con objeto de facilitar la participación de los países menos adelantados y países en desarrollo con bajos ingresos (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). La solicitud debe ser autorizada por la Administración correspondiente del Estado Miembro de la UIT. La solicitud de beca (para la que debe utilizarse el **Formulario 1**) deberá obrar en poder de la UIT a más tardar el **10 de junio de 2013**.

8 Para que la TSB pueda tomar las disposiciones necesarias sobre la organización del taller, le agradecería que se inscribiese a la mayor brevedad posible a través del formulario en línea (<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx>), y **a más tardar el 24 de junio de 2013**. **Le ruego que tome nota de que la preinscripción de los participantes en los talleres se lleva a cabo exclusivamente *en línea*.**

9 Le recordamos que los ciudadanos procedentes de ciertos países necesitan visado para entrar y permanecer en Burkina Faso. Ese visado debe solicitarseen la oficina (embajada o consulado) que representa a Burkina Faso en su país o, en su defecto, en la más próxima a su país de partida (para obtener información detallada sobre los requisitos para la obtención del visado. véase el **Anexo 2** y el sitio web del UIT-T: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx>.

Con este motivo, lo saluda atentamente.

Malcolm Johnson  
Director de la Oficina de Normalización  
de las Telecomunicaciones

**Anexos: 3**

ANNEX 1  
(to TSB Circular 11)

**ITU Workshop on “Building a Sustainable Future through Green ICT Standards”**

**(Ouagadougou, Burkina Faso, 8-9 (morning) July 2013)**

**Draft Programme**

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| |  |  | | --- | --- | | **Day 1, 8 July 2013** | | | **08:30 - 09:30** | **Registration** | | **09:30 - 10:00** | **Opening Ceremony** | | **10:00 - 10:30** | **Coffee break** | | **10:30 - 11:30** | **Session 1 : Introduction to ITU-T Study Group 5 and the Regional Group of SG 5**  This session will provide an overview of the activities carried out within  ITU-T Study Group 5 and the Regional Group of ITU-T Study Group 5. | | **11:30 - 12:30​** | ​**Session 2 : The role of ICT in tackling climate change issues in Africa**  This session will address the role of ICT in tackling climate change issues faced by countries in the African region. | | **12:30 - 14:00** | **Lunch** | | **14:00 – 15:30** | **Session 3: Green ICT opportunity**  ICTs make a proven contribution to a sustainable and inclusive future. This session will focus on the ICT sector contribution to the creation of a sustainable low carbon economy; exploring socio, economic and environmental opportunities. It will also provide an overview of low carbon solutions (cloud computing, broadband applications, green data centers) which aim at enhancing environmental sustainability. | | **​15:30 – 15:45** | **Coffee break** | | **15:45 – 17:00** | **Session 4: E-waste: Challenges and opportunities in Africa**  The ICT sector is aware of the negative social, economic and environmental consequences, which can derive from a mismanagement of electronic waste. This session will provide an overview of successful experiences and it will also aim at exploring new cooperative ways to globally tackle this issue. | |
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| **Day 2, 9 July 2013** | |
| **09:00 - 10:15** | **Session 5 : Training on Green ICT Standards**  This session is a technical tutorial on relevant ITU-T Recommendations related to ICTs, Environment and Climate Change. |
| **10:15 - 10:30** | **Coffee break** |
| **10:30 - 11:30** | **Session 5: cont’d** |
| **11:30 - 12:30​** | ​**Session 6: Discussion Panel: Priorities for SG5 Regional Group**  This session will identify priorities for ITU-T Study Group 5 Regional Group. |
| **12:30 - 14:00** | **Lunch** |

ANNEX 2  
(to TSB Circular 11)

**GENERAL INFORMATION FOR PARTICIPANTS**

**1 Venue for the meetings**

Hotel Laïco  
Ouagadougou, Burkina Faso  
Tel.: (00 226) 50 49 98 00 /07  
Fax: (00 226) 50 49 98 01/02

[www.laico-ouaga2000.com](http://www.laico-ouaga2000.com)

**2 Arrival, departure and transportation**

Upon receipt of participant flight details, arrangements will be made to meet participants at Ouagadougou International Airport and transport them to their respective hotels. Transportation will also be provided between the hotels and the seminar venue. The shuttle service is free of charge.

