

INTERNATIONAL TELECOMMUNICATION UNION

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Date: 5 January 2011

Ref: BDT/POL/HCB/DM/001

To: Members of the Sub-Committee of the ITU
Centres of Excellence network for Spanish
and Portuguese speaking countries in
Africa

Contact: Ms. Ermelinda Mondlane
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Subject: Convening of the Third Meeting of the Sub-Committee of the Centres of Excellence
Network for the Spanish and Portuguese speaking countries in Africa,
Lisbon, Portugal, 18 – 19 January 2011

Dear Sir/Madam,

On behalf of the International Telecommunication Union (ITU), we have the pleasure to invite you to participate in the Third Sub-Committee Meeting of the Centres of Excellence Network for Spanish and Portuguese speaking countries in Africa, to be held in **Lisbon, Portugal, from 18 to 19 January 2011**. The meeting is being hosted by the Autoridade Nacional de Comunicações (ANACOM), on behalf of the Government of Portugal.

The meeting is a follow-up of the Steering Committee meeting held in Cape Verde from 8 to 11 December 2010. The purpose of the meeting is to develop the framework for the implementation of the Action Plan for 2011. It will also review all action points highlighted by the Steering Committee for further attention. In particular, it will focus on:

- Developing topical outlines for each workshop to be conducted in 2011;
- Confirming actual dates and venues for these workshops;
- Defining the requirements for expert for each of the workshops and obtain tentative commitments on experts from the partners;
- Rationalizing the programs for 2011;
- Analyzing the Project Budget and impact of the 2011 actions.

.../...

Administrations are invited to submit the name(s) of their representative(s) to the Sub-Committee Meeting. To participate, please complete the attached Registration Form (Annex 1) and return it by **13 January 2011 at the latest** to ermelinda.mondlane@itu.int with a copy to joao.chaves@anacom.pt.

A partial fellowship, covering only the daily subsistence allowance in Portugal, will be granted to one representative from each eligible country at the request of Administrations and within the limits of the available budget. However, countries are free to send more than one representative to this meeting, as long as they meet the costs of travel, accommodation and related expenses in Lisbon.

If eligible and should you be interested to apply for a fellowship, please complete the attached Fellowship Application Form (Annex 2) and return it no later than **11 January 2011**. Please note that this is a fairly short notice and we apologize for any inconvenience caused.

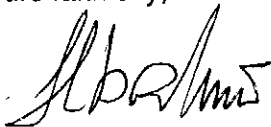
For your reference, a list of hotels in Lisbon (Annex 3) and practical information (Annex 4) are herewith attached. Please note that hotel reservation should be made directly with the chosen hotel.

Those participants requiring an entry visa to Portugal are requested to contact their local Embassy/Consulate for information well in advance.

Additional information on this meeting can be found on the ITU Academy portal at the following link <http://academy.itu.int/index.php/events?layout=category>.

We look forward to your active participation and invaluable contribution.

Yours faithfully,



Brahima Sanou
Director

Annexes: 4

**3rd Sub-Committee Meeting
of the Centres of Excellence Network for
Spanish and Portuguese speaking countries in Africa**



Lisbon, Portugal
18 - 19 January 2011

Registration Form

Please use **CAPITAL** letters.

Family Name:.....			
Given Name:.....			
Title/Function:.....			
Name of Organisation/Company:.....			
.....			
Office Address:.....			
.....			
Town:.....		Country:.....	
Telephone Number(s):.....			
.....			
Fax Number(s):.....			
E-mail:.....			
Arrival:	Date.....	Time	Flight No.
Departure:	Date.....	Time	Flight No.

Please fax or email this form duly completed by **13 January 2011** to the following persons:

Mr. João Chaves

Av. José Malhoa, 12

1099-017 Lisboa

Portugal

Tel: +351 21 721 7000

Fax: +351 21 721 7001

E-mail: Joao.chaves@anacom.pt

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**3rd Sub-Committee Meeting
of the Centres of Excellence Network for
Spanish and Portuguese speaking countries in Africa**



**Lisbon, Portugal
18 - 19 January 2011**

Please return to: Planning, Budget and
Administration (PBA)
ITU/BDT
Geneva (Switzerland)

**E-mail : bdtfellowships@itu.int
Tel: +41 22 730 5487 / 5095
Fax: +41 22 730 5778**

Request for a partial fellowship to be submitted before 11 January 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 partial fellowship per eligible country (covering only daily subsistence in Portugal).

