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| **电信标准化局** | **logo_C_** |
|  |  |

 2012年4月20日，日内瓦

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| --- | --- | --- |
| 文号：电话：传真： | **电信标准化局第273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；- 致国际电联部门成员；- 致国际电联部门准成员；- 致国际电联学术成员； |
| 电子邮件： | tsbworkshops@itu.int | **抄送：**- ITU-T各研究组正副主席；- 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： | **国际电联关于吸收率（SAR）测量的讲习班****（2012年7月19日，贝宁科托努）** |

尊敬的先生/女士，

1 国际电联正在组织为期一天的“**吸收率（SAR）测量**”讲习班，该讲习班由贝宁邮政通信监管局（ATRPT）承办，将于2012年7月19日在贝宁科托努的Azalai Plage酒店举行。

讲习班结束之后将立即于2012年7月20日在同一会址召开[ITU-T第5研究组非洲区域组](http://www.itu.int/en/ITU-T/others/sg5rgafr/Pages/default.aspx)第三次会议（见电信标准化局第4号集体函/SG5RG-AFR）。该会议亦由ATRPT承办。

讲习班将于09:00开始。与会者的注册工作将自08:30开始。

有关会议厅的详尽信息将在会场入口处提供。

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来自国际电联成员国的任何愿参与此工作的个人均可参加此讲习班。这里所指的“个人”包括作为国际、区域和国家组织成员的个人。4 SAR是指在使用移动电话、无线设备或在无线电通信传输天线附近行走等情况下被人体吸收的射频（RF）能量的数量。SAR的测量单位是瓦特/千克（W/kg）。SAR的数值是在实验室条件下根据最高认证功率水平测定得出的。然而，在手机使用过程中的实际SAR水平可能要比测定值低很多。原因在于手机使用的功率为连接网络所需的最低功率水平。因此，越靠近基站，实际的SAR水平反而可能更低。

为了与网络进行通信，移动电话会在使用过程中发射较低水平的无线电波（亦称射频或“RF”能量）。世界各国政府均采用了由独立科学组织制定的有关人体暴露于RF能量问题的国际安全全面导则。移动电话必须在使用过程中严格遵守这些限制规定。

本次活动的目标受众包括移动电话运营商、通信监管机构、监管者、研究者和学术界。

5 讲习班的议程草案可见**附件1**。发言内容和相关信息将在ITU-T网站的下列地址提供：<http://itu.int/en/ITU-T/Workshops-and-Seminars/sar/201207/Pages/default.aspx> 。网站内容将不断更新，以提供最新或经过修改的资料信息。

6 包括酒店住宿、交通、签证和卫生要求的信息可见**附件2**或ITU- T网站中的“实用信息”文件：<http://itu.int/en/ITU-T/Workshops-and-Seminars/sar/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，向**非洲区域**的主管部门提供一份全额与会补贴，以促进最不发达国家或低收入发展中国家代表参会（<http://itu.int/en/ITU-T/info/Pages/resources.aspx>）。申请与会补贴时必须得到国际电联成员国相关主管部门的授权。与会补贴申请表（请使用**附件3**中的**表2**）必须在**2012年6月19日**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**将代表贵国主管部门、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，讲习班与会者的预注册仅以在线方式在ITU-T网站（**<http://itu.int/en/ITU-T/Workshops-and-Seminars/sar/201207/Pages/default.aspx>**）上进行**。

**参加ITU-T第5研究组非洲区域组会议的与会者应单独进行本次讲习班的注册。**

9 我们谨提醒您，一些国家的公民需要获得签证才能入境贝宁并逗留。签证必须向驻贵国的贝宁使馆或领事馆申请，并随后领取。如果贵国没有此类机构，则请向离出发国最近的国家的此类机构申请并领取。对于需要申请签证但其国内却未设贝宁领事代表机构的国家的居民，ATRPT和贝宁移民局可以做出相应安排，在申请人到达科托努机场时为其办理好签证手续。为此，请需要签证的与会者**至少在入境日期前两个星期**将旅行日程、完整地址和有效护照前三页的清晰复印件发送至以下联系人：

|  |  |
| --- | --- |
| 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 273)

**ITU Workshop on Specific Absorption Rate (SAR) Measurement
(Cotonou, Benin, 19 July 2012)**

**PRELIMINARY DRAFT PROGRAMME**

|  |
| --- |
| **19 July 2012** |
| **08:30 - 09:00** | **Delegate Registration** |
| **09:00 - 10:00** | **Session 1 : Opening ceremony and introduction*** Overview of SG 5 activities
* Why SG5 RG-AFR was created
 |
| **10:00 - 10:30** | **Coffee break** |
| **10:30 - 12:30** | **Session 2 : Mobile Phone compliance****Technical regulation and enforcement and SAR measurement*** International guidelines on SAR Limits
* Benchmark and best practices on SAR limits enforcement
* Scientific rationale behind SAR measurement/computational standards in IEC & IEEE
 |
| **12:30 - 14:00** | **Lunch** |
| **14:00 - 16:00** | **Session 3 : Base Station compliance assessment**This session will address the following topics:Base station site compliance to earthing, bonding and electrical security * + Tutorial on relevant ITU-T Recommendations (K.27, K.35 and K.56)
	+ Standards for base station mast and pylon,

 In-service base station installation compliance measurement * + Methodology to assess by measurement base station conformity after putting into service according to relevant standards for regulatory purposes.
	+ Presentation of measuring equipment
	+ Country experiences
 |
| **16:00 - 16:15** | **Coffee break** |
| **16:15 - 17:30** | **Session 4 : ITU methodologies for assessing environmental impact of ICTs**Technical tutorial on relevant ITU-T Recommendations for assessing the environmental impact of ICTs (L.1400, L.1410, L.1420).  |

ANNEX 2
(to TSB Circular 273)

**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 | 3 7 500 (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 Specific Absorption Rate (SAR) Measurement (Cotonou, Benin, 19 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 273)

**FORM 2 - FELLOWSHIP REQUEST**

|  |  |  |
| --- | --- | --- |
|  | **ITU Workshop on Specific Absorption Rate (SAR) Measurement(19 July 2012);** *and***ITU-T Study Group 5RG-AFR meeting (20 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 19 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/sar/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** |