|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 21 January 2016 | |
| Ref: | **TSB Collective letter 4/SG13RG-AFR** | | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates participating in the work of Study Group 13;  - To ITU Academia;  - To the African Telecommunications Union;  - To ITU Regional Office for Africa Region;  - To the Director of the ITU Telecommunication Development Bureau;  - To the Director of the ITU Radiocommunication Bureau | |
| Tel: | +41 22 730 5126 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg13@itu.int](mailto:tsbsg13@itu.int) | |  | |
| Subject: | **Fourth meeting of ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR),**  **Accra, Ghana, 16 - 17 March 2016** | | | |

Dear Sir/Madam,

I am pleased to inform you that, at the kind invitation of the Ministry of Communications, Republic of Ghana, ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR) will hold its fourth meeting at the La-Palm Royal Beach Hotel, Accra, Ghana, from 16 to 17 March 2016.

The meeting will be preceded by a Workshop entitled the Fourth SG13 Regional Workshop for Africa on "Future Networks for a better Africa: IMT-2020, Trust, Cloud Computing and Big Data", organized by the Telecommunication Standardization Bureau (TSB), which will take place on 14‑15 March 2016 at the same venue.

The ITU workshop will start at 0900 hours on Monday 14 March 2016. The meeting of the SG13RG‑AFR will start at 0830 hours on Wednesday 16 March 2016. The Regional Group meeting will be restricted to delegates and representatives from Member States, Sector Members and Associates of the Study Group 13 in the region, in conformity with §2.3.3 of Section 2 of Resolution 1 of the WTSA-12.

Participant registration will begin at 0800 hours on Monday 14 March 2016 at the La-Palm Royal Beach Hotel. Detailed information concerning the meeting room will be displayed at the entrance of the venue. Additional information about the meeting is set forth in **Annex A**.

The draft Agenda and work plan of the meeting, as prepared by the Chairman of SG13RG-AFR, is set out in **Annex B**.

Practical information relating to the venue is enclosed as **Annex C**.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annexes**: 3

**ANNEX A**

(to TSB Collective letter 4/SG13RG-AFR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** I invite you to submit your contributions by electronic mail to the following address [tsbsg13@itu.int](mailto:tsbsg13@itu.int). Contributions will be published on the SG13RG-AFR website and must therefore be received by TSB not later than **9 March 2016**.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents.  The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>).  The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**MEETING LOGISTICS AND FACILITIES**

**WORKING HOURS:** 0830 hours to 1700 hours.

**WORKING LANGUAGE:** The meeting will be run in English.

**TRANSLATION:** Some documents for this meeting may be translated into French.

**PAPERLESS MEETING:** The meeting will be run paperless.

**WIRELESS LAN:** Facilities and free wireless Internet access will be available at the event venue.

**REGISTRATION, TRAINING and FELLOWSHIPS**

**REGISTRATION:** To enable the organisers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) **not later than 16 February 2016**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU‑T website (**<http://www.itu.int/en/ITU-T/studygroups/2013-2016/13/sg13rgafr/Pages/>**).**

**TRAINING:** TSB is delighted to offer a four-hour BSG (Building the Standardization Gap) training programme aimed at increasing the effectiveness of developing countries in the ITU-T standardization process. The training programme will include techniques for meeting preparation, contribution drafting, effective presentation and negotiation at RG/SG meetings as well as ITU-T basic procedures and working methods. The morning of 17 March (0900 hours to 1300 hours) will be devoted to this training.

**FELLOWSHIPS:** I am pleased to inform you that two partial fellowships per administration will be awarded, **within the Africa region only,** subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1)**, must be returned to ITU not later than **3 February 2016**. Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries and regions, and gender balance. Please kindly note that only those wishing to attend both the Workshop and the Regional Group meeting may apply for a fellowship.

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 4/SG13RG-AFR)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Fourth SG13 Regional Workshop for Africa on *"Future Networks for a better Africa: IMT-2020, Trust, Cloud Computing and Big Data"* and Fourth Study Group 13 Regional Group for Africa meeting**  **(Accra, Ghana, 14-17 March 2016)** | | | | | |  |
| **Please return to:** | | **ITU**  **Geneva (Switzerland)** | | **E-mail: [bdtfellowships@itu.int](mailto:bdtfellowships@itu.int)**  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for one partial fellowship to be submitted before 3 February 2016** | | | | | | | |
|  | | | Participation of women is encouraged | | |  | |
| Registration Confirmation I.D. No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://www.itu.int/en/ITU-T/studygroups/2013-2016/13/sg13rgafr/Pages/>)  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  (which ITU will do its best to accommodate)  **□ Economy class air ticket (duty station / Accra / 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:** | | |

