|  |  |
| --- | --- |
| **电信标准化局** | **logo_C_** |
|  |  |

2011年5月18日，日内瓦

|  |  |  |
| --- | --- | --- |
| 文号：  电话： 传真： | **电信标准化局第189号通函**  TSB Workshops/T.J.  +41 22 730 5877 +41 22 730 5853 | - 致国际电联各成员国主管部门；  - 致ITU-T部门成员；  - 致ITU-T部门准成员；  - 致ITU-T学术成员； |
| 电子 邮件： | [tsbworkshops@itu.int](mailto:tsbworkshops@itu.int) | **抄送：**  - ITU-T各研究组正副主席；  - 电信发展局主任；  - 无线电通信局主任  - 塞内加尔达喀尔，国际电联区域代表处  - 博茨瓦纳常驻日内瓦代表团 |
|  |  |  |

|  |  |
| --- | --- |
| 事由： | **ITU-T关于“人体暴露于电磁场的实际测量”讲习班**  **– （2011年7月25-26日，博茨瓦纳，哈博罗内）** |

尊敬的先生/女士，

1 应博茨瓦纳电信管理局的盛情邀请，ITU-T将于2011年7月25日至26日举办一个为期两天的关于**“人体暴露于电磁场的实际测量”讲习班**。该讲习班将在博茨瓦纳哈博罗内的哈博罗内国际会议中心（GICC）举办。

讲习班第一天将于09:00开幕。注册工作将自08:30在哈博罗内国际会议中心（GICC）开始。有关会议厅的详尽信息将在会场入口处的屏幕上显示。

2 讨论将用英文和法文进行。将提供同声传译服务。

请您注意，紧随此讲习班之后将召开下列会议：2011年7月27日ITU-T 第5研究组非洲区域组 (SG5 RG-AFR) 第二次会议（见电信标准化局第3/SG5 RG-AFR号集体函），2011年7月28日至29日ITU-T 第12研究组非洲区域组 (SG12 RG-AFR) 第三次会议（见电信标准化局第5/SG12 RG-AFR号集体函）。这些会议亦由博茨瓦纳电信管理局在同一地点承办。

3 国际电联成员国、部门成员、部门准成员和学术成员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 此次讲习班的目的在于扩充并夯实无线电信号测量领域中的理论知识，并通过测量和解释来自不同EMF源的（非离子化）辐射水平增长实践经验。

5 讲习班的初步日程草案见**附件1**。最新日程、发言稿和相关信息见ITU-T 网站： <http://www.itu.int/ITU-T/worksem/emc-emf/201107/index.html>。

6 与此讲习班相关的实用信息见**附件2**。

7 **住宿**:为方便起见，**附件3**中含有一份“酒店和代表信息登记表”，该表亦可在网站找到：<http://www.itu.int/ITU-T/worksem/emc-emf/201107/index.html>。为享受这次活动组委会谈判获得的优惠价，我们特建议由组委会办理在指定酒店（见**附件2**中的酒店名单）的所有房间预订。方式是，请填妥并返回**酒店和代表信息登记表**。机场到酒店和会议地点的交通将由东道国主管部门提供安排。

为确保顺利进行机场迎送和转机，请与会者将填妥的**酒店和代表信息登记表**在**2011年7月15日（星期五）之前**通过传真发至博茨瓦纳电信管理局：**+267 3957976**或通过电子邮件发至：[2011koontse@bta.org.bw](mailto:2011koontse@bta.org.bw)。

8 **与会补贴**：ITU-T将在预算允许的情况下，**仅**向**每个符合条件的非洲区域国家**的**一名与会者**提供数量有限的全额与会补贴。该与会者必须持有属于最不发达国家和人均收入在2 000美元以下的发展中国家国际电联成员国主管部门的正式授权。虽然每个国家仅有一名与会者享受与会补贴，但各国的参会代表人数不限，只是其他代表的费用由各国自行负担。请申请与会补贴的与会者填写**附件4**中的**与会补贴申请表**，并最迟在**2011年7月5日（星期二）之前**通过传真**+41 22 730 5778**发至国际电联。

9 为便于电信标准化局就讲习班的组织做出必要安排，请您尽早、但务必在**2011年7月15日之前**通过网址<http://www.itu.int/ITU-T/worksem/emc-emf/201107/index.html>填写在线表格，进行注册。**请注意，此活动与会者的预注册仅以在线方式进行**。

10 **签证：**请注意，一些国家的公民需要从所在国的博茨瓦纳使馆或领馆获得签证才能入境博茨瓦纳并逗留。有关签证要求的详尽信息见：<http://www.botswanaembassy.org>。博茨瓦纳电信管理局可应要求提供帮助（详见**附件2**），**但要求至少需提前两个星期提出**。

