African Telecommunications Union (ATU)

Union Africaine des Télécommunications (UAT)

General Secretariat /*Secrétariat Général* : Nairobi

Ref. 146/09/ATU/AFRISWOG/2013

26th September 2013

Circular to:

- ATU Member States
- Associate Members

Dear Sir/Madam,

Invitation to the 1st meeting of African Spectrum Working Group (AfriSWoG) to be held in Nairobi, Kenya from 12-14 November, 2013 at the AFRALTI Conference Centre, Waiyaki Way

The ATU Secretariat has the honour to renew its compliments of the highest consideration to your administration.

I write pursuant to circular No. 76/04/ATU/AFRISWOG/2013 dated 12th April 2013, through which membership was being notified of the establishment of the African Spectrum Working Group (AfriSWoG). This serves to kindly invite your administration to the 1st meeting of AfriSWoG scheduled to take place at AFRALTI in Nairobi - Kenya from 12-14 November, 2013.

The objectives of this meeting include:

1. the launch of the Group as an inaugural meeting
2. establishment of the Group's own leadership,
3. development of a working methodology and work plan of its activities,
4. study the technical aspects of the WRC-15 agenda items and produce a report which will form the basis for technical discussions during the 2nd African Preparatory meeting for WRC-15 which shall be held in Khartoum-Sudan in January, 2014
5. preparation for the forthcoming ITU Interregional WRC-15 Workshop to be held in Geneva in December, 2013, and
6. itemise urgent issues to be studied other than WRC-15 agenda items such as the White Space.

The draft agenda, country information and registration form is attached for ease of reference.

Accommodation is available at the venue of the meeting (AFRALTI) equivalent to a three star hotel facilities at the negotiated rate of US$ 35 bed and breakfast per person per night or US$ 45 on half board basis (bed, breakfast and buffet dinner). It is

Postal - P.O. Box 35282, Code 00200, Nairobi, Kenya
Courier - CCK, Building, Waiyaki way, Nairobi
Website - www.atu-uat.org

Tel : +254 20 2322120/1; +254 722 203132
Fax: +254 20 2322124
E-mail: sg@atu-uat.org

highly recommended that participants stay at the venue of the meeting to facilitate easy coordination of logistical arrangements. However, on request, ATU can assist in negotiating suitable rates at the hotel of your choice. We also wish to inform participants that transport will NOT be available and every participant will be expected to find their way from the airport to the hotel and to the venue and vice versa. Participants are however advised to ONLY get transport services from registered taxi operators at the Nairobi airport, namely Jambo Taxis, JKIA Taxis and Kenatco Taxis.

For any other meeting details including assistance with visa and accommodation, please get in touch with Ms. Jane MWANGI on email: sg@atu-uat.org or Technical coordinator Mr. Kezias MWALE email: k.mwale@atu-uat.org with copy to AFRALTI coordinator Mr. Peter MUCHAI on email: info@afralticonference.com

Kindly send us the name of your representative so as to reach us on or before 25th October, 2013 for our planning purposes.

I take this opportunity to express my profound gratitude to your administration for the support and commitment to the work of ATU.

Yours sincerely,

Abdoulkarim Soumaila
Secretary General

Attached:

- Draft Agenda
- Registration Form
- General information