**ANNEX B**

(to TSB Collective letter 4/SG13RG-AFR)

**Draft Agenda**

**Fourth ITU-T SG13RG-AFR meeting, 16 -17 March 2016**

1 Opening of the meeting

2 Approval of the agenda

3 Statements by:

* The Regional Group Chairman
* The African Telecommunication Union (ATU)
* The ITU Regional office
* The TSB Director
* The Study Group 13 Chairman
* Representative of the Host – Director General National Communications Authority, Republic of Ghana
* Hon. Minister for Communications, Republic of Ghana

4 Presentations:

− Chairman of SG13

− Representative of SG11

5 Presentation of the Draft Work Plan for the fourth Meeting

6 Report on SG13RG-AFR work in 2012-2016

7 Discussion of input documents

− Brief on the outcomes of the fourth Workshop "Future Networks for a better Africa: IMT-2020, Trust, Cloud Computing and Big Data"

− IoT work transfer to SG20

− Contributions from members

8 Preparations for the last SG13 meeting in the present study period

− Preparation for SG13 June-July 2016 meeting

− Preparation for WTSA-16

9 Review of SG13RG-AFR Action plan &priorities for next study period

− Cloud computing

− Future networks

− Others

10 Outputs from fourth ITU-T SG13RG-AFR meeting

11 Any other business

12 Training from TSB

13 Adoption of the Report

14 Closure of the meeting

**Proposed Work Plan for ITU-T SG13RG-AFR meeting, 16 and 17 March 2016, Accra, Ghana**

|  |  |
| --- | --- |
| **16 March 2016, Day 1** | |
| 08:00-08:30 | Registration |
| 09:00-10:45 | Start of the meeting: Agenda item 2  Statements: Agenda item 3  Meeting: Agenda items 4-6 |
| 10:45-11:00 | Tea/coffee break |
| 11:00-13:00 | Meeting continuation: Agenda items 7-11 |
| 13:00-14:30 | Lunch break |
| 14.30-16:00 | Meeting continuation |
| 16:00-16:15 | Tea/coffee break |
| 16:15-17:30 | Meeting continuation |
| 17:30 | End of Day 1 |
| **17 March 2016, Day 2** | |
| 09:00-13:00 | TSB Training: Agenda item 12 |
| 13:00-14:30 | Lunch break |
| 14.30-16.00 | Review and approval of the report: Agenda item 13 |
| 16:00 | Closing Ceremony: Agenda item 14 |

**ANNEX C**

(to TSB Collective letter 4/SG13RG-AFR)

**Practical information for participants**

|  |  |
| --- | --- |
| itu_logo |  |

**1 Event venue**

# La-Palm Royal Beach Hotel

Tel: +233 (0) 302 215100/215111

Fax: +233 (0) 302 215121/215122

Location: La Beach Road (20 minutes from Kotoka Airport)

Email: [lapalm@gbhghana.com](mailto:lapalm@gbhghana.com) / [lapalmres@gbhghana.net](mailto:lapalmres@gbhghana.net)

Online booking: <http://gbhghana.net/index-lapalm.aspx>

**2 Accommodation**

A list of suggested hotels in Accra can be found in **Appendix I** of this document. Participants are requested to book their hotel rooms directly with the hotel of their choice. To benefit from the preferential rates negotiated for this event, please use the hotel and transfer reservation form (**Form 2**).

**3 Transportation**

Transportation from the airport to the hotels and venue will be provided. Participants are requested to send **Form 2** by fax: **+ 233 (0) 302 667 114** to **Mr. Desmond Boateng, tel.: +233 (0) 302 685601/Mobile: +233 54 788 8085, email:** [**des67b@yahoo.com**](mailto:des67b@yahoo.com)to ensure airport pickup and transfer.

**4 Airport**

Kokota International Airport is the international airport in Ghana and is served by the major international airlines.

**5 Entry requirements and Visa information for Ghana**

A valid passport and an entry visa are required to enter Ghana. Visas must be obtained prior to arrival and are required by all except nationals of ECOWAS, Kenya and Singapore. Visas can be obtained and extended in Ghana, especially for those who wish to stay beyond the event period.

For countries without Ghana High Commissions and Embassies, the host country may apply for visa on your behalf and it would be issued upon arrival. The single entry visa fee is at a cost of $100, which will be paid at the point of entry.

Participants who wish the host country to apply for entry visas on their behalf should provide a copy of their passport biodata to **Mr. Desmond Boateng, email:** [**des67b@yahoo.com**](mailto:des67b@yahoo.com)**; fax: +233 (0) 302 667114**.

Note − You may be refused entry on a passport that is due to expire within six months of your departure date.