需要签证申请证明函的与会者，请尽快在**2011年6月30日**之前将请求发至：

**博茨瓦纳电信管理局通信验证与消费者事务处处长**

**Twoba Koontse先生**

**Director Communication Compliance and Consumer Affairs**

**Botswana Telecommunications Authority**

**Plot 206/207 Independence Avenue,**

**P/BAG 00495, Gaborone, BOTSWANA**

**电话： +267 3957755**

**传真： +267 3957976**

**电子邮件：** [**koontse@bta.org.bw**](mailto:koontse@bta.org.bw)**;** [**jansen@bta.org.bw**](mailto:jansen@bta.org.bw)

顺致敬意！

电信标准化局主任

马尔科姆•琼森

**附件：4件**

ANNEX 1  
(to TSB Circular 189)

**Draft Programme**

|  |  |
| --- | --- |
| **Day 1, 25 July 2011** | |
| **08:00 - 09:00** | **Delegate Registration** |
| **09:00 - 10:00** | **Opening ceremony and introduction**   * Overview of SG 5 activities * Why SG5 RG-AFR was created |
| **10:00 - 10:30** | **Coffee break** |
| **10:30 - 12:30** | **Session 1 : Scientific evidence of EMF effects**  **WHO**   * WHO research agenda and scientific knowledge base * Communicating scientific Knowledge * Who approach to EMF legislation and standard setting framework   **ICNIRP**   * Scientific approach * Activities * ICNIRP’s EMF exposure guidelines and their applications |
| **12:30 – 14:00** | **Lunch** |
| **14:00 - 16:00** | **Session 2 : EMF Measurement Protocol and equipments**   * Tutorial ECC Recommendation (02)04 “Measuring Non-Ionising Electromagnetic Radiation (9 Khz – 300 Ghz)” |
| **16:00 - 16:15** | **Coffee Break** |
| **16:15 - 17:30** | **Session 3 : EMF Measurement Protocol and equipments**   * IEC Relevant Standard * Presentation of EMF measuring equipments |
|  |  |
|  |  |
| **Day 2, 26 July 2011** | |
| **08:00 - 09:00** | **Delegate Registration** |
| **09:00 - 12:30** | **Session 4 : Application of ECC recommendation/CENELEC:**   * In situ Measurement of EMF exposure * Analysis of this measurement * Uncertainty calculation * Comparison to ICNIRP Limits |
| **12:30 - 14:00** | **Lunch** |
| **14:00 - 16:00** | **Session 5: Tutorial on EMF estimator and ITU-T relevant recommendation**   * Use of EMF estimator for Base station authorization in a multisource environment |
| **16:00 - 16:30** | **Coffee Break** |
| **16:30 - 17:30** | **Session 6 :Assessment of GSM Base Station conformance**  In situ GSM Base Station Measurement |
| **17:30 - 17:45** | **Closing session** |

ANNEX 2  
(to TSB Circular 189)

**ITU-T Workshop and SG12 and SG 5 Regional Groups Meetings**

**(Gaborone, Botswana, 25-29 July 2011)**

**INFORMATION FOR PARTICIPANTS**

1. **Meetings venue**

The ITU-T Workshop and SG 12 and SG 5 Regional Groups Meetings will take place from 25-29 July 2011 at Gaborone International Conference Centre (GICC), Bonnington Farm, Molepolole Road, Gaborone, Botswana.

# Postal address: Private Bag BR105, Gaborone, Botswana Tel: +267 391 2999 Fax: +267 391 2989. Website: [www.grandpalm.bw](http://www.grandpalm.co.za/peermont/content/en/grand/grand-home) E-mail: [info@grandpalm.bw](mailto:info@grandpalm.bw)

1. **Hotel Accommodation**

Participants are responsible for meeting their accommodation costs. However, special rates have been negotiated by the organizing committee as provided in the **attached List of Hotels**. It is strongly recommended that all reservations in the designated hotels are made through the organizing committee using the **Hotel and** **Delegate Information Form** provided in **Annex 3**. The organizing committee shall not be responsible for hotels that are not designated or provided in the recommended list.

While there are many hotels and lodges available in Gaborone, rates have been sought from the following hotels because of their nearness to the venue of the Conference.

