

INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau



T E L E F A X

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Copy to: Mr. A. Akossi, Secretary General ATU, Nairobi Fax: 254 20 219 445

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Subject: **Second Regional Meeting and Workshop related to the RRC-06 for the administrations of the African countries - Accra, Ghana, 10 - 14 October 2005**

Dear Madam/Sir,

1. As you may be aware, the First session of the Regional Radiocommunication Conference (RRC) for the planning of the digital broadcasting service, in the VHF and UHF bands, in parts of Regions 1 and 3 (Europe, Africa, Middle East and Iran), which was held in Geneva in 2004, established a comprehensive programme of intersessional activities with a view to adopting, by the Second session of RRC (Geneva, 15 May - 16 June 2006), a new regional agreement, with associated plans, regarding digital broadcasting (television and sound). This programme comprises, inter alia, organization of regional information meetings/workshops to provide assistance to the administrations in their preparations during the intersessional period and for the Second session of RRC.

2. In accordance with overall schedule of activities, the first Regional meeting and the associated workshop related to the RRC-06 for the administrations of the African countries took place in Dakar, Senegal, from 25 to 29 April 2005, by kind invitation from the "Agence de Régulation des Télécommunications (Senegal)".

3. Following the Dakar meeting, and after consultations with the Secretariat of the African Telecommunication Union (ATU), the Radiocommunication Bureau is pleased to announce that the Second Regional meeting for the African countries in relation to RRC-06, and its associated workshop, will be held in Accra, Ghana, from 10 to 14 October 2005, by kind invitation from the National Communications Authority of Ghana.

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4. The program of the meeting and its associated workshop is attached as **Annex 1**. The lectures and discussions will be held in English and French, on 10, 11 and 12 October 2005 with simultaneous interpretation. The two last days of the meeting (13 and 14 October 2005) are reserved for bilateral and multilateral coordination meetings. Notwithstanding these arrangements, coordination meetings may also take place during the first three days (10 - 13 October 2005), if so agreed between the delegations concerned. To fully benefit from the practical workshops and for efficient conduct of the coordination meetings, participants are encouraged to bring their laptop.

5. **Annex 2** provides information on practical arrangements. The information meeting and the workshop will be held in M-Plaza Hotel, Cantonments, Accra. The host administration has negotiated preferential tariffs for the participants of this event. Notwithstanding the above arrangement, participants may wish to arrange to stay in another hotel, according to their preferences. The list of hotels, with an indication of prices, is included in Annex 2. Hotel reservations are to be addressed directly to the hotel, with a copy to the host administration (Mr. Charles Nuoriyee).

6. Your Administration is invited to attend the regional meeting and the workshop and to nominate one or more representatives by completing the attached Registration Form in **Annex 3**. It would be much appreciated if the names of the participants your Administration intends to send could be communicated to the Radiocommunication Bureau, with a copy to the Administration of Ghana, **before 30 September 2005**.

7. In recognition of the special needs of the Least Developed Countries (LDC) from the planning area, the ITU/BDT will offer one fellowship per LDC administration (from the African Member States), covering economy return air-ticket and a daily allowance intended to cover meals and incidental expenses. Participants eligible for fellowships are requested to complete the attached form (Annex 4) and to submit it **before 9 September 2005**.

Yours faithfully,

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 4

Annex 1

**Second regional meeting and workshop related to RRC-06
for the administrations of the African countries**

Accra, 10 - 14 October 2005

Draft Program

	Day 1	Day 2	Day 3	Day 4	Day 5
Morning	Registration Opening Overview of the planning process <ul style="list-style-type: none"> ▪ Technical criteria ▪ Working assumptions ▪ Planning methods ▪ Administrative declarations 	Results of the first planning exercise <ul style="list-style-type: none"> • Input data • Display of output results • Analysis of the results Conclusions of the first IPG <ul style="list-style-type: none"> • Working assumptions • Planning options • Pending issues 	Preparation for the production of the draft plan <ul style="list-style-type: none"> • Input data • Working assumptions • Regional coordination • Administrative declarations • Planning options 	Coordination (bilateral and multilateral)	Coordination (bilateral and multilateral)
Afternoon	Workshop <ul style="list-style-type: none"> • Preparation of electronic notices • Administrative declaration software 	Workshop <ul style="list-style-type: none"> • Analysis software • Synthesis software • Administrative declaration software 	Workshop <ul style="list-style-type: none"> • Analysis software • Synthesis software • Administrative declaration software 	Coordination (bilateral and multilateral)	Coordination (bilateral and multilateral)

