

Geneva, 11 March 2013

Ref: **TSB Collective letter 1/SG5RG-AFR**

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To:

- Administrations of Member States of the Union,
- ITU-T Sector Members,
- ITU-T Associates from the African countries participating in the work of Study Group 5 RG-AFR and
- ITU-T Academia
- ITU Regional Office for Africa Region
- ITU Area Office, Dakar
- ITU Area Office, Yaounde
- ITU Area Office, Harare

**Subject: Fourth meeting of ITU-T Study Group 5
Regional Group for Africa
Ouagadougou, Burkina Faso, 9-10 July 2013**

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Autorité de Régulation des Communications Electroniques et des Postes (ARCEP) of Burkina Faso, ITU-T Study Group 5 Regional Group for Africa (SG5 RG-AFR) will hold its fourth meeting at the Hotel Laïco Ouaga, Ouagadougou, Burkina Faso, on 9 (afternoon) and 10 July 2013.

This meeting will be held immediately after the ITU Workshop on “***Building a Sustainable Future Through Green ICT standards***” (see TSB Circular 11), which will take place on 8 and 9 (morning) July 2013.

In addition, the fifth meeting of ITU-T SG12 Regional Group for Africa including a possible workshop on SG12 issues will be held on 11 and 12 July 2013. These events will also be hosted by the ARCEP at the same venue.

I should like to inform you that the meeting will open at 1430 hours on the first day. Participant registration will begin at 1230 hours at the Hotel Laïco Ouaga. Detailed information concerning the meeting rooms will be displayed at the entrances of the venue. Additional information about the meeting is set forth in **Annex A**.

The draft **Agenda** of the meeting, as prepared by the Chairman of SG5RG-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,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 3

ANNEX A
(to TSB Collective letter 1/SG5RG-AFR)

MAKING CONTRIBUTIONS

DEADLINES FOR CONTRIBUTIONS: We invite you to submit your contributions by electronic mail to the following address tsbsg5rgafr@itu.int. The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 5RG-AFR website and must therefore be received by TSB **not later than 26 June 2013**. We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

TEMPLATES: Please use the provided set of templates to prepare your contribution. The templates are accessible at <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.

WORK METHODS AND FACILITIES

INTERPRETATION: As agreed with the Chairmen of the Group, the working languages of the meeting will be English and French

TRANSLATION: Documents for this meeting will be translated in French and English.

WIRELESS LAN: Facilities and Internet access will be available at the venue of the event.

PAPERLESS MEETINGS: In agreement with its Chairman, Study Group 5RG-AFR will take further steps towards working in a fully electronic environment. The meeting will therefore be run paperless.

REGISTRATION 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) **not later than 10 June 2013**, 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/others/sg5rgafr/Pages/default.aspx>.

FELLOWSHIPS:

We are pleased to inform you that one partial fellowship 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 **10 June 2013**.

KEY DEADLINES (before meeting)

10 June 2013	- fellowship requests and online registration
26 June 2013	- final deadline for contributions

FORM 1 - FELLOWSHIP REQUEST

(to TSB Collective letter 1/SG5RG-AFR)



ITU-T Study Group 5RG-AFR meeting and Workshop on *Building a Sustainable Future Through Green ICT standards*

Ouagadougou, Burkina Faso, 8-10 July 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
10 June 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/en/ITU-T/others/sg5rgafr/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

- ☐ Economy class air ticket (duty station / Ouagadougou / 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/SG5RG-AFR)



ITU-T Study Group 5RG-AFR meeting
Ouagadougou, Burkina Faso, 8-12 July 2013



To ensure transfer to and from the airport, participants are requested to complete and return this form to Marguerite OUEDRAOGO / BONANE, by 28 June 2013 at the latest by e-mail ouedma@arce.bf Tel: + 226 70 24 43 95

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 of Departure	Time of Flight Departure	FLIGHT NO.

ANNEX B
(to TSB Collective letter 1/SG5RG-AFR)

Draft Agenda

1. Opening of the meeting
2. Adoption of the agenda
3. Main decisions taken by WTSA-12
4. Organization of the work of SG5RG-AFR
5. Appointment of chairman and vice-chairmen
6. Preparation of the next meeting
7. Report of last SG5RG-AFR meeting
8. Discussion on SG5 RG-AFR priorities for the next study period
9. Review of work program
10. Other business

ANNEX C
(to TSB Collective letter 1/SG5RG-AFR)

GENERAL INFORMATION FOR PARTICIPANTS

1 Venue for the meetings

Hotel Laïco
Ouagadougou, Burkina Faso
Tel.: (00 226) 50 49 98 00 /07
Fax: (00 226) 50 49 98 01/02
www.laico-ouaga2000.com

2 Arrival, departure and transportation

Upon receipt of participant flight details, arrangements will be made to meet participants at Ouagadougou International Airport and transport them to their respective hotels. Transportation will also be provided between the hotels and the seminar venue. The shuttle service is free of charge.

