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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 16 April 2014

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| Ref:Contact:Tel:Fax:Email: | **TSB Circular 93**TSB Workshops/VMVijay Mauree+41 22 730 5591+41 22 730 5853vijay.mauree@itu.int  | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia |
|  |  | **Copy**:- To the Chairmen and Vice-Chairmen of ITU-T Study Groups;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau;- To the ITU Regional Office for Africa Region, Addis Ababa;- To the ITU Area Offices in Dakar, Yaounde and Harare;- To the Permanent Mission of Uganda in Geneva |
| Subject: | **ITU Regional Standardization Forum for Africa,(Kampala, Uganda, 23-25 June 2014)** |

Dear Sir/Madam,

1 At the kind invitation of Uganda Communications Commission (UCC), the International Telecommunication Union is organizing a **Regional Standardization Forum for Africa** from 23 to
25 June 2014 at the Kampala Serena Hotel, Kampala, Uganda.

The Forum will open at 0900 hours. Participants’ registration will begin at 0830 hours. Detailed information concerning the meeting room will be displayed on screens at the entrance of the meeting venue*.*

The following ITU meetings will take place at the same venue and will also be hosted by Uganda Communications Commission: [SG5 RG-AFR](http://www.itu.int/en/ITU-T/studygroups/2013-2016/05/sg5rgafr/Pages/default.aspx) meeting (25 (afternoon) to 26 June 2014); SG12 RG-AFR meeting (26 June 2014) and Focus Group on Smart Water management (27 June 2014).

2 Discussions will be held in English with simultaneous interpretation in French.
Remote participation will be provided.

3 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country which is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. The Forum is free of charge.

4 The main objectives of the event are to:

* provide concrete advice and best practices to developing countries on global standards development;
* build national standards readiness so that standardization competence of developing countries can be enhanced; and
* facilitate the establishment of a national standardization secretariat at the level of countries in the region, to coordinate participation in ITU-T study groups.

​The Forum will also discuss the standardization activities ongoing in ITU-T study groups which are of interest to the region. A one day training on the role of rapporteurs and editors in ITU-T study groups will be held on 23 June 2014. This training will be targeted towards delegates from the region holding leadership position in ITU-T study groups or in the regional groups or those interested to take on additional responsibilities in the future.

Among the target audience are ITU Member States, national standards bodies, ICT regulators, ICT companies, ICT research organizations, service providers and academia.

5 A draft programme of the Forum including speakers’ presentations will be made available on the ITU-T website at the following address: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/062014/Pages/default.aspx>. This website will be updated as new or modified information becomes available. All other additional information will be made available at the above-mentioned website.

6 General information including hotel accommodation, transportation, visa and health requirements can be found in Annex 1 as well as the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/062014/Pages/default.aspx>).

7 **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** in Annex 2**)**, must be returned to ITU not later than **12 May 2014.**  Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries and regions; and gender balance. Furthermore, preference will be given to applicants that will attend all the meetings that will take place in Uganda from 23 to 26 June 2014.

8 To enable TSB to make the necessary arrangements concerning the organization of the Forum, I should be grateful if you would register via the on-line form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/062014/Pages/default.aspx> as soon as possible, **but not later than 9 June 2014**. **Please note that pre-registration of participants to workshops is carried out exclusively *online***.

9 I would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Uganda. The visa must be requested and obtained from the
Ugandan Embassy in your country or, if there is no such office in your country, from the one
that is closest to the country of departure. Participants who require visa assistance and information are requested to contact any of the local coordinators listed at the ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/bsg/062014/Pages/default.aspx>. Please be aware that visa approval might take time so kindly send your application as soon as possible.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 3**

ANNEX 1
(to TSB Circular 93)

**Practical information for participants**

**1 Event venue**

**Kampala Serena Hotel**

Address: P.Box 7814, Kampala
 Kintu Road

 Tel.: +256414 309 000

 Fax: +256414 259 130

 Focal Point name: Asiimwe Stephen

 E-mail: sasiimwe@serena.co.ug

 Website: [www.serenahotels.com](http://www.serenahotels.com)

 E-mail reservation: sales@serena.co.ug and copy in reservations@serena.co.ug

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**2 Hotels**

Hotel reservations may be made directly by delegates. However, delegates may also request UCC to make their hotel reservations for them if they wish. For that purpose, they should simply send to UCC contacts their flight details as well as the name of their chosen hotel.

