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| **电信标准化局** | **logo_C_** |
|  |  |

 2012年4月21日，日内瓦

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| 文号：电话：传真： | **电信标准化局第272号通函**TSB Workshops/P.R.+41 22 730 5591+41 22 730 5853 | - 致国际电联各成员国主管部门；- 致ITU-T部门成员；- 致ITU-T部门准成员；- 致ITU-T学术成员； |
| 电子邮件： | tsbworkshops@itu.int | **抄送：**- ITU-T研究组正副主席；- 电信发展局主任；- 无线电通信局主任- 国际电联亚的斯亚贝巴区域代表处主任- 贝宁常驻日内瓦代表团 |
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| 事由： | **国际电联“为合规对QoS/QoE参数进行实际测量”讲习班****– 2012年7月16-17日，贝宁Cotonou** |

尊敬的先生/女士，

1 国际电联将于2012年7月16日至17日在贝宁Cotonou的[Azalai Plage Hotel](http://www.azalaihotels.com/hotel-benin/index.html)举办题为“为合规对QoS/QoE参数进行实际测量”讲习班。此次活动将由“临时邮电监管局”（ATRPT）承办。

讲习班之后将于2012年7月18日在同一地点举办[ITU-T 第12研究组非洲区域组](http://www.itu.int/en/ITU-T/others/sg12rgafr/Pages/default.aspx) 第4次会议，此次活动亦由ATRPT承办。

第一天的会议将自9点开始。与会者的注册工作将自8点30分开始。

有关会议厅的详细情况将提供在会场入口处。

2 讨论将用英文和法文进行。

3 国际电联成员国、部门成员、部门准成员和学术机构以及愿参加此工作的来自国际电联成员国的任何个人均可参加此讲习班。这里所指的“个人”亦包括作为国际、区域和国家组织成员的个人。

4 讲习班旨在统一非洲各国的不同利益，为履行服务质量/体验义务而进行技术测量。活动预期成果如下：

 一 了解确保QoS/QoE的监管原则；

 二 了解执行QoS/QoE义务的监管手段；

 三 了解评估 QoS/QoE义务的实际测量方法。

5 讲习班议程草案见**附件1**。发言和相关信息将提供在以下ITU-T网站中：

<http://itu.int/en/ITU-T/Workshops-and-Seminars/qos/201207/Pages/default.aspx>。该网站将随时更新，增添或修改信息。

6 包括酒店住宿、交通、签证和健康要求的信息见**附件2**中的“实用信息”文件，该文件亦可查阅ITU-T网站<http://itu.int/en/ITU-T/Workshops-and-Seminars/qos/201207/Pages/default.aspx> 。

7 **与会补贴：**我们高兴地通知您，国际电联将视可用资金情况，**仅向非洲区域**每一相关主管部门提供一份全额与会补贴或两份非全额与会补贴，以促进最不发达国家或低收入发展中国家代表的与会（<http://itu.int/en/ITU-T/info/Pages/resources.aspx>）。申请与会补贴时必须得到相关国际电联成员国主管部门的授权。与会补贴申请表（请使用**附件3中的表2**）必须在**2012年6月16日之前**（会议召开日的一个月之前）填妥并交回国际电联。（请注意，在2008年世界电信标准化全会（WTSA-08）上，各代表团团长做出了承诺，他们将向其正副主席候选人提供必要的资源，以便相关人员在整四年任职期内能够履行职责，因此，正副主席不会从国际电联得到任何财务资助。）

8 **注册：**为便于电信标准化局做出必要安排，请您通过信函、传真（+41 22 730 5853）或电子邮件（tsbreg@itu.int）的方式在**2012年7月9日之前**将代表贵主管部门、部门成员、部门准成员、学术机构、区域性组织和/或国际组织或其它实体出席会议的人员名单发至我处。同时亦请各主管部门注明其代表团团长的姓名（如果有副团长，亦盼一并注明）。

**请注意，ITU-T会议的与会者只能通过ITU-T网址进行网上预注册：（**<http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/201207/Pages/default.aspx> ）**。**

**参加ITU-T第12研究组非洲区域组的与会者应在讲习班中单独注册。**

9 我们谨在此提醒您，一些国家的公民需要获得签证才能入境贝宁并在此逗留。签证必须向驻贵国的贝宁使馆或领馆申请，并随后领取。如贵国没有此类机构，则请向驻离贵国最近的国家的此类机构申请并领取。对于需要签证但没有贝宁领事代表机构的国家公民，ATRPT将做出安排，贝宁移民局将在其到达 Cotonou机场时为其备好签证。

