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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 28 March 2012

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| Ref: | **TSB Collective letter 6/SG12RG-AFR** |  |
| Tel:Fax:E-mail: | +41 22 730 5591+41 22 730 5853tsbsg12rgafr@itu.int | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates from the African countries participating in the work of Study Group 12 RG-AFR and
* ITU-T Academia
 |

|  |  |
| --- | --- |
| **Subject:** | **Fourth meeting of ITU-T Study Group 12 Regional Group for AfricaCotonou, Benin, 18 July 2012** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Autorité Transitoire de Régulation des Postes et Telécommunications of Benin (ATRPT), ITU-T Study Group 12 Regional Group for Africa (SG12 RG-AFR) will hold its fourth meeting in Azalai Hotel de la plage, Cotonou, Benin, on 18 July 2012.

This meeting will be held immediately after the ITU Workshop on “***Practical measurement of QoS/QoE Parameters for regulatory compliance”*** (see TSB Circular 272), which will take place on 16-17 July 2012.

In addition, an ITU Workshop on “***Specific Absorption Rate Measurement***” (see TSB Circular 273) will be held on 19 July 2012 followed by the third meeting of ITU-T SG5 Regional Group for Africa on 20 July 2012. These two events will also be hosted by the ATRPT at the same venue.

I should like to inform you that the meeting will open at 0900 hours on the first day. Participant registration will begin at 0830 hours at the Azalai Hotel de la plage. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue. Additional information about the meeting is set forth in **Annex A.**

The draft **Agenda** of the meeting, as prepared by the Chairman of SG12RG-AFR, is set out in **Annex B**.

Practical information relating to the venue is enclosed as **Annex C and D.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 4

**ANNEX A**(to TSB Collective letter 6/SG12RG-AFR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** TSAG, at its February 2011 meeting, agreed that the trial of a deadline of 12 (twelve) calendar days for submitting contributions to ITU-T meetings would continue. Such contributions will be published on the Study Group 12RG-AFR website and must therefore be received by TSB **not later than 5 July 2012.**

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible at <http://itu.int/ITU-T/studygroups/templates>. The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** As agreed with the Chairmen of the Group, the working languages of the meeting will be English and French

**TRANSLATION:** Documents for this meeting will be translated in French and English.

**WIRELESS LAN:** Facilities and Internet access will be available at the venue of the event.

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable the organisers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 4 July 2012** , the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://itu.int/en/ITU-T/others/sg12rgafr/Pages/default.aspx**](http://itu.int/en/ITU-T/others/sg12rgafr/Pages/default.aspx)**).**

**FELLOWSHIPS:** We are pleased to inform you that one full or two partial fellowships per administration will be awarded, 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)**, must be returned to ITU not later than **16 June 2012** (Please note that at WTSA-08, the Heads of Delegation committed that their candidate chairmen and vice-chairmen would be provided with the necessary resources to fulfill the duties of their office for the full four year term and that it was therefore recognized that the chairmen and vice-chairmen will not receive financial assistance from ITU.)

**KEY DEADLINES (before meeting)**

One Month: -fellowship requests

 -requests for visas

12 Calendar days: -final deadline for contributions

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 6/SG12RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 12RG-AFR meeting** and **Workshop on Practical measurement of QoS/QoE Parameters for regulatory compliance**Cotonou, Benin, 16-18 July 2012 |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5487**  **Fax: +41 22 730 5778** |
| **Request for one full fellowship or two partial fellowships to be submitted before 16 June 2012** |
|  | 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/others/sg12rgafr/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**  |
| 1. **□** One full fellowship     or **□** two partial fellowships (per eligible country).
 |
| 1. In case of two partial fellowships, chose one of the following:
 |
|  **□ Economy class air ticket (duty station / Cotonou / 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 Collective letter 6/SG12RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 12RG-AFR meeting****Cotonou, Benin, 16-20 July 2012** |  |
|  |  |  |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Mr. Dossou and Mr. Ahokpossi, by 2 July 2012 at the latest by fax: 00229 21 31 00 67or by e-mail** **dtatian@atrpt.bj** **/** **aconstant@atrpt.bj**For inquiries, Tel : (229) 21 31 01 65 |