Email: ikyomuhendo@ucc.co.ug or hnakiguli@ucc.co.ug

Preferential rates have been obtained with certain hotels. Arrangements will be made by UCC 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 below.

| Hotel | Room type and rates (USD) | Contact  |
| --- | --- | --- |
|  | Single | Double | Executive  |  |
| Kampala Serena Hotel | 272 | 292 |  | Asiimwe StephenTel. +256-712705038E-mail: sasiimwe@serena.co.ug Copy: reservations@serena.co.ug  |
| Imperial Royale Hotel | 100(deluxe) | 120 (deluxe) | 150 | MariamTel. +256-755384457Email: reservation@irh.co.ug  |
| Fairway Hotel | 95  | 105 (Standard) |  | Moses AsiimweTel. +256-782689684Email: moses@fairwayhotel.co.ug  |
| Mosa Courts Apartments | 84(deluxe) | 119 (deluxe) | 178 (1 bed apartment) | Tel: +256-414-230321Email: reservations@mosacourthotel.com  |
| Sheraton Hotel |  |   | 245 (executive)245 (club room) | Rose MusokeEmail: rose.musoke@sheraton.comCopy: reservation.kampala@sheraton.com  |
| Golf Course Hotel | 183(Deluxe) | 213 (Deluxe) |  | Joshua M . KitothyaTel. +256-775270272Email: reservation@golfcoursehotel.com  |
| Grand Imperial | 140(deluxe) | 160 (Deluxe) | 180 (single)250 (Double) | Barbara, Tel. +256712124745, +256414311048, reservations@g.hotel.co.ug  |
| Speke Hotel  | 138 | 138 |  | AnnTel. +256776975079, ann.natu@yahoo.com  |
| Holiday Express | 65 | 90 |  | JuliusTel. +256752908544, juliuserwaku@yahoo.com  |
| Tourist Hotel | 26 (Standard)30 (Superior) | 37 (Standard)49 (Deluxe) |  | JackieTel. +256392588514, gloria.matovu@yahoo.com  |

**3 Air travel**

Entebbe International Airport, Uganda’s main international airport is located on the shore of Lake Victoria, about 32 km (20 miles) south of Kampala, the capital city of Uganda. The airport is open 24 hours with full amenities of an international airport. The following airlines fly to Entebbe: KLM, Emirates, Kenya Airlines, British Airways, South African Airways, SN Brussels, Egypt Air, Turkish Airlines, Qatar airways and Ethiopian Airlines.

**4 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** in Annex 3):

**Mr. Dickson Kwesiga**

E-mail: dkwesiga@ucc.co.ug

Tel: +256312339048/ +256414339048

Mobile phone: +256755627030

**5 Visa – Formalities for entering the Uganda**

All travellers to Uganda must have a valid passport issued and recognized by their government. Visas are issued at Ugandan Missions abroad and also at entry/exit points. The duration for the visitor’s visa varies, with a maximum of three months. Below are the various visa fees:

* Single Entry-USD 30;
* Multiple-entry 6-month visa - USD 80,
* Multiple-entry 1-year visa - USD 160.

It is possible to obtain your visitor’s visa on arrival at Entebbe airport. Multi-entry visas are not available at the airport, but can be obtained from Ugandan embassies in foreign countries. You should present your application and USD 50 in cash to the immigration officer. The airline will normally have distributed the visa application form prior to landing in Entebbe. Delegates may exchange currency at the forex bureaux inside the arrivals terminal.

Nationals from the COMESA (Common Market for Eastern and Southern Africa) member countries are exempted from visa requirement into Uganda. COMESA countries are Angola, Burundi, Comoros, Eritrea, Kenya, Malawi, Mauritius, Madagascar, Rwanda, Seychelles, Swaziland, Tanzania, Zambia and Zimbabwe.

Others countries exempt from visa requirements to Uganda are Antigua, Bahamas, Barbados, Belize, Fiji, Gambia, Grenada, Jamaica, Lesotho, Malta, Sierra Leone, Singapore, Solomon Islands, St Vincent & The Grenadines, Tonga, Vanuatu, Italy (Only Diplomatic Passports), Cyprus. Please note that American nationals, British, and just about all Commonwealth nationals and European nationals that make up the vast majority of visitors to Uganda do require a visa to travel to Uganda.

