|  |  |
| --- | --- |
| **مكتب تقييس الاتصالات** | logo_A-[Converted] |

|  |  |  |
| --- | --- | --- |
|  |  | جنيف، 14 مايو 2013 |
| المرجع:الهاتف:الفاكس: | **TSB Circular 25**TSB Workshops/P.R.+41 22 730 6356+41 22 730 5853 | - إلى إدارات الدول الأعضاء في الاتحاد؛- إلى أعضاء قطاع تقييس الاتصالات؛- إلى المنتسبين إلى قطاع تقييس الاتصالات؛- إلى الهيئات الأكاديمية المنضمة إلى قطاع تقييس الاتصالات؛ |
| البريد الإلكتروني: | tsbworkshops@itu.int | **نسخة إلى:**- رؤساء لجان دراسات تقييس الاتصالات ونوابهم؛- مديرَي مكتب الاتصالات الراديوية ومكتب تنمية الاتصالات؛- المكتب الإقليمي للاتحاد لمنطقة إفريقيا؛- مكاتب المناطق للاتحاد في داكار وياوندي وهراري؛- البعثة الدائمة لبوركينا فاصو في جنيف |
|  |  |  |
| الموضوع: | **ورشة عمل للات‍حاد عن "وضع معايير مرجعية لتقييم جودة ال‍خدمة لشبكات الوسائط ال‍متعددة " - واغادوغو - بوركينا فاصو، 18 يوليو 2013** |

حضرات السادة والسيدات،

ت‍حية طيبة وبعد،

1 ينظم الات‍حاد بدعوة كري‍مة من هيئة تنظيم الاتصالات الإلكترونية والبريد (ARCEP) في بوركينا فاصو، ورشة عمل عن **"وضع معايير مرجعية لتقييم جودة ال‍خدمة لشبكات الوسائط ال‍متعددة"** وستعقد في فندق لايكو واغا (Hotel Laïco Ouaga)، واغادوغو، بوركينا فاصو في 18 يوليو 2013.

وسيلي ورشة العمل هذه مباشرة الاجتماع الخامس للفريق الإقليمي لمنطقة إفريقيا التابع للجنة الدراسات 12 لقطاع تقييس الاتصالات (SG12 RG‑AFR) يوم 19 يوليو 2013. وسيسبق هذين الحدثين ورشة عمل بشأن "بناء مستقبل مستدام من خلال معايير مراعية للبيئة لتكنولوجيا المعلومات والاتصالات" يومي 15 و16 (صباحاً) يوليو 2013 يليها الاجتماع الرابع للفريق الإقليمي لمنطقة إفريقيا (SG5 RG‑AFR) التابع للجنة الدراسات 5 لقطاع تقييس الاتصالات يومي 16 (بعد الظهر) و17 يوليو 2013. وتستضيف هذه الفعاليات هيئة تنظيم الاتصالات الإلكترونية والبريد في بوركينا فاصو في نفس المكان.

وستفتتح ورشة العمل في الساعة 0900. وسيبدأ تسجيل ال‍مشاركين في الساعة 0800.

2 ستجرى المناقشات باللغتين الإنكليزية والفرنسية.

3 باب ال‍مشاركة مفتوح أمام الدول الأعضاء في الات‍حاد وأعضاء القطاعات وال‍منتسبين والهيئات الأكادي‍مية وأمام أي شخص من أي بلد عضو في الات‍حاد يرغب في ال‍مساه‍مة في العمل. ويشمل ذلك أيضاً الأفراد الأعضاء في ال‍منظمات الدولية والإقليمية والوطنية. وال‍مشاركة في ورشة العمل م‍جانية.

4 وستيسر ورشة العمل هذه مناقشات الفريق الإقليمي التابع للجنة الدراسات 12 ال‍معني ب‍جودة ال‍خدمة ل‍منطقة إفريقيا (SG12 RG‑AFR) وذلك من خلال توفير معلومات بشأن ت‍حديد معايير مرجعية لتقييم جودة ال‍خدمة لشبكات الوسائط ال‍متعددة. وسيجري تقاسم ال‍خبرات من بوركينا فاصو وبلدان أخرى للمضي قدماً في أعمال الفريق SG12 RG‑AFR ول‍جنة الدراسات 12.

