

# INTERNATIONAL TELECOMMUNICATION UNION



*Telecommunication Development Bureau*

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**Date:** 11 November 2010

**Page 1/10 Ref:** PRI/PRJ/DM-375

**To :** Heads of National Regulatory Authorities,  
Members of WATRA and WATRA Focal Points;  
Operators, service providers, consumers  
defense bodies and their regional associations;  
Pan-African and Regional organizations  
involved in ICT

**For your reply:**

**Contact:** Mr Jean-François LE BIHAN  
Senior HIPSSA Project Coordinator

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**Tel:** +251 (11) 551 49 77  
**Fax:** +251 (11) 551 72 99

**Subject: Invitation to the validation workshop of WATRA Guidelines on Access to Submarine Cables in Monrovia, Liberia, 7-9 December 2010**

Dear Sir/Madam,

The International Telecommunication Union (ITU), in collaboration with the West African Telecommunication Regulators' Association (WATRA) and the German Technical Cooperation (GTZ) on behalf of the Federal Ministry for Economic Cooperation and Development (BMZ), is pleased to invite you to participate in the validation workshop of "**WATRA Guidelines on Access to Submarine Cables**". This validation workshop, which will be held in **Monrovia, Liberia from 7 to 9 December 2010**, is kindly hosted by the Liberia Telecommunications Authority (LTA).

The objective of this workshop is to review, amend and validate the following documents:

- 1) The assessment study of national legislation and regulation regarding access to submarine cables as well as international best practices.
- 2) The draft guideline

The working documents for the workshop are available on the ITU-EC Project website:

[http://www.itu.int/ITU-D/projects/ITU\\_EC\\_ACP/hipssa/activities/wa-5\\_2\\_1\\_en.html](http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/activities/wa-5_2_1_en.html)

The above draft documents have been prepared with the support of the ITU-EC HIPSSA Project<sup>1</sup>. They are based on the work initiated by WATRA in collaboration with GTZ/BMZ during the workshop on regulation of submarine cables held in Accra, Ghana, in November 2009. After this validation workshop, WATRA Executive Secretariat will present these documents for adoption to WATRA Annual General Meeting in 2011.

The ITU-EC HIPSSA Project with the support of GTZ/BMZ will provide a limited number of fellowships to eligible representatives of WATRA members. Participation is on invitation and registration only. Due to the importance of this workshop, the participants are requested to be high level experts in interconnection, licensing and legal issues.

Practical information about Monrovia, accommodation, venue, transportation and fellowships can be found in the annexes and in the ITU-EC Project website. For more information, WATRA Executive Secretariat (Mr. Nnamdi Nwokike, Tel: +234 967 33 329, Email: executiveofficer@watra.org) and the HIPSSA Project Team (Mr. Jean-François Le Bihan or Ms. Hiwot Mulugeta, Tel: +251 11 551 4977, Email: hipssa@itu.int) remain at your disposal.

We sincerely hope that you will be able to participate in this important event, which will be crucial to harnessing the challenges and opportunities of the arrival of several submarine cables all along the coast of West Africa in 2011.

Yours faithfully,

Sami Al Basheer Al Morshid  
Director

Visa: S. Bazzanella

Visa: C. Zavazava

Cc: Mr. Brahim Sanou  
Head, ITU Regional Office for Africa







Ms. Margarida Evora-Sagna  
ITU Area Representative for West Africa

Annexes:      - Annex I   - Preliminary Agenda  
                  - Annex II  - General Information  
                  - Annex III - Fellowship Request Form  
                  - Annex IV  - Practical Information

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<sup>1</sup> The full title of the HIPSSA Project is "Support to Harmonization of ICT Policies in Sub-Sahara Africa". HIPSSA is part of a global ITU-EC project encompassing Africa, the Caribbean and the Pacific Islands (ACP) supported and funded by the European Union (see [http://www.itu.int/ITU-D/projects/ITU\\_EC\\_ACP/hipssa/index.html](http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/index.html)).

