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| **电信标准化局** | **logo_C_** |
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 2013年3月7日，日内瓦

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| 文号：电话：传真： | **电信标准化局第11号通函**TSB Workshops/P.R.+41 22 730 6301+41 22 730 5853 | - 国际电联成员国主管部门；- ITU-T部门成员；- ITU-T部门准成员；- ITU-T学术成员； |
| 电子邮件： | [tsbworkshops@itu.int](http://www.groupe-soyaf.com/) | **抄送：**- ITU-T研究组正副主席；- 无线电通信和电信发展局主任；- 国际电联非洲区域代表处；- 国际电联驻达喀尔、雅温得和哈拉雷地区办事处；- 布基纳法索常驻日内瓦代表团； |

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| 事由： | **国际电联有关“通过绿色信息通信技术（ICT）标准建设可持续性未来”的讲习班 – 2013年7月8-9（上午）日，布基纳法索瓦加杜古** |

尊敬的先生/女士，

1 应布基纳法索电子通信和邮政管理局（ARCEP）的盛情邀请，国际电联将于2013年7月8-9（上午）日在布基纳法索瓦加杜古Laïco Ouaga饭店举办题为“**通过绿色信息通信技术（ICT）标准建设可持续性未来**”的讲习班。

ITU-T第5研究组非洲区域组（SG5 RG-AFR）第4次会议将于2013年7月9日（下午）和10日召开。此外，ITU-T第12研究组非洲区域组第5次会议（包括第12研究组可能举办的一次讲习班）将于2013年7月11和12日召开。这些活动也将由ARCEP在同一地点承办。

研讨会将自09:30开始。注册将于08:30开始。

2 讨论将用英文和法文进行。

3 国际电联成员国、部门成员、部门准成员和学术机构以及愿参加此工作的来自国际电联成员国的任何个人均可参加此讲习班。这里所指的“个人”亦包括作为国际、区域和国家组织成员的个人。讲习班不收取任何费用。

4 本次讲习班将云集该领域的著名专家，从高层政策制定者到工程师、设计师、规划师、政府官员、监管人员、标准专家，一应俱全。讲习班旨在进一步提高人们对利用ICT标准打造（特别是非洲）绿色经济的重要性和机遇的认识。

5 讲习班议程草案见本文**附件1**。包括演讲和相关信息的更新版本见以下活动网站：http://www.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx。该网站将随时更新，增添或修改信息。

6 包括酒店住宿、交通、签证和卫生要求的信息可见**附件2**以及ITU-T网站：http://www.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx。

7 我们高兴地通知您，国际电联将视可用资金情况，**仅向非洲区域**每个主管部门提供一份非全额与会补贴，以促进最不发达国家或低收入发展中国家代表的与会（http://itu.int/en/ITU-T/info/Pages/resources.aspx）申请与会补贴时必须得到相关国际电联成员国主管部门的授权。与会补贴申请表（请使用附件中的**表1**）必须在**2013年6月10日**之前交回国际电联。

8 为便于电信标准化局就该讲习班的组织做出必要安排，我希望您能通过<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx> 网址以在线形式向电信标准化局尽早、**但不迟于2013年6月24日进行注册。请注意，讲习班与会者的预注册仅以在线方式进行**。

9 我们谨在此提醒您，一些国家的公民需要获得签证才能入境布基纳法索并在布基纳法索逗留。在此情况下，签证必须向驻贵国的布基纳法索使馆申请和领取。如贵国没有此类机构，则请向驻离贵国最近的国家的此类机构申请并领取（有关签证要求的详细信息见**附件2**和国际电联网站：http://www.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx）。

顺致敬意！

电信标准化局主任
马尔科姆•琼森

**附件：3件**

 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

**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](http://itu.int/en/ITU-T/info/Pages/resources.aspx) 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](http://staging.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx)

 **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://staging.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx).

Exchange rates are as follows:

USD 1 = FCFA 450 (Source: [www.xe.com](http://www.laico-ouaga2000.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](http://staging.itu.int/en/ITU-T/Workshops-and-Seminars/green-ict-standards/201305/Pages/default.aspx) 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** | **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](http://www.westernunion.com) **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](http://www.xe.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** | 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 - 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** **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. |  |