5 يرد مشروع برنامج ورشة العمل في **ال‍ملحق 1** ب‍هذه الرسالة. وستتاح نسخ م‍حدثة من ال‍مشروع ب‍ما في ذلك العروض وال‍معلومات ذات الصلة في ال‍موقع الإلكتروني للحدث: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/201307/Pages/default.aspx>. وسيجري ت‍حديث هذا ال‍موقع الإلكتروني كلما توفرت معلومات جديدة أو معدلة.

6 ترد معلومات عن الإقامة في الفنادق والنقل ومتطلبات ال‍حصول على التأشيرة وال‍متطلبات الصحية **بال‍ملحق 2**.

7 وللأسف، لن يتسنى للات‍حاد تقدي‍م منح نظراً لقيود ال‍ميزانية.

8 ولتمكين مكتب تقييس الاتصالات من ات‍خاذ الترتيبات اللازمة ال‍متعلقة بتنظيم ورشة العمل، أكون شاكراً لو تفضلتم بالتسجيل من خلال الاستمارة ال‍متاحة على ال‍خط في ال‍موقع التالي: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/201307/Pages/default.aspx>، بأسرع ما ي‍مكن ولكن في **موعد أقصاه 4 يوليو 2013. ويرجى الإحاطة علماً بأن التسجيل ال‍مسبق للمشاركين في ورش العمل ي‍جري *على ال‍خط* حصراً.**

9 ونود أن نذكركم بأن على مواطني بعض البلدان ال‍حصول على تأشيرة للدخول إلى بوركينا فاصو وقضاء بعض الوقت فيها. وي‍جب طلب التأشيرة وال‍حصول عليها من سفارة بوركينا فاصو في بلدكم، أو من أقرب مكتب من بلد ال‍مغادرة في حالة عدم وجود مثل هذا ال‍مكتب في بلدكم (انظر **ال‍ملحق 2** ل‍مزيد من ال‍معلومات بشأن متطلبات ال‍حصول على التأشيرة).

وتفضلوا بقبول فائق التقدير والاحترام.

مالكولم جونسون
مدير مكتب تقييس الاتصالات

 **ال‍ملحقات:** 3

ANNEX 1
(to TSB Circular 25)

**ITU Workshop on “Benchmarking QoS evaluation of Multimedia Networks”**

**(Ouagadougou, Burkina Faso, 18 July 2013)**

**Draft Programme**

|  |  |  |
| --- | --- | --- |
| **Session** | **Time** | **Item** |
| **Opening** | 9.00 - 9.45 | Opening Ceremony |
| **Session 1** | 9.45 - 10.45 | Overview of ITU-T Standardization and SG12 Activities* ITU-T Standardization Topics
* Overview of ITU-T Study Group 12 Activities
* Introduction to ITU Regional Group of SG12 for Africa
 |
|  | 10.45 -11.00 | Coffee Break |
| **Session 2** | 11.00 - 11.45 | Content and presentation of Recommendation E.MQoS |
| **Session 3** | 11.45 - 12.30 | Applicability for QoS assessment based on E.MQoS |
|  | 12.30 - 14.00 | Lunch |
| **Session 4** | 14.00 - 15.15 | Mobile Internet QoS evaluation, methodology and tools for 3G networksCountry case: Morocco |
|  | 15.15 - 15.45 | Coffee Break |
| **Session 5** | 15.45 - 16.30 | Broadband Network QoS evaluation |
| **Closing** | 16.30 - 17.00 | Conclusion and RemarksClosure of the workshop |

ANNEX 2
(to TSB Circular 25)

**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).

**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 or 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

 **Clinique du Cœur**

 Avenue Pascal ZAGRE, Ouaga 2000

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

 E-mail: clinique\_du\_coeur@fasonet.bf

**Clinique El Fateh – Suka**

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

 E-mail: 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 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 25)