## Annex I

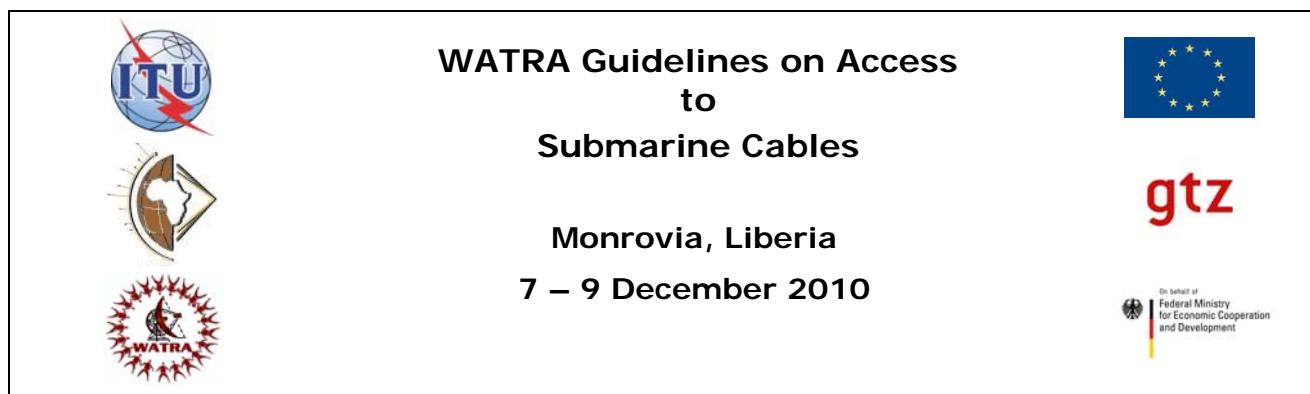
  	<p><b>DRAFT AGENDA</b> <b>WATRA Guidelines on Access</b> <b>to</b> <b>Submarine Cables</b></p> <p><b>Monrovia, Liberia</b> <b>7 – 9 December 2010</b></p>	  
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### Preliminary Agenda

1. Introduction to the workshop program and overview of the status of HIPSSA Project's activities in West Africa
2. Summary presentations of the outputs of WATRA Workshop on regulation of submarine cables held in Accra, Ghana on 17 and 18 November 2009, followed by presentations of the drafts
  - 2.1. The assessment study of national legislation and regulation regarding access to Submarine cables as well as international best practices.
  - 2.2. The draft guideline
3. Organisation of subsequent specific sessions to discuss the drafts as identified above:
  - 3.1. The assessment study of national legislation and regulation regarding access to Submarine cables as well as international best practices.
  - 3.2. The draft guideline
4. Reviews by the session's rapporteurs of the amendments to the above listed drafts and preparation of comments, suggestions and proposals.
5. Presentations to the plenary by the session's rapporteurs of their comments, suggestions and proposals. Plenary discussions on these proposals, and incorporation of agreed modifications into the drafts; validation of the final drafts for adoption by the Conference of Regulators of WATRA.
6. Conclusions
7. Any other business

The full agenda with a short description of the content of each session will be sent to participants before the event.

## Annex II



### General Information

#### Objectives of the Workshop

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The objectives of the Workshop are to:

1. Review, discuss, reach a consensus on and validate the drafts prepared by a HIPSSA team of regional and international experts:
  - 1.1. The assessment study of national legislation and regulation regarding access to Submarine cables as well as international best practices.
  - 1.2. The draft guideline and
2. Allow participants at the workshop to better understand the issues and options relating to the regulation of access to submarine cables, cable landing stations and international and national capacity and to share this understanding with colleagues in their home countries.

#### Participants

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The workshop is addressed to relevant regulators, service providers, civil society, private sector, and regional organizations concerned with ICT regulation from the following WATRA member states and HIPSSA beneficiary countries:

Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo.

Participants at the meeting will include designated focal points to WATRA Ad Hoc Working Group on Access to Submarine Cables as well representatives of the following regional organisations ECOWAS Commission, UEMOA Commission, CTOA (Conférence des télécommunications ouest-africaine) the regional association of operators. Other interested persons may also participate as active observers.

**Once again, we request you to kindly coordinate with all relevant government bodies and other institutions in your country to send appropriate representatives concerned with drafting ICT regulation to participate in the workshop.**

Participants are kindly requested to widely share the draft documents prepared by the ITU-EC HIPSSA experts, which are available in electronic format on ITU website with all relevant

government bodies and stakeholders within the private sector and the civil society in their countries.

The working documents for the workshop are available here:

[http://www.itu.int/ITU-D/projects/ITU\\_EC\\_ACP/hipssa/activities/wa-5\\_2\\_1\\_en.html](http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/activities/wa-5_2_1_en.html)

**Participants will be expected to have carefully studied these documents and to come well-prepared for the workshop deliberations.** Written questions, comments and suggestions on these documents are most welcome prior to the event, to allow the project team to better prepare its presentations and responses to the issues that will be raised at the workshop.

Active participation during the workshop will be essential to promoting issue-based discussions and achieving the concrete outcomes needed to guide the project implementation.