为做好此项工作，请您**至少在入境两星期前**将您的行程、详细地址和有效护照前三页的清晰影印件发送给以下人员：

|  |  |
| --- | --- |
| Tatian DOSSOU先生电话 : +229 21 31 01 65手机 : +229 95 54 35 26传真 : +229 21 31 00 67电子邮件 : dtatian@atrpt.bj | Géraud-Constant AHOKPOSSI先生电话 : +229 21 31 01 65 手机 : +229 97 93 87 45传真 : +229 21 31 00 67 电子邮件 : aconstant@atrpt.bj |

顺致敬意！

电信标准化局主任

马尔科姆•琼森

**附件：3 件**

ANNEX 1
(to TSB Circular 272)

**ITU Workshop on “Practical measurement of QoS/QoE Parameters for
Regulatory compliance”
(Cotonou, Benin, 16-17 July 2012)**

**PRELIMINARY DRAFT PROGRAMME**

|  |
| --- |
| **Day 1, Monday, 16 July 2012** |
| **08:30 - 09:00** | **Registration** |
| **09:00 - 09:45​** | **​Opening ceremony** |
| **09:45 - 10:45** | **Session 1: What are the regulatory principles for ensuring quality of service (QoS)**This session will  present the framework for regulating quality of service, defining and choosing quality of service parameters, setting targets and the stakeholders involved. |
| **10:45 - 11:00** | **Coffee break** |
| **11:00 - 12:30** | **Session 2: Regulatory tools for enforcing QoS Compliance**This session will look into the means of measurement and audit of QoS from a regulatory perspective and the publication of results and sanctions. |
| **12:30 - 14:00** | **Lunch** |
| **14:00 - 15:30** | **Session 3: Country specific examples of principles and means of enforcing QoS**This session will consider some specific country cases in Africa to illustrate the challenges faced in enforcing QoS. |
| **​15:30 - 15:45** | ​**Coffee break** |
| **​15:45 - 17:00** | ​**Session 4: Discussion on Regulatory tools for enforcing QoS Compliance**This session will be a discussion panel on the pros and cons of the scenarios presented in Session 3. |

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| **Day 2, Tuesday, 17 July 2012** |
| **09:00 - 10:45** | **Session 5: Measurement of QoS/QoE compliance by network counters**The session will focus on best practices in achieving QoS compliance using network counters. |
| **10:45 - 11:00** | **Coffee break** |
| **11:00 - 12:30** | **Session 6: Measurement of QoS/ QoE by field surveys**The session will focus on best practices in measuring QoS through the use of field surveys. |
| **12:30 - 14:00** | **Lunch** |
| **14:00 - 15:30** | **Session 7: Discussion on QoS measurement methods**Based on the discussions in the previous sessions, this session will consider what the optimum options for QoS measurements are. The following questions will be considered by the panel:* What are the current issues?
* What are the possible solutions?
* What are the next steps to take?
 |
| **15:30 - 15:45** | ​**Coffee break** |
| **​15:45 - 17:00** | **Session 8: Concluding Remarks** |

ANNEX 2
(to TSB Circular 272)

**Practical information for participants**

**1. Event venue**

**Azalai Hôtel de la plage**Rue du Consulat de France N° 870 A
Boîte Postale : 05 BP 347Cotonou

Tel: + 229 21 31 72 00

Fax: + 229 21 31 72 69

Email: hoteldelaplage@azalaihotels.com

Website: <http://www.azalaihotels.com/hotel-benin/index.html>

**2. Hotels**

Participants are responsible for meeting their accommodation costs.
**Hotel reservation must be made directly by delegates**.
However, **upon request**, ATRPT-Benin will make hotel reservations for participants who indicate their travel itinerary as well as the name of the hotel of their choice to Mr Tatian DOSSOU
(Fax: +229 21 31 00 67; Email: dtatian@atrpt.bj) and Mr Géraud-Constant AHOKPOSSI
(Fax: +229 21 31 00 67; Email: aconstant@atrpt.bj) from the ATRPT.

Arrangements will be made by the ATRPT to transport delegates from their respective hotels to the event venue. The proposed hotels are less than fifteen minutes away from the event venue.

Special rates have been negotiated by ATRPT with Azalai, Rivera, Rivoli and Benin Horizon hotels
The list of hotels is available in **Appendix 1**.