**Peermont Metcourt**

Telephone number: +267 363 777

Email: [reservations@peermont.com](mailto:reservations@peermont.com)

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

Accommodation per Room/Night: BWP 647.00

Breakfast: BWP 95.00

Lunch BWP 210.00

Dinner BWP 220.00

**Cresta President Hotel**

Telephone number: +267 3953631

Email: [respresident@cresta.co.bw](mailto:respresident@cresta.co.bw)

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

Accommodation per Room/Night: BWP 1080.00

Breakfast: BWP 126.00

Lunch BWP 156.00

Dinner BWP 158.00

**Gaborone Sun Hotel**

Telephone number: +267 361 6000

Email: [natsales@suninternational.com](mailto:natsales@suninternational.com)

Website: [www.casinocity.com/bw/gaborone/botgarsn/](http://www.casinocity.com/bw/gaborone/botgarsn/)

Accommodation per Room/Night: BWP 1283.00 (Includes Breakfast)

Lunch BWP 145.00

Dinner BWP 170.00

**Big Five Lodge**

Telephone number: +267 350 0500

Email: [thebigfive@info.bw](mailto:thebigfive@info.bw)

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

Accommodation per Room/Night: BWP 600.00

Breakfast BWP 68.00

Lunch BWP 120.00

Dinner BWP 120.00

**Sedibeng Lodge**

Telephone number: +267 318 6669

Email: [sedibeng.lodge@gmail.com](mailto:sedibeng.lodge@gmail.com)   
Accommodation per Room/Night: BWP 575.00

Breakfast BWP 56.00

Lunch BWP 100.80

Dinner BWP 100.80

**Yarona Country Lodge**

Telephone number: +267 393 3680

Email: psimon@global.bw

Website: [www.yaronalodge.com](file:///C:\Documents%20and%20Settings\bettini\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Documents%20and%20Settings\bettini\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\W778SAR5\www.yaronalodge.com)

Accommodation per Room/Night: BWP 674.00 (Includes Breakfast)

Lunch BWP 110.00

Dinner BWP 110.00

1. **Visa**

Visas are required for certain countries while others do not require Visas to enter Botswana. The visas should be obtained in advance at the nearest Botswana Diplomatic Mission. Airlines and Travel Agents can assist with information regarding Visas but application responsibility rests with the applicant.

For more information about visa requirements and application forms visit <http://www.botswanaembassy.org>.

Application fee for Visa is P500.00 or $107.

Participants who require a visa support letter are requested to send their requests, as quickly as possible and no later than **30 June 2011** to:

**Mr Twoba Koontse**

**Director Communications Compliance and consumer Affairs**

**Botswana Telecommunications Authority**

**Plot 206/207 Independence Avenue,**

**P/ BAG 00495**

**Gaborone**

**Tel: +267 3957755**

**Fax:  +267 3957976**

Email:  [koontse@bta.org.bw](mailto:koontse@bta.org.bw) OR [Jansen@bta.org.bw](mailto:Jansen@bta.org.bw)

1. **Travel and airport transfers**

Participants are responsible for making their travel arrangements. Delegates are requested to provide all travel information, including flight number, arrival and departure dates and times by completing and returning the attached Hotel and Delegate Information Form by **Friday, 15 July 2011** to:

**Mr Twoba Koontse**

**Director Communications Compliance and consumer Affairs**

**Botswana Telecommunications Authority**

**Plot 206/207 Independence Avenue,**

**P/ BAG 00495**

**Gaborone**

**Tel: +267 3957755**

**Fax:  +267 3957976**

Email:  [koontse@bta.org.bw](mailto:koontse@bta.org.bw) OR [Jansen@bta.org.bw](mailto:Jansen@bta.org.bw)

Transport will be provided to delegates:

1. On arrival and departure from the Sir Seretse Khama International Airport.
2. From the designated/recommended hotels to the venue.
3. During the various social events organized for the delegates.

Note: Delegates are advised to look out for paging boards or signage with the name of the meeting. Due to the number of delegates expected, the local host may not prepare signage for each individual delegate arriving.

1. **Climate**

Botswana's climate is semi-arid. Though it is hot and dry for much of the year, there is a rainy season, which runs through the summer months. Rainfall tends to be erratic, unpredictable and highly regional. Often a heavy downpour may occur in one area while 10 or 15 kilometres away there is no rain at all. Showers are often followed by strong sunshine so that a good deal of the rainfall does not penetrate the ground but is lost to evaporation and transpiration. 'Pula', one of the most frequently heard words in Botswana, is not only the name of Botswana's currency, but also the Setswana word for rain. So much of what takes place in Botswana relies on this essential, frequently scarce commodity.

The summer season begins in November and ends in March.  It usually brings very high temperatures.  However, summer is also the rainy season, and cloud coverage and rain can cool things down considerably, although only usually for a short period of time.  The winter season begins in May and ends in August.  This is also the dry season when virtually no rainfall occurs. Winter days are invariably sunny and cool to warm; however, evening and night temperatures can drop below freezing point in some areas, especially in the south-west.  The in-between periods - April/early May and September/October - still tend to be dry, but the days are cooler than in summer and the nights are warmer than in winter.