### **Pre-Registration and Fellowships**

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Online pre-registration is required for all participants. The pre-registration form can be located at the following website:

[http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?\\_eventid=4000071](http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?_eventid=4000071)

### **The deadline for online pre-registration is Thursday 18 November 2010.**

A maximum of two full travel fellowships will be made available by ITU to participants from each of the WATRA member states and HIPSSA beneficiary countries in the region. Selected fellowships will also be made available to relevant regional organizations.

Participants receiving ITU fellowships will be provided with a return economy class ticket by the most direct and economical route to Monrovia, Liberia from their home countries as well as a Daily Subsistence Allowance (DSA) per night spent in Monrovia, Liberia. This DSA is intended to cover all of the participant's costs of accommodation, meals, local transportation, communications and incidentals. Fellowships will only be offered to those persons who will participate over the entire duration of the event.

To apply for a fellowship, please print, complete and sign the Fellowship Request form attached to this letter. The Fellowship Request form must then be signed and stamped by the relevant approving officer of your administration. It must then be scanned and sent as an email attachment to the corresponding ITU Fellowships Service (email: [bdtfellowships@itu.int](mailto:bdtfellowships@itu.int), Tel: +41 22 730 5095) with copy to the HIPSSA Project Team (email: [hipssa@itu.int](mailto:hipssa@itu.int) Tel: +251 11 551 49 77) and to WATRA Executive Secretariat (Mr. Nnamdi Nwokike, Tel: +234 967 33 329, Email: [executiveofficer@watra.org](mailto:executiveofficer@watra.org)).

### **The deadline for applying for fellowships is Monday 22 November 2010.**

Requests received after this deadline will be considered only on a best effort basis. *Candidates applying for fellowships must have previously completed the pre-registration process described above.*

### **Workshop venue**

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The venue for the workshop will be the Palm Spring Resort - Liberia, Congotown, Monrovia, Liberia, Tel.: +231 5 100 200, + 231 880 606060, Email: [reservations@liberiapalmspring.com](mailto:reservations@liberiapalmspring.com)  
Web: <http://liberiapalmspring.com>

Participants may stay at the accommodation of their choice. However, in order to facilitate participants' access to the workshop, the event hotel venue will also be the recommended location for their accommodation.

Participants wishing to stay at this hotel should make their reservations directly.

## **Documents**

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The preliminary agenda is shown in Annex I. In the spirit of efficiency and economy, the event will rely on electronic transmission of documents. The workshop documents and other relevant information – including practical and administrative information for participants at the workshop – will be available on the website and will be emailed respectively to all participants.

# Annex III



## Validation Workshop of WATRA Guidelines on Access to Submarine Cables



Monrovia, 7-9 December 2010

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

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

**Request for a fellowship to be submitted by 19<sup>th</sup> November 2010**

Participation of women is encouraged

Country \_\_\_\_\_

Name of the Administration or Organization \_\_\_\_\_

Mr. / Ms. \_\_\_\_\_  
(family name) (given name)

Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_ Mobile tel \_\_\_\_\_

Fax \_\_\_\_\_

e-mail \_\_\_\_\_

### PASSPORT INFORMATION :

Date of birth \_\_\_\_\_

Nationality \_\_\_\_\_ Passport number \_\_\_\_\_

Date of issue \_\_\_\_\_ In (place) \_\_\_\_\_ Valid until (date) \_\_\_\_\_

### BENEFITS & CONDITIONS

1. Maximum 2 fellowships per eligible country – one for a ministry's representative and one for a regulator's representative, and. Also relevant regional bodies.
2. Fellowship provides for one return economic class airticket by the most economical route plus a daily allowance to cover accommodation, meals and incidental expenses: lunches provided separately.
3. Fellows must be present during the whole event, from first day to last day of the workshop.
4. Candidate must have pre-registered online.

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: \_\_\_\_\_

## Annex IV

# Information related to Travel and Accommodation

SUB-REGIONAL WORKSHOP ON VALIDATION OF WATRA'S GUIDELINES ON ACCESS TO SUBMARINE CABLE



LIBERIA TELECOMMUNICATIONS AUTHORITY

### 1. About Liberia and Monrovia

Liberia is one of only two countries in Africa that was never colonized. Liberia is also Africa's oldest Independent Republic, and is the first African country to have elected a female Head of State (President Ellen Johnson Sirleaf). Liberia was founded by freed Black States from the Americas in the 1800's and its capital, Monrovia, was named after United States President, James Monroe. The Liberian flag closely resembles the American flag, reflecting the historical ties between the two countries.