**3 Delegate registration**

Delegate registration will take place at the venue (Hotel Laïco).

**4 Working hours**

Working hours (provisional): 0800 to 1230 & 1430 to 1730 hours

Coffee breaks: 1030 & 1630 hours

Lunch break: 1300 hours

**5 Documentation**

Documents relating to the workshop will be provided at the venue, in electronic form during the training. Participants should therefore come equipped with a USB stick for downloading purposes, as well as a portable computer.

**6 Accommodation / hotels**

Preferential rates have been negotiated for seminar participants. A list of the selected hotels, together with the special rates, is attached as **Annex 3**.

To reserve the hotel of your choice, please complete the hotel reservation form (**Form 2 – Arrival and Transportation to Hotel**) for each member of your delegation and send it direct to the hotel, with a copy to Carole Kanmouni ([carole.habiba@arcep.bf](mailto:carole.habiba@arcep.bf)).

**7 Visas (entry formalities)**

Passport requirements

A valid passport is required for all persons entering Burkina Faso, with the exception of citizens of ECOWAS countries, for whom a simple national identity card will suffice.

Visa

All visitors with the exception of citizens of ECOWAS countries require a visa to enter Burkina Faso. Visas can be obtained from diplomatic or consular missions representing the Government of Burkina Faso in other countries.

Issuance of visas upon arrival

To enable the issuance of an entry visa upon their arrival at Ouagadougou International Airport, visitors arriving from countries in which there is no diplomatic or consular mission representing the Government of Burkina Faso, are requested to provide, no later than **15 June** **2013**, their name, date of birth, nationality and passport number to:

The Organizing Committee  
Email: [osi@arce.bf](mailto:osi@arce.bf) or [ouatsi@arce.bf](mailto:ouatsi@arce.bf)

Tel.: +226 70 21 41 53

Participants from all countries may obtain their visa upon arrival at Ouagadougou International Airport upon payment of 72 000 CFA francs (approximately USD 175) and presentation of two passport photos.

Customs formalities

Visitors entering Burkina Faso may bring with them a maximum of four litres of alcohol. Personal items in reasonable quantities (cameras, video cameras, watches, pens, cigarette lighters and cosmetics) may be imported tax-free. Other items (video recorders and other electronic goods) are subject to customs duties, to be paid on the spot. Illicit drugs may not be brought into Burkina Faso.

**8 Health**

All persons wishing to enter Burkina Faso must be in possession of a valid certificate of vaccination against yellow fever. Vaccination against hepatitis and cholera is recommended. Malaria is widespread in Burkina Faso, and the appropriate preventive measures are therefore also recommended.

Vaccination essential

• Yellow fever

Vaccination recommended

• Hepatitis A and B

• Diphtheria-tetanus-polio (DTP)

• Meningitis A+C+Y+W135

Participants are advised that free-of-charge first aid arrangements will be in place, with a full-time service located at the meetings venue. Cases of hospitalization and evacuation are to be handled by participants themselves in the following medical centres:

**Hôpital national Yalgado OUEDRAOGO**

Avenue de l’Oubritenga, opposite CNRST

Tel.: (+226) 50 31 16 55/56

**Clinique Philadelphie**

404, Rue du Président Maurice YAMEOGO

Tel.: (+226) 50 33 28 71

E-mail: [clinique-philidelphie@fasonet.bf](mailto:clinique-philidelphie@fasonet.bf)

**Clinique du Cœur**

Avenue Pascal ZAGRE, Ouaga 2000

Tel.: (+226) 50 39 74 74/75 75

E-mail: [clinique\_du\_coeur@fasonet.bf](mailto:clinique_du_coeur@fasonet.bf)

**Clinique El Fateh – Suka**

Tel.: (+226) 50 43 16 43/06 00

E-mail: [clinique.elfateh@suka.bf](mailto:clinique.elfateh@suka.bf)

**9 Currency / exchange rate**

The official currency is the *franc de la Communauté Financière Africaine* (FCFA). Banknote values are FCFA 10 000, 5 000, 2 000, 1 000 and 500, and coins are valued at FCFA 500, 250, 200, 100, 50, 25, 10 and 5. Burkina Faso belongs to the CFA franc zone. There is no limit on the amount of foreign currency or travellers cheques that visitors may bring into Burkina Faso. Commercial banks and hotels provide exchange facilities, and money may also be exchanged at the airport.