1. **Local time**

The standard time zone in Botswana is 2 hours ahead of Greenwich Mean Time (GMT +2).  There are no daylight saving time arrangements.

1. **Currency, banks and credit cards**

The official currency is the Botswana PULA (100 thebe = 1 PULA). The currency is also abbreviated in both domestic and International Financial transactions as BWP.

|  |  |
| --- | --- |
| USD 1             = | BWP 6.69344 |
| GBP 1             = | BWP 10.7128 |
| EUR 1             = | BWP 9.00563 |
| SAR 1             = | BWP 0.968248 |

* Major international credit cards are widely accepted for transactions.
* Banks are open from 9:00hrs to 15.00hrs Monday through Friday. Forex Bureaux located in different parts of the city are open from 9:00hrs to 16.00hrs Monday through Sunday.

1. **Health & Vaccination**

Those entering Botswana from other neighbouring countries infected with cholera and yellow fever, such as Kenya or Uganda, must provide international immunisation certificates.  Expectant mothers are required to provide a medical certificate of fitness to travel at the time of making their reservations.  Air travel is not permitted after the 32nd week of pregnancy.

**9. Electricity**

Botswana uses 220/240Volts, but you will need adapters if you are using 110v equipment.  Most hotels have adapters available. But it is wise to bring your own, just in case.

The most current sockets are:

|  |  |
| --- | --- |
|  |  |

**10. Drinking water**

Tap water is treated and safe for drinking.  Bottled/Mineral water is also available and can be obtained in all hotels and restaurants and in shops.

**11. Internet connectivity**

Connectivity will be available at the meeting venue. It may require payment in some hotels.

**HOST COUNTRY CONTACTS:**

|  |  |
| --- | --- |
| **Basebi Mosinyi Botswana Telecommunications Authority**  **Plot 206/207 Independence Avenue,**  **P/ BAG 00495**  **Gaborone**  **Tel: +267 3957755 Fax:  +267 3957976 Email:**  [Jacquim@bta.org.bw](mailto:Jacquim@bta.org.bw) | **Lizzy Tsheko Botswana Telecommunications Authority**  **Plot 206/207 Independence Avenue**  **P/ BAG 00495 Gaborone Tel: +267 3957755 Fax:  +267 3957976** **Email:** [tsheko@bta.org.bw](mailto:tsheko@bta.org.bw) |

ANNEX 3  
(to TSB Circular 189)

**ITU-T Workshop and SG12 and SG 5 Regional Groups Meetings**

**(Gaborone, Botswana, 25-29 July 2011)**

HOTEL AND DELEGATE INFORMATION FORM

**Meetings venue:**

**GABORONE INTERNATIONAL CONFERENCE CENTRE**

Located on Bonnington Farm, Molepolole Road, Gaborone, Botswana.

Private Bag BR105, Gaborone, Botswana.

Tel: +267 3912999 • Fax: +267 391 2989.

Country …………………………………………………………….…………

Name of delegate …………………………………………………………….

Title………………………………………………………………………………

Organization…………………………………………………………………..

Email and Tel. contacts:………………………………………………………

Date of Arrival/Flight number…………………………………………….

Date of Departure/Flight number………………………………………..

Hotel Accommodation:

First Choice…………………………………………………………. …

Second Choice…………………………………………………………

# Signature………………..……………………………………………………..

**Please return by Friday, 15 July 2011** **to:**

**Botswana Telecommunications Authority,**

**Fax: +267 3957976 or Email:** [**koontse@bta.org.bw**](mailto:koontse@bta.org.bw)

ANNEX 4(to TSB Circular 189)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITU globe2 | **ITU-T Workshop on “Practical measurement of EMF exposure” – Gaborone, Botswana, 25-26 July 2011** | | | ITU globe2 |
| **Please return to:** | | **Fellowships Service ITU/BDT Geneva (Switzerland)** | **E-mail :** [**bdtfellowships@itu.int**](mailto:bdtfellowships@itu.int)  **Tel: +41 22 730 5095**  **Fax: +41 22 730 5778** | |
| **Request for a fellowship to be submitted before Tuesday, 5 July 2011** | | | | |
| **Participation of women is encouraged** | | | | |
| 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): ………….……………………………. | | | | |
| CONDITIONS   1. **One full** fellowship per eligible country within the **Africa region** **only.** 2. It is imperative that fellows be present for the entire duration of their fellowship. | | | | |
| Signature of fellowship candidate: ………………………………………….. Date: ……...……………... | | | | |
| TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.  Signature: ……..………………………………………. Date: …………………………………………….. | | | | |

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