

# INTERNATIONAL TELECOMMUNICATION UNION



*Telecommunication  
Development Bureau*

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Date: 13 September 2007

Time:

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Ref:

To : ITU Member States, Administrations/  
Regulators Sector Members, Associate  
Members, in West Africa

Fax:

Contact: Margarida Evora-Sagna  
ITU Area Office for West Africa

For your reply:

E-Mail: margarida.evora@itu.int

Fax: +221 8228013

Tel: +221 849 77 20

Subject: **West Africa Workshop on Spectrum Management, Paradise Beach Hotel,  
Banjul, The Gambia, 8 - 12 October 2007.**

Dear Sir/Madam

At the kind invitation of **The Gambia Ministry for Communications, Information and Technologies**, the International Telecommunication Union - Development Bureau (ITU-D) is organizing a **West Africa Workshop on Spectrum Management** which will take place from **8-12 October 2007** inclusive, at **Paradise Beach Hotel, Banjul**, in the Gambia.

The workshop is being organized in collaboration with the Regulatory Body, Public Utilities Regulatory Authority (PURA).

Use of frequencies in every sphere of daily economic and social activity has increased in the past years and, as a scarce resource, it must be well managed and monitored in order to allow the individuals, organizations, network and service providers to take advantage of it. Spectrum allocation licensing, monitoring and pricing are some of the major issues being considered at all levels. The coordination of spectrum allocation in the era of Convergence is a major broadband issue for global harmonized fixed-satellite service frequency bands.

This workshop is organised for the Western Africa Anglophone Countries and is targeted at policy makers / regulators / service providers / operators. It aims at bringing together all stakeholder groups in the West-African countries to discuss, learn, share information and collaborate on frequency spectrum issues, in particular in:

- Spectrum Engineering Practices;
- Automation of Spectrum Management;
- Spectrum Monitoring;
- *Regional Coordination*;
- *Regulating Frequencies for NGN*;
- Best practices of Frequency Pricing;
- Procurement of spectrum monitoring systems.

A draft program of the workshop is set out in **Annex 1** hereto.

Participation is open to ITU Member States, Sector Members and Associates and to any individual from a country that is a member of ITU who wishes to contribute to the work.

The workshop is free of charge and limited fellowships will be granted to participants from LDCs.

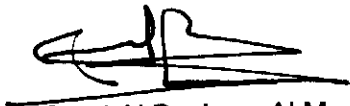
The workshop will be conducted in English only. No interpretation will be provided.

Updated information relating to the workshop, as well as details and practical information provided by the host will be made available on the ITU-D website at the following address: <http://www.itu.int/ITU-D/tech/spectrum-management/index.html>.

For your convenience, practical information is enclosed in **Annex 2** and **3** hereto.

In order to facilitate the necessary arrangements concerning the organization of the workshop, we would be grateful if you would pre-register by sending the registration form in **Annex 4 and 5** duly completed (one per participant) to the ITU Area Office, Dakar, Senegal by e-mail: [anna.barboza@itu.int](mailto:anna.barboza@itu.int) or by fax: + 221 8228013 with a copy to Public Utilities Regulatory Authority, (PURA), by fax : +220 446 51 87, as soon as possible, but **not later than 30 September 2007**.