**3. Arrival and transportation to hotel**

Arrangements have been made by the host to meet delegates upon arrival at the airport and take them to their respective hotel. In order to ensure airport pick-up upon arrival and departure, participants are requested to send their travel itinerary by completing and returning the **Arrival and Transportation Form** in **Appendix 2** (see **Form 1**) to the following contacts:

|  |  |
| --- | --- |
| Mr. Tatian DOSSOUTel: +229 21 31 01 65Mobile: +229 95 54 35 26Fax: +229 21 31 00 67Email: dtatian@atrpt.bj | Mr. Géraud-Constant AHOKPOSSITel: +229 21 31 01 65 Mobile: +229 97 93 87 45Fax: +229 21 31 00 67 Email: aconstant@atrpt.bj |

**4. Formalities to enter Benin**

A valid passport is required to enter Benin.
Citizens from certain countries also require a visa, although citizens from the member countries of ECOWAS do not. These countries are: Burkina Faso, Côte d’Ivoire, Cape Verde, Gambia, Ghana, Guinea, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Guinea Bissau and Togo. For citizens

of countries requiring a visa but who do not have a consular representation of Benin in their country, arrangements will be made by the ATRPT and the Immigration Service of Benin to have their visa ready upon arrival at the airport in Cotonou. In order to do so, please send your travel itinerary, full address and a clear photocopy of the first three pages of your valid passport **at least two weeks before the date of entry** to:

|  |  |
| --- | --- |
| Mr. Tatian DOSSOUTel: +229 21 31 01 65Mobile: +229 95 54 35 26Fax: +229 21 31 00 67Email: dtatian@atrpt.bj | Mr. Géraud-Constant AHOKPOSSITel: +229 21 31 01 65 Mobile: +229 97 93 87 45Fax: +229 21 31 00 67 Email: aconstant@atrpt.bj |

**5. Health**

An international vaccination certificate against yellow fever will be required upon arrival at Cotonou airport. Vaccination against hepatitis is also recommended.

**6. Currency and exchange**

The local currency is the CFA Franc, usually written FCFA. The indicative exchange rate is as follows:

**1 Euro = 655.91 FCFA**

**1 USD = 482.02 FCFA**.

Currency converter: <http://fr.exchange-rates.org/rate/USD/XOF>
foreign currency may be changed either at the airport or at the exchange bureaux in the city of Cotonou.

**7. Opening hours**

Government offices: 07:00 to 11:30 and 14:00 to 17:20 (Monday to Friday)
Shops: 08:00 to 18:00
Banks : 07:00 to 16:00 (Monday to Friday), Saturdays from 08:00 to 12:00

**8. Language**

The official working language is French.

**9. Climate**

The climate in Benin is generally hot and humid, with two heavy rain seasons (May to July and September to October). Temperatures on the coast are milder than they are in the North of the country (40°C). In July the temperature varies from 26 to 30 degrees.

**10. Local time**

Official time in Benin is one hour ahead of the Greenwich meridian (GMT +1). There is no difference between summer and winter.

**11. Telecommunications**

The country code for the Republic of Benin is +229.
5 operators: MTN, MOOV, GLO MOBILE, BBBCOM and Bénin Telecoms SA (fix and mobiles)

Mobile codes are: 64, 66, 67, 68, 90, 91, 93, 94, 95, 96, 97, 98, and 99.

A SIM card costs approximately 1.500 FCFA. It must be registered according to Benin regulations.

**12. Electricity**

Main tension is **220 Volts/50Hz.** Should you require a weaker tension, please inquire at reception.

Available sockets are the following:



**13. Water**

Although tap water is safe to drink, you may wish to drink bottled water. It can be acquired at your hotel.

**14. Contact**

For any questions, please contact:

mailto:bokoluc@yahoo.fr

|  |  |
| --- | --- |
| Mr. Tatian DOSSOUTel: +229 21 31 01 65Mobile: +229 95 54 35 26Fax: +229 21 31 00 67Email: dtatian@atrpt.bj | Mr. Géraud-Constant AHOKPOSSITel: +229 21 31 01 65 Mobile: +229 97 93 87 45Fax: +229 21 31 00 67 Email: aconstant@atrpt.bj |