3 Delegate registration

Delegate registration will take place at the venue (Hotel Laïco).

4 Working hours

Working hours (provisional):	0800 to 1230 & 1430 to 1730 hours
Coffee breaks:	1030 & 1630 hours
Lunch break:	1300 hours

5 Documentation

Documents relating to the workshop will be provided at the venue, in electronic form during the training. Participants should therefore come equipped with a USB stick for downloading purposes, as well as a portable computer.

6 Accommodation / hotels

Preferential rates have been negotiated for seminar participants. A list of the selected hotels, together with the special rates, is attached as Annex 1.

To reserve the hotel of your choice, please complete the hotel reservation form (Annex 3) for each member of your delegation and send it direct to the hotel, with a copy to Carole Kanmouni (carole.habiba@arcep.bf).

7 Visas (entry formalities)

Passport requirements

A valid passport is required for all persons entering Burkina Faso, with the exception of citizens of ECOWAS countries, for whom a simple national identity card will suffice.

Visa

All visitors with the exception of citizens of ECOWAS countries require a visa to enter Burkina Faso. Visas can be obtained from diplomatic or consular missions representing the Government of Burkina Faso in other countries.

Issuance of visas upon arrival

To enable the issuance of an entry visa upon their arrival at Ouagadougou International Airport, visitors arriving from countries in which there is no diplomatic or consular mission representing the Government of Burkina Faso, are requested to provide, no later than **15 June 2013**, their name, date of birth, nationality and passport number to:

The Organizing Committee

Email: osi@arce.bf or ouatsi@arce.bf

Tel.: +226 70 21 41 53

Participants from all countries may obtain their visa upon arrival at Ouagadougou International Airport upon payment of 72 000 CFA francs (approximately USD 175) and presentation of two passport photos.

Customs formalities

Visitors entering Burkina Faso may bring with them a maximum of four litres of alcohol. Personal items in reasonable quantities (cameras, video cameras, watches, pens, cigarette lighters and cosmetics) may be imported tax-free. Other items (video recorders and other electronic goods) are subject to customs duties, to be paid on the spot. Illicit drugs may not be brought into Burkina Faso.

8 Health

All persons wishing to enter Burkina Faso must be in possession of a valid certificate of vaccination against yellow fever. Vaccination against hepatitis and cholera is recommended. Malaria is widespread in Burkina Faso, and the appropriate preventive measures are therefore also recommended.

Vaccination essential

- Yellow fever

Vaccination recommended

- Hepatitis A and B
- Diphtheria-tetanus-polio (DTP)
- Meningitis A+C+Y+W135

Participants are advised that free-of-charge first aid arrangements will be in place, with a full-time service located at the meetings venue. Cases of hospitalization and evacuation are to be handled by participants themselves in the following medical centres:

Hôpital national Yalgado OUEDRAOGO

Avenue de l'Oubritenga, opposite CNRST

Tel.: (+226) 50 31 16 55/56

Clinique Philadelphie

404, Rue du Président Maurice YAMEOGO

Tel.: (+226) 50 33 28 71

E-mail: clinique-philidelphie@fasonet.bf

Clinique du Cœur

Avenue Pascal ZAGRE, Ouaga 2000

Tel.: (+226) 50 39 74 74/75 75

E-mail: clinique_du_coeur@fasonet.bf

Clinique El Fateh – Suka

Tel.: (+226) 50 43 16 43/06 00

E-mail: clinique.elfateh@suka.bf

9 Currency / exchange rate

The official currency is the *franc de la Communauté Financière Africaine* (FCFA). Banknote values are FCFA 10 000, 5 000, 2 000, 1 000 and 500, and coins are valued at FCFA 500, 250, 200, 100, 50, 25, 10 and 5. Burkina Faso belongs to the CFA franc zone. There is no limit on the amount of foreign currency or travellers cheques that visitors may bring into Burkina Faso. Commercial banks and hotels provide exchange facilities, and money may also be exchanged at the airport.

To obtain a list of agencies, visit the site www.westernunion.com.

Exchange rates are as follows:

USD 1 = FCFA 450 (Source: www.xe.com)

EUR 1 = FCFA 655.957

Automatic cash dispensers

Several local banks are equipped with automatic cash dispensers which accept Visa cards.

Western Union

There are several branches of Western Union in Ouagadougou.