Accept, Madam, Sir, the assurance of my highest consideration,



Sami Al Basheer Al Morshid  
Director

**Annexes:** as mentioned

# West Africa Workshop on Spectrum Management

Banjul, The Gambia, 8-12 October 2007

## ANNEX 1 - Draft Agenda

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 – 9:30 Registration	9:00 – 10:30 Spectrum Engineering Practices <i>(Presenter : Erlevent)</i>	9:00 – 10:30 Spectrum Monitoring <i>(Presenter : Harris)</i>	9:00 – 10:30 ECOWAS Directives for spectrum Management <i>(Presenter : M. Evora Sagna)</i>	9:00 – 10:30 Best practices of Frequency Pricing <i>(Presenter : Harris)</i>
9:30 – 10:30 Official opening	<i>(Presenter : Erlevent)</i>			
<b>Tea Break</b>				
10:45 – 12:00 Fundamentals of Spectrum Management <i>(Presenter : Erlevent)</i>	10:45 – 12:00 Automation of Spectrum Management Activities <i>(Participants case study:)</i>	10:45 – 12:00 Spectrum Monitoring <i>(Presenter : Harris)</i>	10:45 – 12:00 Regulating Frequencies for NGN <i>(Presenter : Harris)</i>	10:45 – 11:30 Frequency Pricing Case study <i>(Presenter participants)</i>
<b>Lunch Break</b>				
14:00 – 15:30 National Spectrum Planning <i>(Presenter : Erlevent)</i>	14:00 – 15:30 Computer Aided Techniques for National Spectrum Planning <i>(Presenter : Erlevent)</i>	14:00 – 15:30 Regional Coordination <i>(Presenter : Harris &amp; Erlevent)</i>	14:00 – 15:30 Redeployment of frequency Bands <i>(Presenter : Harris)</i>	12: 00- 12:30 Closing Ceremony
<b>Tea Break</b>				
15:45 – 17:00 National spectrum Planning. (cont.) <i>(Presenter : Erlevent)</i>	15:45 – 17:00 Country case studies <i>(Presentation by Participants)</i>	15:45 – 17:00 Regional Coordination Case study in West Africa <i>(Presenter participants)</i>	15:45 – 17:00 Procurement and integration of spectrum monitoring systems with spectrum management systems <i>(Presenter : Harris)</i>	

## ANNEX 2



# West Africa Workshop on Spectrum Management 8-12 October 2007 Banjul, The Gambia



## PRACTICAL INFORMATION

### 1 Venue

The Meetings will be held at:

#### PARADISE SUITES HOTEL

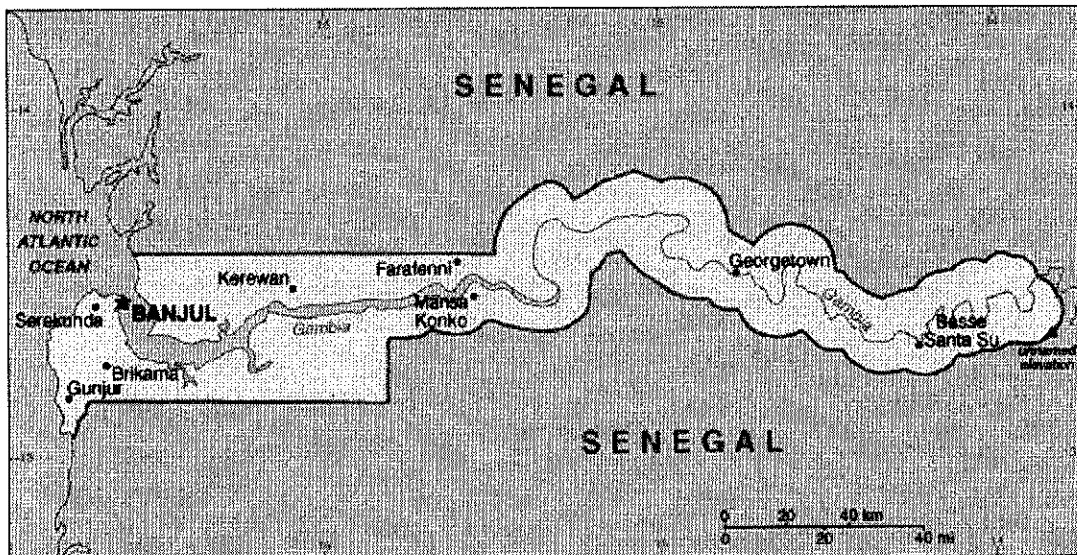
Balada Park Highway, Kololi

P.O. Box 802 Banjul The Gambia

Tel : (+220)

Fax: (+220)

Email : [info@paradisesuites.gm](mailto:info@paradisesuites.gm)



### 2 Arrival and local transportation

Upon arrival Delegates will proceed directly to their respective hotels.