To obtain a list of agencies, visit the site [www.westernunion.com](http://www.westernunion.com).

Exchange rates are as follows:

USD 1 = FCFA 450 (Source: [www.xe.com](http://www.xe.com))

EUR 1 = FCFA 655.957

Automatic cash dispensers

Several local banks are equipped with automatic cash dispensers which accept Visa cards.

Western Union

There are several branches of Western Union in Ouagadougou.

Banks in Ouagadougou

**Banque centrale des Etats de l’Afrique de l’Ouest – BCEAO**Avenue Gamal A. Nasser  
Tel.: (+226) 50 30 60 15/16

**Ecobank Burkina**42 avenue de Yatenga  
Tel.: (+226) 50 31 11 11

**Bank of Africa**Avenue A. Sangoulé Lamizana  
Tel.: (+226) 50 30 19 88

**United Bank of Africa UBA (**formerly **Banque Internationale du Burkina)**Rue de la Résistance du 17 Mai  
Tel.: (+226) 50 31 42 39

**Coris Bank**Avenue N’Kwamé Krumah  
Immeuble Coris Bank  
Tel.: (+226) 50 30 68 14

**Banque Commerciale du Burkina – BCB**Avenue N’Kwamé Krumah  
Tel.: (+226) 50 30 78 78

**Société Générale des Banques du Burkina – SGBB**Rue de l’hôtel de Ville  
Tel.: (+226) 50 32 32 32

**Banque internationale pour le Commerce, l’Industrie et l’Agriculture du Burkina** – **BICIA-B**Avenue N’Kwamé Krumah  
Tel.: (+226) 50 32 56 00

**Banque Régionale de Solidarité – BRS**Avenue Kwamé N’Krumah  
Tel.: (+226) 50 49 60 00

**Banque pour l’Agriculture et le Commerce du Burkina Faso – BACB**Rue de l’Hôtel de ville  
Tel.: (+226) 50 30 04 12

**Banque Sahélo saharienne pour l’investissement et le Commerce – BSIG**Avenue, Kwamé N’Krumah  
Tel.: (+226) 50 32 84 01/04

**Atlantic Bank**Tel.: (+226) 50 49 24 46  
Payment cards (credit/debit)

Diners Club, MasterCard and Visa are not universally accepted. It is worth checking with your bank that you will be able to pay for goods and other services with your card.

**10 Languages**

The official language of Burkina Faso is French. However, 90 per cent of the population speak native African languages belonging to the Sudanic family, the most widespread of which is Mooré, spoken by 55 per cent of the population. The various ethnic groups speak their own languages.

**11 Climate and clothing**

Burkina Faso’s climate is tropical, hot and dry. There are two seasons: the dry season from November to May, and the rainy season from June to October.

The harmattan, a very dry wind which blows from the East, brings with it a very hot period from May to September, with temperatures ranging from 30 to 40°C. The average annual rainfall is 115 cm (45 inches) in the south-west, falling to 25 cm (10 inches) in the far north and north-east. The rainy season lasts four months in the north-east and six months in the south-east (from May to October). Lightweight clothing is recommended.

**12 Local time**

Burkina Faso is in the GMT time zone.

**13 Electricity**

The electric power supply is 220V AC, 50 Hz. Standard two-pin plugs are used.

**14 Contacts**

For any further information, please contact the organizing committee set up by ARCEP.