Banks in Ouagadougou

Banque centrale des Etats de l’Afrique de l’Ouest – BCEAO

Avenue Gamal A. Nasser

Tel.: (+226) 50 30 60 15/16

Ecobank Burkina

42 avenue de Yatenga

Tel.: (+226) 50 31 11 11

Bank of Africa

Avenue A. Sangoulé Lamizana

Tel.: (+226) 50 30 19 88

United Bank of Africa UBA (formerly Banque Internationale du Burkina)

Rue de la Résistance du 17 Mai

Tel.: (+226) 50 31 42 39

Coris Bank

Avenue N’Kwamé Krumah

Immeuble Coris Bank

Tel.: (+226) 50 30 68 14

Banque Commerciale du Burkina – BCB

Avenue N’Kwamé Krumah

Tel.: (+226) 50 30 78 78

Société Générale des Banques du Burkina – SGBB

Rue de l’hôtel de Ville

Tel.: (+226) 50 32 32 32

Banque internationale pour le Commerce, l'Industrie et l'Agriculture du Burkina – BICIA-B

Avenue N'Kwamé Krumah

Tel.: (+226) 50 32 56 00

Banque Régionale de Solidarité – BRS

Avenue Kwamé N'Krumah

Tel.: (+226) 50 49 60 00

Banque pour l'Agriculture et le Commerce du Burkina Faso – BACB

Rue de l'Hôtel de ville

Tel.: (+226) 50 30 04 12

Banque Sahélo saharienne pour l'investissement et le Commerce – BSIG

Avenue, Kwamé N'Krumah

Tel.: (+226) 50 32 84 01/04

Atlantic Bank

Tel.: (+226) 50 49 24 46

Payment cards (credit/debit)

Diners Club, MasterCard and Visa are not universally accepted. It is worth checking with your bank that you will be able to pay for goods and other services with your card.

10 Languages

The official language of Burkina Faso is French. However, 90 per cent of the population speak native African languages belonging to the Sudanic family, the most widespread of which is Mooré, spoken by 55 per cent of the population. The various ethnic groups speak their own languages.

11 Climate and clothing

Burkina Faso's climate is tropical, hot and dry. There are two seasons: the dry season from November to May, and the rainy season from June to October.

The harmattan, a very dry wind which blows from the East, brings with it a very hot period from May to September, with temperatures ranging from 30 to 40°C. The average annual rainfall is 115 cm (45 inches) in the south-west, falling to 25 cm (10 inches) in the far north and north-east. The rainy season lasts four months in the north-east and six months in the south-east (from May to October). Lightweight clothing is recommended.

12 Local time

Burkina Faso is in the GMT time zone.

13 Electricity

The electric power supply is 220V AC, 50 Hz. Standard two-pin plugs are used.

14 Contacts

For any further information, please contact the organizing committee set up by ARCEP.

Name: OUATTARA Sibiri

Email: osi@arce.bf or ouatsi@arce.bf

Tel.: +226 70 21 41 53

LIST OF HOTELS

Hotel	Type of room	Price in FCFA	Distance from meeting venue	Remarks
HOTEL LAÏCO ***** OUAGA 200 Av. Zagré Pascal 01BP 1603 Tel. +(226) 50 49 98 00 Fax. +(226) 50 49 98 01 reservations@laico-ouaga2000.com	Single or double Junior suite Diplomatic suite	84 031 (x) 136 374 (x) 180 900 (x)	N/A	Tourist tax: FCFA 1180 per person/night Municipal tax: FCFA 2950 per person (single payment)
JOLY HOTEL**** Tel.: +(226) 50 37 62 57 Fax: +(226) 50 37 62 59 Email: info@jolyhotel.bf / jolyhotel.ouaga2000@fasonet.bf 10 mins from airport	Single Double Junior suite	50 000 (x) 65 000 (x) 80 000 (x)	5 min	Tourist tax: FCFA 1180 per person/night Municipal tax: FCFA 2360 per person (single payment)
AZALAI HOTEL INDEPENDANCE ***** Email: independance@azalailhotels.com Fax: +(226) 50 30 60 Fax: +(226) 50 30 60 63	Single Single with bath	60 000 (x) 65 000 (x)	30 min	Tourist tax: FCFA 1180 per person/night Municipal tax: FCFA 2360 per person (single payment)
PALM BEACH **** Av. Kwame N'Krumah 01 BP 5557 Ouagadougou 01 Tel: +(226) 50 31 09 91 / 50 31 68 29 / 50 30 69 79 Fax: +(226) 50 31 68 39	Standard Prestige Junior suite	35 000 (✓) 50 000 (✓) 75 000 (✓)	25 min	Tourist tax: FCFA 1180 per person/night Municipal tax: FCFA 2360 per person (single payment)
SPLENDID HOTEL**** Av.Kwamé N'Krumah 01 BP 1715 Ouagadougou 01 Tel.: +(226) 50 31 72 78/79/82 Reservations: +(226) 50 31 24 54 Fax : +(226) 50 31 72 91 3 mins from airport	Single splendid I Single splendid II Double splendid I Double splendid II	46 750 (✓) 55 250 (x) 56 750 (x) 65 250 (x)	25 min	Tourist tax: FCFA 1180 per person/night Municipal tax: FCFA 2360 per person (single payment)
PACIFIC HOTEL *** Av Léo-Frobénus - 01 BP 5818 Ouagadougou Tel: +(226) 50 31 30 37 / 50 31 32 42 / 50 30 65 42 Fax: +(226) 50 31 30 39	Single Double Suite	42 000 46 000 80 000	25 min	Tourist tax: FCFA 1000 per person/night Municipal tax: FCFA 1500 per person (single payment)