### 3 Entry requirements in The Gambia

A valid passport is required to enter The Gambia. Nationals of some countries also need a visa. Delegates are therefore requested to contact the embassy in their country to obtain the relevant information. Any delegates who may encounter difficulties in obtaining a visa are requested to get in touch with Public Utilities Regulatory Authority, (PURA), (The Gambia) Tel: (+220) 4465175, Fax: (+220) 446 51 80.

#### **4 Currency**

The Gambia currency is Dalasi. The current exchange rate is 1 US\$ = 23 Dalasi. Change can be made in the banks and exchange offices.

#### **5 Electricity**

The main voltage is 220 volts / 50 Hz. For lower voltage check with the hotel reception.

#### **6 Climate**

The Gambia is located in the far western Africa (and in the Northern Tropical area). For this period, corresponding to the dry season, the temperature ranges is about 24°C and humidity is low.

#### **7 Health, vaccinations**

An international vaccination certificate is required for yellow fever.

#### **8 Contact**

For any questions or information, contact:

Mrs Anna Barboza

Tel : +221 849 77 20

Fax: +221 822 80 13

Email: [anna.barboza@itu.int](mailto:anna.barboza@itu.int)

#### **9 Accommodation**

A list of recommended hotels offering preferential tariffs is provided in the following annex 3.

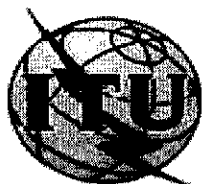
### ANNEX 3

#### HOTELS:

Refer to the selection of hotels below. All rates are inclusive of breakfast. The hotel reservation form (page 3 of this note) should be sent to Mr. Gabriel Latdjor Ndow no later than **30 September 2007**.

HOTEL NAME	SINGLE	DOUBLE	PHONE	FAX	EMAIL	WEB
KAIRABA BEACH	60 Euros	70 Euros Suites 80 Euros	+220 462 940/1	+220 462 947	<a href="mailto:kairaba@gamtel.gm">kairaba@gamtel.gm</a>	<a href="http://www.kairabahotel.com/">http://www.kairabahotel.com/</a>
SENEGAMBIA BEACH	62\$	72\$	+220 462 718/7	+220 461 839	<a href="mailto:senegambia@gamtel.com">senegambia@gamtel.com</a>	<a href="http://www.senegambiahotel.com/">http://www.senegambiahotel.com/</a>
TAFBEL MAISONNETTES	Real Estate	No Rentals	+220 392 333	+220 460 515	<a href="mailto:tafbel@ganet.gm">tafbel@ganet.gm</a>	<a href="http://www.taigambia.com/tourism-tafbel.htm">http://www.taigambia.com/tourism-tafbel.htm</a>
PARADISE SUITES	55Euros	70 Euros Suites 75 Euros	+220 463 429/39	+220 463 451	<a href="mailto:info@paradisessuites.com">info@paradisessuites.com</a>	<a href="http://www.subrosa.uk.com/asset/html/Paradise/home.html">http://www.subrosa.uk.com/asset/html/Paradise/home.html</a>
PALMA RIMA			+220 460 002	+220 463 382		<a href="http://www.palmarima.gm/">http://www.palmarima.gm/</a>
BUNGALOW BEACH	35Euros	47 Euros	+220 465 288/623	+220 466 180	<a href="mailto:bbhotel@ganet.gm">bbhotel@ganet.gm</a>	<a href="http://www.bbhotel.gm/">http://www.bbhotel.gm/</a>
KOMBO BEACH (NOVOTEL)		64\$	+220 465 467/6	+220 465 490	<a href="mailto:kombo@gamtel.gm">kombo@gamtel.gm</a>	<a href="http://www.senegal-gambia.de/Willkommen/Englisch/Hotels/Hotel_in_the_Gambia/Kombo_Beach_Hotel/kombo_beach_hotel.html">http://www.senegal-gambia.de/Willkommen/Englisch/Hotels/Hotel_in_the_Gambia/Kombo_Beach_Hotel/kombo_beach_hotel.html</a>
PALM BEACH	54\$	64\$	+220 462 111	+220 460 402		<a href="http://www.palmbeach-gambia.nl/">http://www.palmbeach-gambia.nl/</a>
BADALA PARK			+220 460 400/1	+220 460 402		<a href="http://www.badalapak-gambia.nl/">http://www.badalapak-gambia.nl/</a>
SUNSET BEACH RESORT	50\$	66\$	+220 446 3876		<a href="mailto:info@sunsetbeachhotel.gm">info@sunsetbeachhotel.gm</a>	<a href="http://www.sunsetbeachhotel.gm/">http://www.sunsetbeachhotel.gm/</a>
Sheraton Spa & Hotel resort	110 Euro	120 Euro	+220 441 0889		<a href="mailto:Ousman.fofana@sheraton.com">Ousman.fofana@sheraton.com</a>	<a href="http://www.sheraton.com/gambia">www.sheraton.com/gambia</a>