Annex 2

Second Regional Meeting and Workshop related to the Regional Radiocommunication Conference (RRC-06) for administrations of African countries (Accra, 10 - 14 October 2005)

GENERAL INFORMATION

1 VENUE AND DATE

The meeting will be held from 10th to 14th October 2005 at the M-Plaza Hotel, Cantonments, Accra.

Address: Borstal Avenue, P. O Box 0608, Osu - Accra, Ghana, Tel: 233-21-763417-20/775922, Email: mplaza@ighmail.com.

2 ARRIVAL AND LOCAL TRANSFER

Transport will be provided to take delegates from the airport to their hotels. Should you wish to take advantage of the facility, please indicate on the hotel reservation form details of your travel itinerary. Buses would be provided to pick delegates to and from their hotels during the period of the workshop.

3 PASSPORTS AND VISAS

A valid passport is required for entering the Republic of Ghana. Citizens of some countries especially non - ECOWAS nationals would also need entry visas. Delegates are requested to contact the Ghanaian High Commission/ Embassy in their respective countries for further information in this respect. Arrangements have been made for those who are unable to secure visas to be issued with visas at the point of entry.

4 CURRENCY

The Ghanaian currency is the cedi. The current exchange rate is ¢9000 for 1 USD and ¢11000 for 1 EUR. Exchange can be made at the Airport, in the banks and Forex Bureaux located at almost every street corner in Accra.

5 ELECTRIC POWER

In general, 220 to 240 V. Please contact the front desk of your hotel for further information regarding voltage.

6 CLIMATE (ACCRA)

Tropical and humid; average daily temperature is 30C (86F). The coolest time of year is between June and September when the main rainfall occurs. Variations in temperature both annually and daily are quite small. The minimum temperature is around 23C (73F) warm and comparatively dry along southeast coast; hot and humid in southwest; hot and dry in north.

7 HEALTH AND VACCINATIONS

An international vaccination certificate against yellow fever is required.

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ALISA	SINGLE DOUBLE	115 125	95 100	Fax: 233-21-768291-5 Email: alisa@its.com.gh Tel: 233-21-768300
AIRPORT VIEW	SINGLE DOUBLE	80 100	65 75	Fax: 233-21-780342 Email: airporthotel@africaonline.com.gh Tel: 233-21-780342
AIRSIDE	SINGLE DOUBLE	90 109	70 80	Fax: 233-21-760480 Email: zibrimy@yahoo.com Tel: 233-21-250182/21-760480
LINNHURST LODGE	SINGLE DOUBLE	57 62	52 57	Tel: 233-244-250182/21-760480
ERATA	SINGLE DOUBLE	80 100	60 70	Fax: 233-21-505119 Email: eratahotel@hotmail.com Tel: 233-21-506343/515192-4
M-PLAZA	SINGLE DOUBLE SUITE		80 90 150	Tel: 233-21-763417-20/775922 Email: mplaza@ighmail.com Fax:
MARISSET PLAZA (OSU)	SINGLE		50	Tel: 233-21-763417-20/ 775922 Email: mplaza@ighmail.com Fax:
MARISSET PLAZA (CANTONMENTS)	SINGLE		45	Tel: 233-21-763417-20/ 775922 Email: mplaza@ighmail.com Fax:
COCONUT GROVE REGENCY	SINGLE DOUBLE SINGLE SUITE DOUBLE SUITE	85 95 105 120	75 85 85 95	Fax: 233-21-230140 /254772 Email: coconut@africaonline.com.gh Tel: 233-21-225155/226310/ 20-8171960

