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| **Bureau de la normalisationdes télécommunications** | **Description: logo_F_** |
|  |  |

 Genève, le 5 décembre 2012

|  |  |  |
| --- | --- | --- |
| Réf.: | **Lettre collective TSB 1/SG3RG-AFR** |  |
| Tél.: | +41 22 730 5887 |  |
| Fax:E-mail: | +41 22 730 5853tsbsg3@itu.int | – Aux membres du Groupe régional pour l'Afrique de la Commission d'études 3 (SG3RG-AFR) |

|  |  |
| --- | --- |
| Objet: | **Réunion du Groupe régional pour l'Afrique de la Commission d'études 3 (SG3RG-AFR) Le Caire (Egypte), 6 et 7 février 2013** |

Madame, Monsieur,

J'ai l'honneur de vous informer que, à l'aimable invitation de la National Telecom Regulatory Authority (NTRA) de l'Egypte, le Groupe régional pour l'Afrique de la Commission d'études 3 de l'UIT‑T (SG3RG-AFR) se réunira les 6 et 7 février 2013 à l'hôtel Novotel 6th of October, au Caire (Egypte).

La réunion sera précédée d'un séminaire de deux jours organisé par le Bureau de développement des télécommunications (BDT), qui sera consacré à des questions économiques et financières et aura lieu les 4 et 5 février 2013.

Le séminaire du BDT s'ouvrira le lundi 4 février 2013 à 9 h 30. La réunion du Groupe SG3RG‑AFR débutera le mercredi 6 février à 9 h 30 et sera réservée aux délégués et aux représentants des administrations et des exploitations de la région, conformément au § 2.3.2 de la Section 2 de la Résolution 1 de l'AMNT‑08.

L'enregistrement des participants se fera à l'hôtel Novotel, à partir de 8 h 30. Les précisions relatives aux salles de réunion seront affichées aux entrées de l'hôtel. Des renseignements complémentaires sur la réunion sont donnés dans l'**Annexe A**.

Le projet d'**ordre du jour** de la réunion, établi par les Présidents du Groupe SG3RG-AFR, est reproduit dans l'**Annexe B**.

Vous trouverez dans les **Annexes C** et **D** des informations pratiques relatives au lieu de la réunion.

Je vous souhaite une réunion constructive et agréable.

Veuillez agréer, Madame, Monsieur, l'assurance de ma considération distinguée.

Malcolm Johnson
Directeur du Bureau de la
normalisation des télécommunications

**Annexes**: 4

**ANNEXE A**

(de la Lettre collective TSB 1/SG3RG-AFR)

SOUMISSION DES CONTRIBUTIONS

**DÉLAIS DE SOUMISSION DES CONTRIBUTIONS**: Nous vous invitons à envoyer vos contributions par courrier électronique à l'adresse tsbsg3@itu.int. Ces contributions seront publiées sur le site web du Groupe régional pour l'Afrique de la Commission d'études 3 et doivent par conséquent parvenir au TSB le **31 janvier 2013 au plus tard.**

**GABARITS:** Pour élaborer votre contribution, veuillez utiliser l'ensemble de gabarits (*templates*) mis à votre disposition. Ces gabarits sont accessibles à l'adresse <http://www.itu.int/ITU-T/studygroups/templates>. Le nom de la personne à contacter au sujet de la contribution, ses numéros de télécopie et de téléphone ainsi que son adresse électronique doivent figurer sur la page de couverture de tous les documents.

MÉTHODES DE TRAVAIL ET INSTALLATIONS

**INTERPRÉTATION**: Comme convenu avec les Présidents du Groupe, les langues de travail seront l'anglais et le français.

**TRADUCTION:** Les documents de cette réunion seront traduits en français et en anglais.

**RÉSEAU LOCAL SANS FIL (WLAN)**: Des équipements et un accès à l'Internet seront à disposition sur le lieu de la réunion.

INSCRIPTION ET BOURSES

**INSCRIPTION**:Afin de permettre aux organisateurs de prendre les dispositions nécessaires, je vous saurais gré de bien vouloir leur faire parvenir par lettre, par télécopie (+41 22 730 5853) ou par courrier électronique (tsbreg@itu.int) **au plus tard le 3 janvier 2013**, la liste des personnes qui représenteront votre Administration, Membre de Secteur, Associé, établissement universitaire, organisation régionale et/ou internationale ou autre entité. Les administrations sont invitées à indiquer également le nom du Chef de délégation (et du Chef adjoint, le cas échéant).

