



**Telecommunication
Development Bureau (BDT)**

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Subject: **Capacity Building Workshop on Guidelines and Toolkit on Universal Service and Access,
21-22 June 2012, Libreville, Gabon**

Dear Sir/Madam,

I recently had the pleasure to inform you that, at the kind invitation of the Government of Gabon, the International Telecommunication Union (ITU) Annual Forum on Telecommunication Regulation and Partnership in Africa (FTRA) will be held from 18 to 20 June 2012 in Libreville, Gabon.

The ITU has decided to capitalize on the event by having a back to back capacity building workshop on **“Guidelines and Toolkit on Universal Service and Access” from 21 to 22 June 2012.**

The objective of this workshop is to create awareness among participants of some of the pertinent issues on Universal Service and Access. The content of the workshop is based on the Guidelines and the Toolkit that have been developed by the ITU for SADC and CRASA under the aegis of the ITU-EC HIPSSA Project¹.

These Guidelines and Toolkit, which have been developed in the SADC region, were built on the experiences collected from the rest of Africa as well as from pertinent international best practices. They can be considered as “state of the art” and this workshop will be a unique opportunity to share these experiences.

The workshop is open to all ITU Member States, ITU Sector Members and Associates, and Regional Organizations on registration only. All discussions will be held in English and French with simultaneous

¹ The full title of the HIPSSA Project - funded by the European Commission and the ITU, in collaboration with the African Union Commission and the Regional Economic Communities - is “Support to Harmonization of the ICT Policies in Sub-Sahara Africa”. HIPSSA is part of a global ITU-EC project encompassing sub-Saharan Africa, the Caribbean and the Pacific Islands (ACP) (See http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/index.html).

interpretation provided.

The ITU, in the framework of the HIPSSA Project co-financed with the European Union, will provide a limited number of fellowships per country. Fellowships will cover travel to and from Gabon and accommodation for the Capacity Building Workshop to be held from 21 to 22 June 2012. The deadline for fellowship applications is **7 June 2012**. **The participants interested in attending FTRA can use the ticket to arrive earlier, but should cover the other pertaining expenses.**

All information on the Capacity Building Workshop such as registration, fellowship forms as well as practical information note with respect to entry visas and hotels are available on the ITU-EC project website:

http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/events/2012/SA2.2.html

Please note this workshop is a paperless event. The working documents are available at:

http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/Activities/SA/sa-2.2.html

For any further information on the FTRA please contact the national coordinator of the Forum in Gabon, Mr. Thiery Madoungou (ARCEP), email: madoungou@hotmail.com, Tel: +241 446819, with copy to Ms. Brigitte Kaptue, email: brigitte.kaptue@itu.int, Tel: +237 22229292, Fax: +237 22229297. For any further information regarding the Capacity Building Workshop, please contact Ms. Ida Jallow, HIPSSA Senior Project Coordinator, Tel: +251 115514855, ida.jallow@itu.int.

I sincerely hope that you will be able to participate in this important event.

Yours faithfully,



Brahima Sanou
Director

Annex: Draft agenda and working programme