Name: OUATTARA Sibiri

Email: [osi@arce.bf](mailto:osi@arce.bf) or ouatsi@arce.bf

Tel.: +226 70 21 41 53

**Going out in Ouagadougou**

Restaurants

**La Forêt**Avenue Bassawarga  
Main dishes from FCFA 2 800  
Open midday and evening

**Restaurant Akwaba**Avenue Kwame N’Krumah  
Starters from FCFA 1 500 to 2 500  
Main dishes from FCFA 2 500 to 4 000  
Open midday and evening

**Maquis Le Pouvoir**Avenue Dimdolobsom  
Main dishes from FCFA 1 000 to 2 000  
Open from 1100 to 0100 hours

**Monopole Plus**Close to the Rue Agostino Neto  
Main dishes from FCFA 3 000 to 4 500  
Open from 0900 to 2200 hours

**Le Gondwana**Tel.: 50 36 11 24  
Main dishes from FCFA 3 000 to 4 500  
Open as from 1800 hours

**Restaurant de Chine**Avenue Houari Boumediene  
Main dishes from FCFA 2 800 to 6 000  
Open midday and evening (Wednesday to Monday)

**Le Verdoyant**Avenue Dimdolobsom  
Main dishes from FCFA 2 800 to 4 500  
Open midday and evening (Thursday to Tuesday)

**Baratapas**Rue Commerce  
Salads from FCFA 800 to 1 500 / Tapas from FCFA 500 to 3 000  
Open from 1000 to 2400 hours (Tuesday to Sunday)

**Restaurant l’Eau Vive**Rue de l’Hôtel Ville  
Starters from FCFA 1 300 to 3 800  
Main dishes from FCFA 3 800 to 5 900  
Open midday and evening (Monday to Saturday)

**Le Coq Bleu**Rue Patrice Lumumba, corner of Avenue Kwame N’Krumah  
Main dishes from FCFA 3 500  
Open midday and evening (Wednesday to Monday)

**Diwan al Mokhtar**Tel.: 50 33 57 75

**La Rochelle**Tel.: 50 30 58 66

**Le Belvédère**Tel.: (+226) 50 33 64 21

**Le Tiébélé**Tel.: (+226) 50 31 29 14

**Appalousa**Tel.: (+226) 50 30 72 01

**Le duplex**Tel.: (+226) 50 37 56 56

**Le Monomotapa**Tel.: (+226) 50 37 60 99

**L’Orient**Tel.: (+226) 50 36 15 09

Delicatessens

**Chez Simon**Avenue Kwamé Krumah  
Tel.: (+226) 50 33 21 46

**Paradis des meilleurs vins**Avenue Kwamé Krumah  
Tel.: (+226) 50 30 63 64

**Les délices de Sesska**Route de Fada  
Tel.: (+226) 50 36 61 28

**Pâtisserie de Koulouba**Located in Koulouba  
Tel.: (+226) 50 30 77 17

**Les p’tits délices**Tel.: (+226) 50 39 96 66

Tourist attractions in Ouagadougou

-Bangr-Weogho botanical and zoological gardens

-Palais Mooro Naba

-Ouagadougou art and handicrafts village (VOA)

-Gounghin centre for women's art and handicrafts

-Bronze works in Nioghsin and/or at the Place du Grand Lion

-Loango granite sculptures garden

-Bazoulé sacred crocodile pond

-Manéga Museum

Shops

Marina Market; Orca; Cado Déco; Free Way; Burkina pas Cher; Scimas; Wrangler

ANNEX 3  
(to TSB Circular 11)