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. |  |

**ANNEX B**(to TSB Collective letter 6/SG12RG-AFR)

**Draft Agenda**

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| **Day 1- Wednesday 18th July 2012** |
| 09.00 -10.30 | Session 1 1. Opening of SG12 RG AFR meeting
2. Approval of Agenda
3. Results of last ITU-T Study Group 12 meeting
4. Report of the last SG12 RG-AFR meeting
5. Priorities of SG 12 RG-AFR meeting
 |
| 10.30 -11.00 | Break |
| 11.00 -12.30 | Session 2Discussions on SG12 Work Items for New Study Period |
| 12.30 -14.00 | Lunch |
| 14.00 -15.30 | Session 3Discussions on SG 12 Work Items for New Study Period |
| 15.30 - 16.00 | Break |
| 16.00-17.30 | Session 4Next SG12 RG AFR meetingAny Other BusinessClosure of meeting |

**ANNEX C**(to TSB Collective letter 6/SG12RG-AFR)

**Practical information for participants**

**1. Event venue**

**Azalai Hôtel de la plage**Rue du Consulat de France N° 870 A.
Boîte Postale : 05 BP 347Cotonou

Tel: + 229 21 31 72 00

Fax: + 229. 21 31 72 69

Email: hoteldelaplage@azalaihotels.com

Website: <http://www.azalaihotels.com/hotel-benin/index.html>

**2. Hotels**

Participants are responsible for meeting their accommodation costs.
**Hotel reservation must be made directly by delegates**.
However, those delegates wishing to do so may request ATRPT-Benin to do it. It will be sufficient to inform M. Tatian DOSSOU and Géraud-Constant AHOKPOSSI from the ATRPT of their travel itinerary as well as the name of the preferred hotel.

Arrangements will be made by the ATRPT to transport delegates from their respective hotels to the event venue. The proposed hotels are less than fifteen minutes away from the event venue.

Special rates have been negotiated by ATRPT with Azalai, Rivera, Rivoli and Benin Horizon hotels
The list of hotel is available in **Annex D**.

**3. Arrival and transportation to hotel**

Arrangements have been made by the host to meet delegates upon arrival at the airport and take them to their respective hotel. Any participant wishing to benefit from this service is requested to send their travel itinerary using **Form 2** to the following contacts:

M. Tatian DOSSOU and M. Géraud-Constant AHOKPOSSI

**4. Formalities to enter Benin**

A valid passport is required to enter Benin.
Citizens from certain countries also require a visa, although citizens from the member countries of ECOWAS do not. These countries are: Burkina Faso, Côte d’Ivoire, Cape Verde, Gambia, Ghana, Guinea, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Guinea Bissau and Togo. For citizens of countries requiring a VISA and who do not have a consular representation of Benin in their country, the ATRPT and the Immigration Service of Benin offer their services to have their visa ready upon arrival at the airport in Cotonou. In order to do so, please send your travel itinerary, full address and a clear photocopy of the first three pages of your valid passport **at least two weeks before the date of entry** to:

*Mr. Tatian DOSSOU*
Tel : (229) 21 31 01 65
Mobile : (229) 95 54 35 26
Fax : 00229 21 31 00 67
Email : dtatian@atrpt.bj

*Mr. Géraud-Constant AHOKPOSSI*Tél : (229) 21 31 01 65
Mobile : (229) 97 93 87 45
Fax : 00229 21 31 00 67
Email : aconstant@atrpt.bj

**5. Health**

An international vaccination certificate against yellow fever will be required upon arrival at Cotonou airport. Vaccination against hepatitis is also recommended.

**6. Currency and exchange**

The local currency is the CFA Franc, usually written FCFA. The indicative exchange rate is as follows:

**1 Euro = 655.91 FCFA**

**1 USD = 482.02 FCFA**.

Currency converter: <http://fr.exchange-rates.org/rate/USD/XOF>
foreign currency may be changed either at the airport or at the exchange bureaux in the city of Cotonou.

**7. Opening hours**

Government offices: 07:00 to 11:30 and 14:00 to 17:20 (Monday to Friday)
Shops: 08:00 to 18:00
Banks : 07:00 to 16:00 (Monday to Friday), Saturdays from 08:00 to 12:00

**8. Language**

The official working language is French.

**9. Climate**

The climate in Benin is generally hot and humid, with two heavy rain seasons (May to July and September to October). Temperatures on the coast are milder than they are in the North of the country (40°C). In July the temperature varies from 26 to 30 degrees.

**10. Local time**

Official time in Benin is one hour ahead of the Greenwich meridian (GMT +1). There is no difference between summer and winter.

**11. Telecommunications**

The country code for the Republic of Benin is +229.
5 operators: MTN, MOOV, GLO MOBILE, BBBCOM and Bénin Telecoms SA (fix and mobiles)

Mobile codes are: 64, 66, 67, 68, 90, 91, 93, 94, 95, 96, 97, 98, and 99.