ANNEX 4



**West Africa Workshop on Spectrum Management**  
**8 - 12 October 2007**  
**Banjul, The Gambia**

**REGISTRATION FORM**

**To be returned to**  
 The ITU Area Office for West Africa, Dakar, Senegal by email: [anna.barboza@itu.int](mailto:anna.barboza@itu.int)  
 or by fax: + 221 822 80 13  
 with a copy to PURA, (The Gambia) by fax No. +220 446 51 80, by 30 September 2007

1. Mr./ Ms.	
_____	_____
(family name)	(first name)
2. Official title: _____	
3. Organization: _____	
4. Address: _____	
5. Country: _____ Nationality: _____	
6. TEL: _____ FAX: _____ E-MAIL: _____	
7. Passport No. : _____ Place of Issue: _____	
8. Date of Issue: _____ Expiry Date: _____	
9. Date of Birth: _____ Place of Birth: _____	
10. Place of getting visa: _____ (in your country of other country on the journey)	
11. Affiliation with ITU	
<input type="checkbox"/>	Administration of ITU Member State
<input type="checkbox"/>	ITU Sector Member
<input type="checkbox"/>	ITU Associate
<input type="checkbox"/>	Non-Member

**Flight Information**

Date of Arrival	Time of Arrival	FLIGHT NO.
_____	_____	_____
Date of Departure	Time of Departure	FLIGHT NO.
_____	_____	_____

**HOTEL RESERVATION**

Name of hotel:.....

<input type="checkbox"/> Single Executive Room	<input type="checkbox"/> Double Executive Room
<input type="checkbox"/> Executive Club Suites (Single)	<input type="checkbox"/> Executive Club Suites (Double)

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_

Date: _____	Signature: _____
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**West Africa Workshop on Spectrum Management**  
**8 -12 October 2007**  
**Banjul, The Gambia**

Please return to:

**Meetings Organization &  
 Support (MOS) – ITU/BDT  
 Geneva (Switzerland)**

**E-mail : bdtfellowships@itu.int**  
**Tel: +41 22 730 5487 / 5095 / 6057**  
**Fax: +41 22 730 5778**

**Request for a fellowship to be submitted before 30 September 2007**

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 fellowship per eligible country.
2. One return ECO class airticket by the most direct/economical route.
3. A daily allowance to cover accommodation, meals and incidental expense
4. Imperative that fellows be present first day/end of the workshop

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: \_\_\_\_\_