For visa assistance and information, please contact the following local coordinators:

1. Ms Helena Mayanja

Public Relations Specialist

E-mail: hmayanja@ucc.co.ug

Tel: +256-41-4339171

Mobile Phone: +256-77-2406464

1. Ms Nakiguli Helen Cynthia

Environment Management Specialist

E-mail: hnakiguli@ucc.co.ug or hecyna@gmail.com

Tel: +256-41-4339000

Mobile Phone: +256-772-433448/ +256-70-2139887

1. Ms Immaculate Kyomuhendo

Communications Officer

E-mail: ikyomuhendo@ucc.co.ug

Tel: +256-41-4339000

Mobile Phone: +256-77-3120596; 079-44120596

**6** **Health requirements**

Travellers to Uganda must have an international inoculation certificate against Yellow Fever.

**7 Insurance**

Delegates are strongly advised to have full-cover travel insurance.

**8 Security**

Although Ugandans are very helpful it is always advisable to be cautious when dealing with strangers. During your stay you are advised to safeguard valuables or secure them in the hotel safe.

**9 Electricity**

The electricity supply in Uganda is 240 Volts ac 50 Hz. Sockets are usually 13 Amp, square pin in most buildings.

**10 Time zone**

The Time Zone is Greenwich Mean Time (GMT) + 3.

**11 Climate**

Uganda enjoys a tropical climate, with abundant sunshine all year round. Uganda's temperatures are moderate throughout the year. In Kampala, near Lake Victoria, average daily temperatures range
from 18° to 28° C (65° to 83° F) in January and from 17° to 25° C (62° to 77° F) in July. The rainy seasons occur from March through May and from October through November.

**12 Currency and banking**

The currency of Uganda is the Uganda Shillings (/-).

The notes and coins that are currently in circulation are:

Bank notes: UGX 50,000/=, UGX 20,000/= UGX 10,000/= UGX 5,000/= UGX 1,000/=

Coins: 500 shillings, 200 shillings, 100 shillings, 50 shillings, 10 shillings

Exchange rates varies around:

1USD = 2600 Ugandan shillings

1£ Sterling = 3962 Ugandan shillings

1 Euro = 3458 Ugandan shillings

There are numerous forex bureaux in Kampala and the main towns across the country, as well as a number of international and regional banks. These include Bank of Africa, Barclays Bank, Standard Chartered, Stanbic, Tropical African Bank, and Cairo bank. Money transfer services are available from Western Union and Money Gram in most of our local and international banks.

Mobile money transfer (e-banking) by major telecommunications operators, such as MTN Uganda, Uganda Telecom Limited and Airtel, is also available. Major credit cards (Visa, Barclays, American Express, Master card, etc) are widely accepted.

**13 Language**

The official working language is English.

**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 Helena Mayanja**

Public Relations Specialist

E-mail: hmayanja@ucc.co.ug

Tel: +256-41-4339171

Mobile Phone: +256-77-2406464

**Ms Nakiguli Helen Cynthia**

Environment Management Specialist

E-mail: hnakiguli@ucc.co.ug or hecyna@gmail.com

Tel: +256-41-4339000

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ANNEX 2

(to TSB Circular 93)
**FORM 1 - FELLOWSHIP REQUEST**

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 5RG-AFR and SG 12RG-AFR meetings** and **ITU Regional Standardization Forum**Kampala, Uganda 23-26 June 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 12 May 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/Workshops-and-Seminars/bsg/062014/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 *(Please select only one option)*** |
|  **□ Economy class air ticket (duty station / Kampala / 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 3

(to TSB Circular 93)

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

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 5RG-AFR and SG 12RG-AFR meetings; ITU Regional Standardization Forum and Focus Group on Smart Water management****Kampala, Uganda, 23-27 June 2014** |  |
|  |  |  |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Mr. Dickson Kwesiga, by 20 June 2014 at the latest by e-mail E-mail:** **dkwesiga@ucc.co.ug** **Tel: +256312339048/ +256414339048Mobile phone: +256755627030** |

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. |  |

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