**6 General Information**

**6.1** **Insurance and Medical care**

Participants are advised to obtain supplementary medical/travel insurance. However, excellent private medical facilities in Ghana provide for all of your medical needs. First aid services will be available at the event venue.

**6.2 Vaccination requirements**

For information about vaccination requirements and health information for travellers please consult the World Health Organization’s (WHO) website at <http://www.who.int/countries/gha/en/>.

**6.3 Climate**

Ghana’s low latitude and proximity to the equator give it a typically tropical climate. Temperatures approach or exceed 30 degrees (80 Fahrenheit) most days of the year, with virtually no seasonal variation. The month of March falls in the wet season. Accra tends to receive less rain than other areas, but you should plan to bring a waterproof windbreaker, umbrella, waterproof shoes and clothes that dry quickly.

**6.4 Time Zone**

The time zone is GMT.

**6.5 Currency**

The official currency is the Ghana Cedi (GH¢) (Cedi pronounced See Dee).

Credit cards are not widely used in Ghana, although they are of use in Accra. Plan on bringing much of your budget in the form of travellers’ cheques and some cash, particularly if you plan to spend time outside the capital city, Accra. Foreign currency can be exchanged at any foreign exchange bureau. Banks are open weekdays from 0830 hours - 1500 hours.

**6.6 Telecommunications**

Six reliable telecommunications networks are available in Ghana (two fixed and four mobile). Ghana’s country code is +233.

**6.7 Safety**

Ghanaians pride themselves as being one of the friendliest people in the world, and the level of crime against visitors/tourists in Ghana is remarkably low. However, normal precautions are still advisable.

**6.8 Electricity**

Electricity is 220V AC at 50 cycles. Stabilizers are required for sensitive devices, and adapters are required for appliances using 110V.

**FORM 2 - HOTEL AND TRANSFER RESERVATION FORM**

(to TSB Collective letter 4/SG13RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **Fourth SG13 Regional Workshop for Africa on *"Future Networks for a better Africa: IMT-2020, Trust, Cloud Computing and Big Data"* and Fourth Study Group 13 Regional Group for Africa meeting**  **(Accra, Ghana, 14-17 March 2016)**  **HOTEL AND TRANSFER RESERVATION FORM** |  |

***This form should be sent directly to the hotel of your choice with a copy to* Mr. Desmond Boateng*, to ensure transfer to and from the airport by fax at:* +233 (0) 302 667 114**

*The list of hotels including contact information and room rates is attached*

*Family name*  ------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

***Name of Hotel*** *------------------------*

*------------ single/double room(s)* ***at the SG13RG-AFR and Workshop preferential rate***

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -----------------------------------*

*No.* -------------------------------------------------------- *valid until* ------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

**TRANSFER INFORMATION**

**Transportation will be provided from the airport to the hotels and to the venue of the meeting.**

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

**Appendix I**

(to TSB Collective letter 4/SG13RG-AFR)

**Hotel list**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Hotel** |  | **Single**  **($)** | **Double**  **($)** | **Bed & Breakfast** | **Tax Inclusive** | **Contact** |
| 1. | La Palm Royal Beach Hotel | 5-star | 140 | 255 | Yes | Yes | Tel: +233(0)302 215100/215111  Fax: +233 302 215121/ 215122  Email: [lapalm@gbhghana.com](mailto:lapalm@gbhghana.com)  Online booking: <http://gbhghana.net/index-lapalm.aspx> |
| 2. | ASA Royal Hotel | 2-star | 100 | 130 | Yes | Yes | Tel: +233 (0) 302 764420  Mobile: +233 24 4475611  Email: [asaroyal@gmail.com](mailto:asaroyal@gmail.com) |
| 3. | His Majesty’s Hotel | 2-star | 100 | 120 | Yes | Yes | Tel: +233 (0) 302 773225  Mobile: +233 24 4315380  Email: hmapartments@yahoo.com  Website: [www.hismajestyhotel.com.gh](http://www.hismajestyhotel.com.gh) |
| 4. | Deon Hotels | 2-star | 80 | 110 | Yes | Yes | Tel: +233 (0) 31 2298008  Mobile: +233 20 0354184  Email: [info@deonh](mailto:deonhotels@4u.com.gh)otel.com  Website: <http://deonhotel.com/> |
| 5. | Susana Lodge | 2-star | 100 | 130 | Yes | Yes | Tel: +233 (0) 302-774296  Mobile: +233 24 4274577  Email: [stereoq@yahoo.com](mailto:stereoq@yahoo.com) |
| 6. | Eastoment Hotel | 2-star | 100 | 107 | Yes | Yes | Tel: +233 (0) 302 773541  Mobile: +233 54 2395587  Email: [eastomentatgl@gmail.com](mailto:eastomentatgl@gmail.com) |

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