LIST OF HOTELS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel** | **Type of room** | **Pricein FCFA** | **Distance from meeting venue** | **Remarks** |
| **HOTEL LAÏCO \*\*\*\*\* OUAGA 200** Av. Zagré Pascal01BP 1603 Tel. +(226) 50 49 98 00Fax. +(226) 50 49 98 01reservations@laico-ouaga2000.com | Single or doubleJunior suiteDiplomatic suite | 84 031 (x)136 374 (x)180 900 (x) | N/A | Tourist tax: FCFA 1180 per person/nightMunicipal tax: FCFA 2950 per person (single payment) |
| **JOLY HOTEL\*\*\*\***Tel.: +(226) 50 37 62 57Fax: +(226) 50 37 62 59 Email: info@jolyhotel.bf / jolyhotel.ouaga2000@fasonet.bf **10 mins from airport** | SingleDoubleJunior suite | 50 000 (x)65 000 (x)80 000 (x) | 5 min | Tourist tax: FCFA 1180 per person/nightMunicipal tax: FCFA 2360 per person (single payment) |
| **AZALAI HOTEL INDEPENDANCE \*\*\*\***Email: independance@azalailhotels.com Fax: +(226) 50 30 60Fax: +(226) 50 30 60 63 | SingleSingle with bath | 60 000 (x)65 000 (x) | 30 min | Tourist tax: FCFA 1180 per person/nightMunicipal tax: FCFA 2360 per person (single payment) |
| **PALM BEACH \*\*\*\***Av. Kwame N'Krumah 01 BP 5557Ouagadougou 01Tel: +(226) 50 31 09 91 / 50 31 68 29 / 50 30 69 79Fax: +(226) 50 31 68 39 | StandardPrestigeJunior suite | 35 000 (✓)50 000 (✓)75 000 (✓) | 25 min | Tourist tax: FCFA 1180 per person/nightMunicipal tax: FCFA 2360 per person (single payment) |
| **SPLENDID HOTEL\*\*\*\***Av.Kwamé N’Krumah 01 BP 1715Ouagadougou 01Tel.:+(226) 50 31 72 78/79/82Reservations:+(226) 50 31 24 54Fax : +(226) 50 31 72 91**3 mins from airport** | Single splendid ISingle splendid IIDouble splendid IDouble splendid II | 46 750 (✓)55 250 (x)56 750 (x)65 250 (x) | 25 min | Tourist tax: FCFA 1180 per person/nightMunicipal tax: FCFA 2360 per person (single payment) |
| **PACIFIC HOTEL** \*\*\*Av Léo-Frobénius - 01 BP 5818 OuagadougouTel: +(226) 50 31 30 37 / 50 31 32 42 / 50 30 65 42Fax: +(226) 50 31 30 39**5mins from airport** **pacifichotel@fasonet.bf** | SingleDoubleSuite | 42 00046 00080 000 | 25 min | Tourist tax: FCFA 1000 per person/nightMunicipal tax: FCFA 1500 per person (single payment) |
| **RELAX HOTEL \*\*\***Av. de la Nation01 BP 567Ouagadougou 01Tel: +(226) 50 31 32 31 / 50 31 32 33 Fax: +(226) 50 30 89 08**relax.hotel@fasonet.bf**[**www.groupe-soyaf.com**](http://www.groupe-soyaf.com/) | SingleDouble | 25 000 (x)30 000 (x) | 30 min | Tourist tax: FCFA 1000 per person/nightMunicipal tax: FCFA 1500 per person (single payment) |
| **PALACE HOTEL\*\*\*\*\* OUAGA 2000** 01BP 1603 Tel. +(226) 50 / 49 98 00Fax. +(226) 50 / 49 98 01 | Single or doubleJunior suite | 50 000 (✓)70 000 (✓)130 000 (✓) | 2 min | Tourist tax: FCFA 1180 per person/nightMunicipal tax: FCFA 2950 per person (single payment) |

(x) = without breakfast

(✓) = with breakfast

**FORM 1 – ARRIVAL AND TRANSPORTATION TO HOTEL**

(to TSB Circular 25)

|  |  |  |
| --- | --- | --- |
|  | **ITU Workshop on “Benchmarking QoS evaluation of Multimedia Networks” - Ouagadougou, Burkina Faso, 18 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. |  |

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