**Veuillez noter que la préinscription des participants aux réunions de l'UIT-T se fait *en ligne* sur le site web de l'UIT-T (**[**http://www.itu.int/ITU-T/othergroups/taf/index.asp**](http://www.itu.int/ITU-T/othergroups/taf/index.asp)**).**

**BOURSES**:Nous avons le plaisir de vous informer qu'une bourse partielle par administration sera accordée, **pour la région Afrique uniquement**, en fonction des ressources financières disponibles, afin de faciliter la participation des pays les moins avancés ou des pays en développement à faible revenu (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). Toute demande de bourse doit être agréée par l'Administration concernée de l'Etat Membre de l'UIT. Les demandes de bourses (établies à l'aide du **Formulaire 1** ci-joint) doivent être renvoyées à l'UIT au plus tard le **3 janvier 2013**. (Veuillez noter qu'à l'AMNT‑08, les chefs de délégation ont pris l'engagement que leurs présidents et vice-présidents candidats recevraient les ressources nécessaires pour s'acquitter des tâches qui leur sont confiées pendant la totalité de leur mandat de quatre ans, et qu'il a donc été admis que les présidents et vice-présidents ne recevraient pas d'assistance financière de la part de l'UIT.)

**PRINCIPALES ÉCHÉANCES (avant la réunion)**

4 semaines: demandes de bourses

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/SG3RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting** and **Associated BDT Seminar**Cairo, Egypt, 4-7 February 2013 |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail : bdtfellowships@itu.int**  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 3 January 2013** |
|  | 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/ITU-T/othergroups/taf/index.asp> )**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 for one of the two options below:** |
|  |
|  **□ Economy class air ticket (duty station / Cairo / 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** |

**FORM 2 – ARRIVAL AND TRANSPORTATION TO HOTEL**

(to TSB Collective letter 1/SG3RG-AFR)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 3RG-AFR meeting****Cairo, Egypt, 4-7 February 2013** |  |
|  |  |  |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Ms. Maha Badr and Ms. Shahira Selim, by 31 January 2013 at the latest by e-mail** **mahab@tra.gov.eg/****shahiras@tra.gov.eg**For inquiries, Tel: +20 2 35344108 and +20 2 35344163 |

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 B**(to TSB Collective letter 1/SG3RG-AFR)

**Draft Agenda**

1 Opening of the meeting

2 Adoption of the agenda

3 Results of ITU-T Study Group 3 meeting and other ITU meetings

4 Report of the last SG3RG-AFR meeting

5 Priorities for the SG3RG-AFR

5.1 Discussion of the tariff situation in Africa, results of the questionnaire

5.2 Discussion and review of the TAF Group/SG3RG-AFR cost model and its implementation

6 General tariff issues of interest to Africa

6.1 International Internet Connectivity

6.2 Accounting system in the case of IP telephony/Interconnection of IP networks and public switched networks (to be deleted if no contributions)

6.3 Changes to Recommendation D.195 (shortening of settlement period)

6.4 Accounting rates for traffic terminating on mobile networks

6.5 Interconnection between fixed and mobile networks (to be deleted if no contributions)

6.6 Network externalities

6.7 Study of hubbing

6.8 Cross-border connectivity for mobile

7 Results of WCIT-12

8 Results of WTSA-12

9 Work program and schedule

10 Other business

**ANNEX C**(to TSB Collective letter 1/SG3RG-AFR)

**Practical information for participants**

**About the country**

Egypt is officially named the Arab Republic of Egypt, it is situated in North Africa and it has the Sinai Peninsula, which is a land bridge to Asia. Covering an area of about 1,001,450 square kilometres (386,560 sq mi), Egypt borders Libya to the west, Sudan to the south, the Palestinian Authority and Israel to the east. The northern coast borders the Mediterranean Sea and the eastern coast borders the Red Sea.

The Nile, which traverses over 1,000 miles within Egypt, from WadiHalfa in the South to the Mediterranean in the north, divides the country into four broad regions; the Western Desert which occupies almost two-thirds of the total area, the Eastern Desert, the Sinai Peninsula, and the Nile Valley and Delta, which is the most densely populated region of the country.

**Event venue**

Hotel Novotel Cairo 6th Of October

Ext. 26th of July St.

CAIRO

EGYPT

Website: <http://www.novotel.com/gb/hotel-3359-novotel-cairo-6th-of-october/index.shtml>

Tel (+20)238377200

Fax (+20)238372021

Email: H3359@accor.com

**Hotel**

Hotel reservation will be made directly by delegates. A list of hotels with preferential rates is available in Annex D.

Hotel reservation forms will have to be sent directly to the hotel, with a copy to:

**The National Telecom RegulatoryAuthority (NTRA) of Egypt**

Building B4, Km 28, Cairo-Alexandria Desert Road

Tel : +20 2 35344108

Fax : +20 2 35344155

E-mail :mahab@tra.gov.eg ; shahiras@tra.gov.eg

**Transportation**

Arrangements have been made by the host to meet delegates upon arrival at the airport and take them to their respective hotel. Any participant wishing to benefit from this service is requested to send their travel itinerary (see Form 2) to the following contacts:

Ms. Maha Badr

Tel : +20 2 35344108 ;

Email : mahab@tra.gov.eg

Ms. Shahira Selim

Tel : +20 2 35344163 ;

Email : shahiras@tra.gov.eg

Arrangements will be made by NTRA to transport delegates from their respective hotels to the event venue. However, delegates staying in a hotel other than those on the proposed list, will have to make their own arrangements.