A SIM card costs approximately 1.500 FCFA. It must be registered according to Benin regulations.

**12. Electricity**

Main tension is **220 Volts/50Hz.** Should you require a weaker tension, please inquire at reception.

Available sockets are the following:



**13. Water**

Although tap water is safe to drink, you may wish to drink bottled water. It can be acquired at your hotel.

**14. Contact**

For any questions, please contact:

*Mr. Tatian DOSSOU*
Tel : (229) 21 31 01 65
Mobile : (229) 95 54 35 26
Fax : 00229 21 31 00 67
Email : dtatian@atrpt.bj

And

*Mr. Géraud-Constant AHOKPOSSI*
Tél : (229) 21 31 01 65
Mobile : (229) 97 93 87 45
Fax : 00229 21 31 00 67
Email : aconstant@atrpt.bj

**ANNEX D**(to TSB Collective letter 6/SG12RG-AFR)

**List of hotels**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **TYPE OF ROOM** | **PRICE(tax included) in FCFA** | **PRICE(tax included) in USDapprox** | **CONTACT** | **INTERNET** |
| **AZALAI HOTEL DE LA PLAGE** **Event venue** | Double + breakfast + free wifi | 74 000 | 148 | Tel:: +229 21 31 72 00 | E-Mail : cominterne.benin@azalaihotels.com[www.azalaihotels.com](http://www.azalaihotels.com)  |
| **BENIN MARINA HOTEL**(on the Airport road) : | Double (city view or sea view according to availability) + internet  | 69 500Breakfast: 9 000 | 139 Breakfast: 18 | Tel: (+229) 21 30 01 00Fax: (+229) 21 30 11 55Mobile: (+229) 97 00 76 76 | Email : info@benin-marina-hotel.com[www.benin-marina-hotel.com](http://www.benin-marina-hotel.com) |
| Bungalow + internet | 150 000Breakfast: 9 000 | 300Breakfast:: 18 |
| **NOVOTEL**(on the Airport road) | Simple + free wifi |  95 000Breakfast: 9 000 | 190Breakfast: 18 | Tel : (+229) 21 30 41 7721 30 56 74 /75Fax : (+229) 21 30 41 88 | E-mail : novotel.orisha@intnet.bjorh1826-re@accor.com |
| Suite + wifi | 150 000Breakfast: 9 000 | 300Breakfast: 18 |
| **IBIS**(on the Airport road) | Single + breakfast + free wifi  | 59 500 | 119 | Tel : (+229) 21 30 56 77Fax : (+229) 21 30 56 78 | [www.ibishotel.com](http://www.ibishotel.com) |
| Double + breakfast +free wifi | 65 500 | 131 |
| **HOTEL RIVERA**(commercial area) | Simple + breakfast +wifi | 35 500(preferential rate) | 71 | Tel : (+229) 21 31 26 20(+229)21 31 83 28Fax : (+229) 21 31 83 27 | Email : hotelrivierabenin@hotmail.fr[www.hotelrivierabenin.com](http://www.hotelrivierabenin.com) |
| Double + breakfast +free wifi |
| Suite + breakfast + free wifi | 77 100 | 154.2 |
| **HOTEL RIVOLI**(commercial area) | Simple + breakfast +free wifi | 35 000 | 70 | Tel : (+229) 21 31 46 4721 31 41 8821 31 07 82Fax : (+229) 21 31 24 16 | Email : gmksaint@yahoo.com[www.rivolihotelbenin.com](http://www.rivolihotelbenin.com) |
| Simple Grand + breakfast +free wifi | 37 500 (preferential rate) | 75 |
| Double + breakfast +free wifi |
| **HOTEL DE L’ENTENTE**(on the airport way) | Standard A + free wifi | 35 500 Breakfast : 3 000 | 70Breakfast : 6 | Tel : (+229) 21 30 59 61 | Email : hotelentente@yahoo.fr |
| Standard B + free wifi | 35 500 Breakfast: 3 000 | 70 Breakfast : 6 |
| Standard C +wifi gratuit | 25 500Breakfast : 3000 | 51Breakfast : 6 |
| **HOTEL BENIN HORIZON**(city center) | Single + breakfast +free wifi | 20 500(preferential rate) | 41 | Tel : (+229) 21 30 96 84Fax : (+229)21 30 99 12 | Email : hotel@beninhorizon.com[www.beninhorizon.com](http://www.beninhorizon.com) |
| Double + breakfast +free wifi | 25 500(preferential rate) | 51 |

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