Although Liberia is recovering from a devastating civil war, the country is on the mend. With an increase in foreign investments and a new democratically elected administration, most Liberians will tell you that the country looks and feels drastically different from what it was during the years of conflict. With its abundance of natural resources, Liberia is poised to reclaim its former glory and, hopefully, add more value to its already full repertoire.

### 2. Weather

Like most other countries in the region, Liberia has two seasons. The rainy season is from May to October. The dry season is from November to April. The climate is relatively hot around this time of the year.

### 3. Language

English is the "official" language but most Liberians speak "special Liberian English", --an adulterated English (patois). It is important to note that as much trouble as you may have understanding Liberians speaking in "Liberian English", they may have the same level of difficulty understanding you as well. The main local dialects are Bassa, Gio, Kpelleh, Kru, Lorma, Krahn, Grebo and Mano.

### 4. Currency

Liberia has a dual currency regime. The country uses both the Liberian Dollars (LD) and the United States Dollars (USD). The current exchange rate is \$1.00 USD to 70 LD

### 5. Banking Institutions

Money can be exchanged at existing banks or around street corners by petty traders:

- Liberia Bank for Development & Investment - LBDI
- United Bank for Africa - UBA
- EcoBank
- International Bank of Liberia -IB
- First International Bank – FIB



- Access Bank
- Global Bank

## 6. Credit/Debit Cards and ATMs

This is a CASH only society. However, UBA and EcoBank now have ATMs and points of sale transactions. Some hotels have also introduced credit card system. Traveler's checks are accepted at a discount rate of 3.25 % of the total value.

## 7. Electrical Supply

Most hotels and restaurants used both 120V/60Hz USA & 220V European plugs. Extension coils are available in designated locations in hotels and at the conference facility

## 8. Water

Visitors are advised to drink bottled water. This can be obtained in hotels and at local shopping malls.

## 9. Medical

There are several accredited health clinics in Monrovia to respond to your health needs. Medications can be obtained from pharmacies in the absence of prescriptions. Some accredited medical centers include:

- John F. Kennedy Memorial Hospital (Referral)
- SOS Clinic
- Catholic Hospital
- ELWA Hospital
- Firestone Hospital
- Kingdom Care

## 10. Visas

Nationals from ECOWAS member countries are **not required** to present visas on arrival. However, visas can be obtained from Liberian embassies and consulates. Delegates needing visas on arrival can communicate directly with the LTA information help desk at: [info@lta.gov.lr](mailto:info@lta.gov.lr) about two weeks prior to arrival.

## 11. Hotels

### **Palm Spring Resort Liberia (Venue for Workshop)**

Congotown

Contact: 231-880606060; email: [reservations@liberiapalmspring.com](mailto:reservations@liberiapalmspring.com)

Distance from Conference location: Conference Venue

Single room US\$ 150.00

Double room: US\$ 200.00

Executive suite: US\$ 300.00

Wi-Fi available, Continental Breakfast included, cash only; ATM-VISA cards only available in lobby

Website: <http://liberiapalmspring.com>

### **The Renaissance Hotel (12 minutes drive to venue)**

14th St, Sinkor

Contact: 231-6-552-200; email: [mickey06urban@yahoo.com](mailto:mickey06urban@yahoo.com)

Distance from Conference location: approx. 4 miles  
Single room: US\$ 75.00  
Double room: US\$ 100.00  
Website: none  
Wi-Fi included, cash only

**Hotel Provident (15 minutes drive to venue)**

9th St. Sinkor  
Contact: 231-6-874-958  
Distance from Conference location: approx 4.25 miles  
Single room: US\$ 125.00  
Double room: US\$ 140.00  
Wifi included

**Bella Casa (20 Minutes drive to Workshop Venue)**

Contact: 231- 77692 272  
3rd St. Sinkor  
Distance from Conference location: 5 miles  
Single rooms: US\$ 90.00  
Double rooms: US\$ 125.00  
Wi-Fi included  
Website: <http://www.bellacasaliberia.com>

All rates reflected are discounted for the conference and breakfast is inclusive.  
A free shuttle will be provided by the LTA for participants staying at hotels on this listing.

**12. LTA Focal Points**

(Ms.) Jeanne Juste  
Director of Administration  
Tel: +231-635-1773  
Email: [jjuste@lta.gov.lr](mailto:jjuste@lta.gov.lr)

(Mr.) Anthony K. Selmah  
Director of Public & Consumer Affairs  
Tel: +231-646-7598  
Email: [aselmah@lta.gov.lr](mailto:aselmah@lta.gov.lr); [info@lta.gov.lr](mailto:info@lta.gov.lr)