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 _____

**3rd Sub-Committee Meeting
of the Centres of Excellence Network for
Spanish and Portuguese speaking countries in Africa**



**Lisbon, Portugal
18 - 19 January 2011**

List of Hotels

NAME	ADDRESS	WEB LINK HOTEL WEB LINK MAP	WALKING DISTANCE
IBIS LISBOA JOSÉ MALHOA Hotel Económico ***	Avenida José Malhoa LT H Tel. (+351)21/7235700 Fax. (+351)21/7235701 h1668@accor.com	http://www.accorhotels.com/pt/hotel-1668-ibis-lisboa-jose-malhoa/index.shtml	< 1 min.
HOTEL AÇORES LISBOA ****	Avenida Columbano Bordalo Pinheiro, 3 Tel. 00 351 21 722 29 20 Fax. 00 351 21 722 29 29 reservas@bensaude.pt	http://www.hotelacoreslisboa.com/pt/index-pt.htm	10 – 15 min.
NOVOTEL LISBOA Hotel de Gama Média ****	Avenida José Malhoa 1 1A Tel. (+351)21/7244800 Fax. (+351)21/7244801 H0784@accor.com	http://www.accorhotels.com/pt/hotel-0784-novotel-lisboa/index.shtml	< 3 min.
MERCURE LISBOA Hotel de Gama Média ****	Avenida José Malhoa 23 Tel. (+351)21/7208000 Fax. (+351)21/7208089 h3346@accor.com	http://www.accorhotels.com/pt/hotel-3346-mercure-lisboa/media.shtml	< 5 min.
CORINTHIA HOTEL LISBON *****	Av. Columbano Bordalo Pinheiro 105 Tel: +351 21 7236363 Fax: +351 21 7236364 reservations@corinthia.pt	http://www.corinthia.com/Lisbon/location/	10 – 15 min.
SANA Malhoa Hotel *****	Av. José Malhoa, 8 Tel: + 351 210 061 800 Fax: + 351 210 061 801 sanamalhoa@sanahotels.com	http://www.malhoa.sanahotels.com/pt/	< 3 min.

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Practical Information

ENTRY VISA FOR PORTUGAL

If you need an entry visa for Portugal, you are advised to make the necessary arrangements well in advance of your departure.

The requirements to apply for a visa usually are: two passport-size photographs, proof of round trip airfare and a duly completed application form in duplicate. Visas are generally processed within two working days. Delegates are advised to check with the Portuguese Embassy or Consulate in their own country to inquire about specific visa requirements. Please mention the purpose of your trip because Meeting Attendance might have a different visa status in different countries. Delegates are also urged to process their visa requests at the earliest date possible, preferably at the least three weeks before their scheduled travel date.

VENUE

The meeting will be held at ANACOM, 2nd floor, Av. José Malhoa 14, Lisbon, Portugal.

PUBLIC TRANSPORTATION

Arrival

The distance from Lisbon Airport to the hotel where you are staying will take about 15/25 minutes by taxi, and the cost will be around €12,00 (€ 20,00 maximum – after 10 p.m. or weekends).

Aeroshuttle (CARRIS N^o96) is available everyday, every 30 minutes between 7am and 11pm. The aeroshuttle connects Gare Oriente - Airport - Entrecampos - Sete Rios - Praça de Espanha.

Tickets (3,50€) can be purchased onboard and also in the Tourism Office at arrivals (public area).
Tel. +351 213 582 334.

Sources: <http://www.ana.pt/portal/page/portal/ANA/>
<http://www.carris.pt>

Transport

Public Transports web sites:
<http://www.metrolisboa.pt>
<http://www.carris.pt>
<http://www.cp.pt>
<http://www.rede-expressos.pt>

CURRENCY/EXCHANGE/CREDIT CARDS

The currency unit in Portugal is the EURO.

Automatic cash dispensers are available twenty-four hours a day.

The following major credit cards are accepted by most shops in Portugal: Visa, American Express, Eurocard-Mastercard, Diners.

BANKS, TRAVELLERS CHECKS

Banks are usually open Monday to Friday from 8h30 to 15h00. All banks will exchange currency when open for business. The major Travellers cheques are also accepted in Portugal.

CLIMATE

The temperature in Lisbon in December ranges between 9º and 15º Celsius.

ELECTRICAL APPLIANCES

Electricity in Portugal is 220V/50Hz. Plugs are the normal 2-pin round continental type.

TIME

Local time in Portugal is GMT.

INFORMATION ON LISBON AND PORTUGAL

<http://www.cm-lisboa.pt/turismo>

<http://www.portugal.org>

<http://www.portugaltravelguide.com>

<http://www.strawberryworld-lisbon.com>

<http://www.portugalvirtual.pt>

VACCINATIONS AND MEDICAL INSURANCE

There are no special vaccination requirements for entry into Portugal. However, it is highly recommended that delegates be covered by medical insurance and carry proof of such cover.

OTHER INFORMATION

Alternative Accommodation

For information on alternative accommodation you may consult the following web sites:

<http://www.maisturismo.pt/>

<http://www.hotelandtravelindex.com/>

You can also make reservation at the following hotels, near the meeting venue (please see the attached map of location):