Taxis are widely available in Cairo. You can ask your hotel to arrange for a taxi for you.

**Formalities to enter Egypt**

A valid passport and is required to enter Egypt. Entry visas may be obtained from the nearest Egyptian Diplomatic and Consular Mission. Some nationalities can obtain their visas from Cairo airport. Please check with your nearest Egyptian Consular mission for more details concerning visa regulations applying to your citizenship.

**Currency and exchange**

The currency in Egypt is the Egyptian Pound (LE). Please review the current exchange rate for the Egyptian Pound. Major credit cards are widely accepted in hotels, chain stores and most restaurants. ATMs are widely used and can be found at most large hotels, in front of most banks and in some stand-alone locations.

**Tipping**

12% service charge is included in the bill in most restaurants, but add a little extra since that 12% does not necessarily go to the waiter. Doormen receive 1 LE minimum as well as other servicers.

**Time zone**

Standard Time Zone: UTC/GMT +2 hours
No daylight saving time

**Telephony**

The international country calling code of Egypt is +20

Mobile codes:

* Mobinil: 122
* Vodafone: 100
* Etisalat: 111

e.g. to dial a mobile within Egypt you dial 0122xxxxxxxx and from outside of Egypt you dial 0020122xxxxxxxx or +0122xxxxxxxx.

To dial a telephone number from a mobile in Cairo, you dial 02 then the local telephone number.

You can purchase a SIM with less than 1 to 2 USD in addition to credit card as required.

**Language**

The official working language is Arabic. However, most people speak a little English, especially people working at hotels and in touristic areas.

**Climate**

The prevailing climate is desert and semi-desert, however, the Mediterranean climate prevails on the northern coasts. The temperature average in Lower Egypt is 20°C in winter during day and 10c at night, and in summer it reaches 35c during the day and 23°C at night. As for Upper Egypt, the average temperature varies between 25°C max. and 8°C min., while in summer it reaches 41°C max. and 24°C min.

**Electricity**

Electricity is supplied as 50Hz alternating current and the voltage is 220V (U.S./Canada are 110-120 Volts).

Electrical sockets (outlets) in the Arab Republic of Egypt are one of the two European standard electrical socket types: The "Type C" Europlug and the "Type E" and "Type F" Schuko. If your appliance's plug doesn't match the shape of these sockets, you will need a travel plug adapter in order to plug in. Travel plug adapters simply change the shape of your appliance's plug to match whatever type of socket you need to plug into. If it's crucial to be able to plug in no matter what, bring an adapter for both types.



**Water**

It is recommended to avoid drinking tap water and drink only bottled water. It can be acquired at your hotel or from any supermarket.

**Vaccination**

There are no particular vaccination requirements for Egypt.

**Internet connectivity**

An Internet connection will be available at the event venue. Payment may be required at certain hotels.

**Customs regulations**

The Egyptian Customs Law can be found at : <http://www.mof.gov.eg/SiteCollectionDocuments/Customs%20Law.pdf>

**Local host contacts:**

|  |  |
| --- | --- |
| **Ms. Maha BadrSenior Manager, Events International Relations DepartmentThe National Telecom Regulatory Authority (NTRA) Tel: +20 2 35344108****e-mail:** **mahab@tra.gov.eg** | **Ms. Shahira SelimManager, ITU affairsInternational Relations DepartmentThe National Telecom Regulatory Authority (NTRA) Tel: +20 2 35344 163e-mail:** **shahiras@tra.gov.eg** |

**ANNEX D**(to TSB Collective letter 1/SG3RG-AFR)

**List of hotels with preferential rates**

**Novotel** : (A booking form will be available on the ITU-T SG3RG-AFR web page)

<http://www.novotel.com/gb/hotel-3359-novotel-cairo-6th-of-october/index.shtml>

Single room : 75 $

Double room : 85 $

E-mail: h3359-SL@accor.com

**Moevenpick Hotel & Casino Media City**:

<http://www.moevenpick-hotels.com/en/africa/egypt/cairo/hotel-cairo-media-city/overview/>

Single room : 75 $

Double room : 85 $

Email: mohamed.Abdelmeguid@moevenpick.com

**Sheraton Dream Land** :

<http://www.sheratondreamlandhotel.com/>

Single room : 95 $

Double room : 110 $

E-mail : reservations.01414@sheraton.com & shady.wahib@sheraton.com

Above mentioned rates are per room per night based on bed & breakfast, all inclusive service charges & taxes.

Reservations (specifying the dates & payment method) should be done directly with the hotels.

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