APPENDIX 1

**List of hotels**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **TYPE OF ROOM** | **PRICE(tax included) in FCFA** | **PRICE(tax included) in USDapprox** | **CONTACT** | **INTERNET** |
| **AZALAI HOTEL DE LA PLAGE** **Event venue** | Double + breakfast + free wifi | 74 000 | 148 | Tel:: +229 21 31 72 00 | E-Mail : cominterne.benin@azalaihotels.com[www.azalaihotels.com](http://www.azalaihotels.com)  |
| **BENIN MARINA HOTEL**(on the Airport road) : | Double (city view or sea view according to availability) + internet  | 69 500Breakfast: 9 000 | 139 Breakfast: 18 | Tel: (+229) 21 30 01 00Fax: (+229) 21 30 11 55Mobile: (+229) 97 00 76 76 | Email : info@benin-marina-hotel.com[www.benin-marina-hotel.com](http://www.benin-marina-hotel.com) |
| Bungalow + internet | 150 000Breakfast: 9 000 | 300Breakfast:: 18 |
| **NOVOTEL**(on the Airport road) | Simple + free wifi |  95 000Breakfast: 9 000 | 190Breakfast: 18 | Tel : (+229) 21 30 41 7721 30 56 74 /75Fax : (+229) 21 30 41 88 | E-mail : novotel.orisha@intnet.bjorh1826-re@accor.com |
| Suite + wifi | 150 000Breakfast: 9 000 | 300Breakfast: 18 |
| **IBIS**(on the Airport road) | Single + breakfast + free wifi  | 59 500 | 119 | Tel : (+229) 21 30 56 77Fax : (+229) 21 30 56 78 | [www.ibishotel.com](http://www.ibishotel.com) |
| Double + breakfast +free wifi | 65 500 | 131 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HOTEL RIVERA**(commercial area) | Simple + breakfast +wifi | 35 500(preferential rate) | 71 | Tel : (+229) 21 31 26 20(+229)21 31 83 28Fax : (+229) 21 31 83 27 | Email : hotelrivierabenin@hotmail.fr[www.hotelrivierabenin.com](http://www.hotelrivierabenin.com) |
| Double + breakfast +free wifi |
| Suite + breakfast + free wifi | 77 100 | 154.2 |
| **HOTEL RIVOLI**(commercial area) | Simple + breakfast +free wifi | 35 000 | 70 | Tel : (+229) 21 31 46 4721 31 41 8821 31 07 82Fax : (+229) 21 31 24 16 | Email : gmksaint@yahoo.com[www.rivolihotelbenin.com](http://www.rivolihotelbenin.com) |
| Simple Grand + breakfast +free wifi | 37 500 (preferential rate) | 75 |
| Double + breakfast +free wifi |
| **HOTEL DE L’ENTENTE**(on the airport way) | Standard A + free wifi | 35 500 Breakfast : 3 000 | 70Breakfast : 6 | Tel : (+229) 21 30 59 61 | Email : hotelentente@yahoo.fr |
| Standard B + free wifi | 35 500 Breakfast: 3 000 | 70 Breakfast : 6 |
| Standard C +wifi gratuit | 25 500Breakfast : 3000 | 51Breakfast : 6 |
| **HOTEL BENIN HORIZON**(city center) | Single + breakfast +free wifi | 20 500(preferential rate) | 41 | Tel : (+229) 21 30 96 84Fax : (+229)21 30 99 12 | Email : hotel@beninhorizon.com[www.beninhorizon.com](http://www.beninhorizon.com) |
| Double + breakfast +free wifi | 25 500(preferential rate) | 51 |

APPENDIX 2

**FORM 1 – ARRIVAL AND TRANSPORTATION TO HOTEL**

|  |  |  |
| --- | --- | --- |
|  | **ITU Workshop on “Practical measurement of QoS/QoE Parameters for Regulatory compliance” – (Cotonou, Benin, 16-17 July 2012)** |  |
|  |  |  |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Mr. Dossou and Mr. Ahokpossi, by 2 July 2012 at the latest by fax: 00229 21 31 00 67or by e-mail** **dtatian@atrpt.bj** **/** **aconstant@atrpt.bj**For inquiries, Tel: +229 21 31 01 65 |

Family name…………………………………………………………………………………………

First name……………………………………………………………………………………………

Job Title ……………………………………………………………………………………………..

Organization……………………………………………………………… Country …………..........

Telephone : :……………………………………………….

Email:………………………………………………………

Hotel where you are residing:

Hotel Name ……………………………………………………………

Address …………………………………………………………

**Transportation will be provided from the airport to the hotels and to the meeting venue. Please provide your arrival and departure flight information to facilitate arrangements for transportation.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Arrival |  |  | Time of Flight Arrival |  | FLIGHT NO. |  |
| Date ofDeparture |  |  | Time of Flight Departure |  | FLIGHT NO. |  |

ANNEX 3
(to TSB Circular 272)

**FORM 2 - FELLOWSHIP REQUEST**

|  |  |  |
| --- | --- | --- |
|  | **ITU Workshop on “Practical measurement of QoS/QoE Parameters for Regulatory compliance”(16-17 July 2012);** *and* **ITU-T Study Group 12RG-AFR meeting (18 July 2012) (Cotonou, Benin)** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for one full fellowship or two partial fellowships to be submittedbefore 16 June 2012** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the on-line registration form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/qos/201207/Pages/default.aspx>)**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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Please select your preference**  |
| 1. **□** One full fellowship   or **□** two partial fellowships (per eligible country **within the Africa Region only)**.
 |
| 1. In case of two partial fellowships, chose one of the following:
 |
|  **□ Economy class air ticket (duty station / Cotonou / duty station).** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** |
|  |
| **Signature of fellowship candidate:** | **Date:** |
| **TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.****N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING.** |
| **Signature** | **Date** |