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| **Telecommunication Standardization Bureau** |  |
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Geneva, 24 April 2014

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| Ref: | **TSB Collective letter 2/SG12 RG-AFR** |  |
| Tel: Fax:  E-mail: | +41 22 730 6356 +41 22 730 5853 [tsbsg12rgafr@itu.int](mailto:tsbsg12rgafr@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, * ITU-T Academia, * ITU Regional Office for Africa Region, * ITU Area Office, Addis Ababa |

|  |  |
| --- | --- |
| **Subject:** | **Second meeting of ITU-T Study Group 12 Regional Group for Africa Kampala, Uganda, 26 June 2014** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Uganda Communications Commission (UCC) of Uganda, ITU-T Study Group 12 Regional Group for Africa (SG12 RG-AFR) will hold its second meeting at the Kampala Serena Hotel, Kampala, Uganda on 26 June 2014.

I should like to inform you that the meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours at the Kampala Serena Hotel. 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 SG12 RG-AFR, is set out in **Annex B**. Updated draft agenda will be posted as TDs at the SG12 RG-AFR web page at <http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/sg12rgafr/Pages/default.aspx>.

I would like to take the opportunity to inform you that the following meetings will take place during the same week:

* ITU Regional Standardization Forum – 23-25 June 2014
* SG5 RG-AFR meeting – 25 (afternoon)- 26 June 2014
* Focus Group on Smart Water Management – 27 June 2014

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

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

Annexes: 3

**ANNEX A**(to TSB Collective letter 2/SG12RG-AFR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address [tsbsg12rgafr@itu.int](mailto:tsbsg12rgafr@itu.int). The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the   
Study Group 12 RG-AFR website and must therefore be received by TSB **not later than 13 June 2014.** We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

**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 Chairman 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.

**PAPERLESS MEETINGS:** In agreement with its Chairman, Study Group 12 RG-AFR will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

**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](mailto:tsbreg@itu.int)) **not later than 25 May 2014**, 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://www.itu.int/en/ITU-T/others/sg12rgafr/Pages/default.aspx**](http://www.itu.int/en/ITU-T/others/sg12rgafr/Pages/default.aspx)**.**

**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)**, 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 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.

**KEY DEADLINES (before meeting)**

12 May 2014 - fellowship requests

25 May 2014 - online registration

13 June 2014 - final deadline for contributions

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 2/SG12RG-AFR)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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**](mailto: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/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 (select one of the two)** | | | | | | | | |
| **□ 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** | | |

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

(to TSB Collective letter 2/SG12RG-AFR)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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**](mailto:dkwesiga@ucc.co.ug) **Tel: +256312339048/ +256414339048 Mobile 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. |  |

**ANNEX B**(to TSB Collective letter 2/SG12RG-AFR)

**Draft Agenda**

1. Opening of the meeting

2. Adoption of the agenda

3. Organization of the work of SG12 RG-AFR

4. Results of the last ITU-T Study Group 12 meeting

5. Report of the last SG12 RG-AFR meeting

6. Priorities of SG12 RG-AFR meeting

7. Technical discussions

8. Preparation of the next meeting

9. Review of work program

10. Any other business

11. Closure of the meting

**ANNEX C**(to TSB Collective letter 2/SG12RG-AFR)

**Meeting of the Study Group 5 and 12 Regional Group for Africa  
(SG5RG-AFR and SG12RG-AFR)   
Kampala, Uganda**

***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](mailto:sasiimwe@serena.co.ug)

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

E-mail reservation: [sales@serena.co.ug](mailto:sales@serena.co.ug) and copy in [reservations@serena.co.ug](mailto:reservations@serena.co.ug)

**[](http://www.lonelyplanet.com/destinationRedirector?openMap=true&ethylCobjId=3613)**

**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](mailto:ikyomuhendo@ucc.co.ug) or [hnakiguli@ucc.co.ug](mailto: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 Stephen Tel. +256-712705038  E-mail: [sasiimwe@serena.co.ug](mailto:sasiimwe@serena.co.ug)  Copy: [reservations@serena.co.ug](mailto:reservations@serena.co.ug) |
| Imperial Royale Hotel | 100 (deluxe) | 120 (deluxe) | 150 | Mariam Tel. +256-755384457  Email: [reservation@irh.co.ug](mailto:reservation@irh.co.ug) |
| Fairway Hotel | 95 | 105 (Standard) |  | Moses Asiimwe Tel. +256-782689684  Email: [moses@fairwayhotel.co.ug](mailto:moses@fairwayhotel.co.ug) |
| Mosa Courts Apartments | 84 (deluxe) | 119 (deluxe) | 178 (1 bed apartment) | Tel. +256-414-230321  Email: [reservations@mosacourthotel.com](mailto:reservations@mosacourthotel.com) |
| Sheraton Hotel |  |  | 245 (executive)  245 (club room) | Rose Musoke  Email: [rose.musoke@sheraton.com](mailto:rose.musoke@sheraton.com)  Copy: [reservation.kampala@sheraton.com](mailto:reservation.kampala@sheraton.com) |
| Golf Course Hotel | 183  (Deluxe) | 213 (Deluxe) |  | Joshua M . Kitothya Tel. +256-775270272  Email: [reservation@golfcoursehotel.com](mailto:reservation@golfcoursehotel.com) |
| Grand Imperial | 140 (deluxe) | 160 (Deluxe) | 180 (single)  250 (Double) | Barbara,  Tel. +256712124745, +256414311048, [reservations@g.hotel.co.ug](mailto:reservations@g.hotel.co.ug) |
| Speke Hotel | 138 | 138 |  | Ann Tel. +256776975079, [ann.natu@yahoo.com](mailto:ann.natu@yahoo.com) |
| Holiday Express | 65 | 90 |  | Julius Tel. +256752908544, [juliuserwaku@yahoo.com](mailto:juliuserwaku@yahoo.com) |
| Tourist Hotel | 26 (Standard)  30 (Superior) | 37 (Standard)  49 (Deluxe) |  | Jackie Tel. +256392588514, [gloria.matovu@yahoo.com](mailto: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):

**Mr. Dickson Kwesiga**

E-mail: [dkwesiga@ucc.co.ug](mailto: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](mailto: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](mailto:hnakiguli@ucc.co.ug) or [hecyna@gmail.com](mailto: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](mailto: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](mailto: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](mailto:hnakiguli@ucc.co.ug) or [hecyna@gmail.com](mailto:hecyna@gmail.com)

Tel: +256-41-4339000

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

**Ms Immaculate Kyomuhendo**

Communications Officer

E-mail: [ikyomuhendo@ucc.co.ug](mailto:ikyomuhendo@ucc.co.ug)

Tel: +256-41-4339000

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

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