Ref.   ROA/ADD/AR/md/L096/2015   Addis Ababa, 3 September 2015

Administrations of (sub-Saharan Africa)
Member States of the Union, Regulators,
ITU Sector Members and Associates; and
Regional Organizations

Subject: **Universal Service Obligations Guidelines and Best Practices Workshop 9 to 13 November 2015, N'Djamena, Tchad.**

Dear Sir/ Madam,

I have the pleasure of inviting you to the **Universal Service Obligation (USO) Guidelines and Best Practices** workshop jointly organized by the International Telecommunication Union (ITU) and the National Agency of ICT Development (ADETIC) of Tchad from **9 to 13 November 2015** at **RESIDENCE Hotel**, in N'Djamena, Tchad.

The aim of this workshop is to present Guidelines on Universal Service and Access Obligations and a Toolkit showcasing best practices in this area so as to discuss, among others, the inclusion of access to broadband in USO. This workshop will give the relevant officials the opportunity to discuss these important issues as a group. Country presentations will aid in the appreciation of the status in your respective administrations. Furthermore, this will afford you very concrete suggestions on how to make further progress at a national level. We will also share the experience gained during the development of the Guidelines and Toolkit on Universal Service and Access during the EU/AU/ITU HIPSSA Project and take stock of the present status, while mapping a way ahead.

I hope all the countries in the two regions will make the most of this chance and I would like to encourage your administration to nominate the relevant officials that are directly responsible for the setting up and administration of your USO Funds so that this workshop will have a direct impact in your institutions in the relevant areas. The working documents are available at:

http://www.itu.int/en/ITU-D/Regional-Presence/Africa/Pages/default.aspx

All discussions will be held in English and French, and the draft agenda is attached to this invitation.

A partial fellowship per LDC country is available. The deadline for fellowship applications is 6th October 2015. All the information such as registration and fellowship forms as well as the practical information note with respect to entry visas and hotels are available on the event website at http://www.itu.int/en/ITU-D/Regional-Presence/Africa/Pages/default.aspx

For any further information on the workshop content, please contact Ms Meskerem Yadete email: meskerem.yadete@itu.int and Ms Maygenet Abebe, email: Maygenet.Abebe@itu.int ITU Regional Office for Africa (Tel: +251 11 551 4977), or in Tchad Mr. Roland KONODJI GUELNGAR, E-mail: roland.guelngar@adetic.td , Tel.: + 235-66-264401.

I sincerely hope you will be able to participate in this important capacity building workshop.

Yours faithfully,

[Original Signed]

Andrew Rugege,
Regional Director for Africa and
Liaison to ECA and AU

Cc :   Mr. Brahima Sanou Director, BDT

Annex 1: Draft agenda and working program

Annex 2: Registration Form

Annex 3:   Information Note

Annex 4:   Fellowship Form