5mins from airport pacifichotel@fasonet.bf				payment)
RELAX HOTEL *** Av. de la Nation 01 BP 567 Ouagadougou 01 Tel: +(226) 50 31 32 31 / 50 31 32 33 Fax: +(226) 50 30 89 08 relax.hotel@fasonet.bf www.groupe-soyaf.com	Single Double	25 000 (x) 30 000 (x)	30 min	Tourist tax: FCFA 1000 per person/night Municipal tax: FCFA 1500 per person (single payment)
PALACE HOTEL***** OUAGA 2000 01BP 1603 Tel. +(226) 50 / 49 98 00 Fax. +(226) 50 / 49 98 01	Single or double Junior suite	50 000 (✓) 70 000 (✓) 130 000 (✓)	2 min	Tourist tax: FCFA 1180 per person/night Municipal tax: FCFA 2950 per person (single payment)

(x) = without breakfast

(✓) = with breakfast

GOING OUT IN OUAGADOUGOU

Restaurants

La Forêt

Avenue Bassawarga

Main dishes from FCFA 2 800

Open midday and evening

Restaurant Akwaba

Avenue Kwame N’Krumah

Starters from FCFA 1 500 to 2 500

Main dishes from FCFA 2 500 to 4 000

Open midday and evening

Maquis Le Pouvoir

Avenue Dimdolobsom

Main dishes from FCFA 1 000 to 2 000

Open from 1100 to 0100 hours

Monopole Plus

Close to the Rue Agostino Neto

Main dishes from FCFA 3 000 to 4 500

Open from 0900 to 2200 hours

Le Gondwana

Tel.: 50 36 11 24

Main dishes from FCFA 3 000 to 4 500

Open as from 1800 hours

Restaurant de Chine

Avenue Houari Boumediene

Main dishes from FCFA 2 800 to 6 000

Open midday and evening (Wednesday to Monday)

Le Verdoyant

Avenue Dimdolobsom

Main dishes from FCFA 2 800 to 4 500

Open midday and evening (Thursday to Tuesday)

Baratapas

Rue Commerce

Salads from FCFA 800 to 1 500 / Tapas from FCFA 500 to 3 000

Open from 1000 to 2400 hours (Tuesday to Sunday)

Restaurant l’Eau Vive

Rue de l’Hôtel Ville

Starters from FCFA 1 300 to 3 800

Main dishes from FCFA 3 800 to 5 900

Open midday and evening (Monday to Saturday)

Le Coq Bleu

Rue Patrice Lumumba, corner of Avenue Kwame N’Krumah

Main dishes from FCFA 3 500

Open midday and evening (Wednesday to Monday)

Diwan al Mokhtar

Tel.: 50 33 57 75

La Rochelle

Tel.: 50 30 58 66

Le Belvédère

Tel.: (+226) 50 33 64 21

Le Tiébélé

Tel.: (+226) 50 31 29 14

Appalousa

Tel.: (+226) 50 30 72 01

Le duplex

Tel.: (+226) 50 37 56 56

Le Monomotapa

Tel.: (+226) 50 37 60 99

L'Orient

Tel.: (+226) 50 36 15 09

Delicatessens

Chez Simon

Avenue Kwamé Krumah

Tel.: (+226) 50 33 21 46

Paradis des meilleurs vins

Avenue Kwamé Krumah

Tel.: (+226) 50 30 63 64

Les délices de Sesska

Route de Fada

Tel.: (+226) 50 36 61 28

Pâtisserie de Koulouba

Located in Koulouba

Tel.: (+226) 50 30 77 17

Les p'tits délices

Tel.: (+226) 50 39 96 66

Tourist attractions in Ouagadougou

- Bangr-Weogho botanical and zoological gardens
- Palais Mooro Naba
- Ouagadougou art and handicrafts village (VOA)
- Gounghin centre for women's art and handicrafts
- Bronze works in Nioghsin and/or at the Place du Grand Lion
- Loango granite sculptures garden
- Bazoulé sacred crocodile pond
- Manéga Museum

Shops

Marina Market; Orca; Cado Déco; Free Way; Burkina pas Cher; Scimas; Wrangler