Annex 3



**SECOND REGIONAL MEETING AND WORKSHOP
RELATED TO RRC-06
FOR ADMINISTRATIONS OF AFRICAN COUNTRIES
(Accra, Ghana, 10 – 14 October 2005)**



Registration Form

(CAPITAL LETTERS)

1. Mr. Mrs. Miss	_____	_____
	(family name)	(first name)
2. Accompanied by (Family Member)	_____	
3. Country	_____	

4. Representation

Name of the Administration and/or Organization _____

5. Official address	_____

TEL:	FAX:	E-MAIL:
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6. HOTEL RESERVATION

_____ **Single / double room** From _____ to _____

7. Date of Arrival	_____	TIME OF ARRIVAL	_____	FLIGHT NO.	_____
Date of Departure	_____	TIME OF DEPARTURE	_____	FLIGHT NO.	_____

Date: _____	Signature: _____
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To be returned duly completed (one form per participant) prior to 30 September 2005 to :

International Telecommunication Union
Radiocommunication Bureau
Place des Nations
CH-1211 Geneva 20
Fax +41 22 730 57 85

National Communications Authority
Accra, Ghana
Mr. Charles NUORIYEE
Fax: +233 21 763449
Email : nuoriyee@yahoo.com

Annex 4



**INFORMATION MEETING RELATED TO RRC-06
FOR THE ADMINISTRATIONS OF AFRICAN COUNTRIES**
(Accra, 10 – 14 October 2005)



**REUNION D'INFORMATION RELATIF À LA CRR-06
POUR LES ADMINISTRATIONS DES PAYS D'AFRIQUE**
(Accra, 10 – 14 octobre 2005)

DEMANDE DE BOURSE / REQUEST FOR FELLOWSHIP
à retourner avant le 9 septembre 2005 /please return before 9 September 2005

Les candidatures feminines sont encouragées - *Women candidates are encouraged*

1. Pays

Country _____

2. Administration/Organisation

Administration/ Organization _____

3. Mme / Mlle / M.

Mrs / Ms / Mr _____
(nom, family name) (prénom, given name)

4. Titre et responsabilités principales dans l'Organisation

Title and major responsibilities in the Organization _____

5. Adresse professionnelle

Office address _____

Tél.: _____ Fax : _____

Courrier élect. /E-Mail : _____

INFORMATION PASSEPORT / PASSPORT INFORMATION:

6. Lieu et date de naissance

Place and date of birth _____

Nationalité _____ Numéro de passeport _____
Nationality _____ Passport number _____

Date de délivrance _____ A (lieu) _____ Valide jusqu'au (date) _____
Date of issue _____ In (place) _____ Valid until (date) _____

7. Signature du candidat à la bourse

Signature of fellowship candidate _____ Date _____

8. AFIN DE VALIDER CETTE DEMANDE DE BOURSE, LE NOM ET LA SIGNATURE DU FONCTIONNAIRE CHARGE D'AUTHEMIFIER LA DEMANDE DU CANDIDAT DOIVENT ETRE MENTIONNES CI-DESSOUS AVEC LE CACHET OFFICIEL.

TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING FELLOWSHIP CANDIDATE MUST BE COMPLETED BELOW, WITH OFFICIAL STAMP.

CONDITIONS D'OBTENTION

1. Une bourse par pays éligible.
2. Un billet d'avion aller/retour en classe ECO par l'itinéraire le plus direct/économique.
3. Une indemnité journalière pour couvrir logement, repas et les petits frais.
4. Présence obligatoire des boursiers dès le premier jour jusqu'à la fin de la réunion.

CONDITIONS

1. One fellowship per eligible country.
2. One return airticket ECO class by the most direct/economical route.
3. A daily allowance cover accommodation, meals and incidental expense
4. It is imperative that fellows be present on the first day and throughout the entire meeting

Prière de retourner ce formulaire dûment rempli et signé / *Please return this form duly completed and signed*

UIT / BDT / Service des Bourses / Genève/ Suisse

Fax : +41 22 730 57 78

Tél : +41 22 730 54 88

E-Mail : marijana.lee@itu.int