LIST OF HOTELS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel** | **Type of room** | **Price in FCFA** | **Distance from meeting venue** | **Remarks** |
| **HOTEL LAÏCO \*\*\*\*\* OUAGA 200** Av. Zagré Pascal 01BP 1603  Tel. +(226) 50 49 98 00 Fax. +(226) 50 49 98 01  [reservations@laico-ouaga2000.com](mailto:reservations@laico-ouaga2000.com) | Single or double  Junior suite  Diplomatic suite | 84 031 (x)  136 374 (x)  180 900 (x) | N/A | Tourist tax: FCFA 1180 per person/night  Municipal tax: FCFA 2950 per person (single payment) |
| **JOLY HOTEL\*\*\*\***  Tel.: +(226) 50 37 62 57  Fax: +(226) 50 37 62 59  Email: [info@jolyhotel.bf](mailto:info@jolyhotel.bf) / [jolyhotel.ouaga2000@fasonet.bf](mailto:jolyhotel.ouaga2000@fasonet.bf)  **10 mins from airport** | Single  Double  Junior suite | 50 000 (x)  65 000 (x)  80 000 (x) | 5 min | Tourist tax: FCFA 1180 per person/night  Municipal tax: FCFA 2360 per person (single payment) |
| **AZALAI HOTEL INDEPENDANCE \*\*\*\***  Email: [independance@azalailhotels.com](mailto:independance@azalailhotels.com)  Fax: +(226) 50 30 60 Fax: +(226) 50 30 60 63 | Single  Single with bath | 60 000 (x)  65 000 (x) | 30 min | Tourist tax: FCFA 1180 per person/night  Municipal tax: FCFA 2360 per person (single payment) |
| **PALM BEACH \*\*\*\*** Av. Kwame N'Krumah  01 BP 5557 Ouagadougou 01 Tel: +(226) 50 31 09 91 / 50 31 68 29 / 50 30 69 79 Fax: +(226) 50 31 68 39 | Standard  Prestige  Junior suite | 35 000 (✓)  50 000 (✓)  75 000 (✓) | 25 min | Tourist tax: FCFA 1180 per person/night  Municipal tax: FCFA 2360 per person (single payment) |
| **SPLENDID HOTEL\*\*\*\***  Av.Kwamé N’Krumah  01 BP 1715 Ouagadougou 01  Tel.: +(226) 50 31 72 78/79/82  Reservations: +(226) 50 31 24 54  Fax : +(226) 50 31 72 91  **3 mins from airport** | Single splendid I  Single splendid II  Double splendid I  Double splendid II | 46 750 (✓)  55 250 (x)  56 750 (x)  65 250 (x) | 25 min | Tourist tax: FCFA 1180 per person/night  Municipal tax: FCFA 2360 per person (single payment) |
| **PACIFIC HOTEL** \*\*\*  Av Léo-Frobénius - 01 BP 5818 Ouagadougou Tel: +(226) 50 31 30 37 / 50 31 32 42 / 50 30 65 42 Fax: +(226) 50 31 30 39 **5mins from airport**  [**pacifichotel@fasonet.bf**](mailto:pacifichotel@fasonet.bf) | Single  Double  Suite | 42 000  46 000  80 000 | 25 min | Tourist tax: FCFA 1000 per person/night  Municipal tax: FCFA 1500 per person (single payment) |
| **RELAX HOTEL \*\*\***  Av. de la Nation 01 BP 567 Ouagadougou 01 Tel: +(226) 50 31 32 31 / 50 31 32 33  Fax: +(226) 50 30 89 08 [**relax.hotel@fasonet.bf**](mailto:relax.hotel@fasonet.bf) [**www.groupe-soyaf.com**](http://www.groupe-soyaf.com/) | Single  Double | 25 000 (x)  30 000 (x) | 30 min | Tourist tax: FCFA 1000 per person/night  Municipal tax: FCFA 1500 per person (single payment) |
| **PALACE HOTEL\*\*\*\*\* OUAGA 2000**  01BP 1603  Tel. +(226) 50 / 49 98 00 Fax. +(226) 50 / 49 98 01 | Single or double  Junior suite | 50 000 (✓)  70 000 (✓)  130 000 (✓) | 2 min | Tourist tax: FCFA 1180 per person/night  Municipal tax: FCFA 2950 per person (single payment) |

(x) = without breakfast

(✓) = with breakfast

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Circular 11)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ITU-T Study Group 5RG-AFR meeting** and **Workshop on “*Building a Sustainable Future Through Green ICT standards”***  Ouagadougou, Burkina Faso, 8-10 July 2013 | | | | | |  |
| **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  10 June 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/Workshops-and-Seminars/green-ict-standards/201305/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** | | | | | | | | |
| **□ Economy class air ticket (duty station / Ouagadougou / 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 Circular 11)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ITU Workshop on “Building a Sustainable Future Through Green ICT Standards” - Ouagadougou, Burkina Faso, 8-9 (a.m.) July 2013** | | |  |
|  | | |  |  | |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Marguerite OUEDRAOGO / BONANE, by 28 June 2013 at the latest  by e-mail ouedma@arce.bf Tel: + 226 70 24 43 95** | | | | |

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. |  |