



Administrative Rules & Arrangements for Participation

Rule	Description
1	<u>Registration to attend/participate is mandatory.</u> No participants who have not registered for the meeting will be allowed into it.
2	Participants are encouraged to <u>join the meeting at least 10 minutes</u> before the start of the meeting. ATU Secretariat will “open the doors” to the meeting 30 minutes before the scheduled start of the meeting.
3	ATU Secretariat will have a holding room to admit those joining the meeting. Participants are requested to wait to be admitted.
4	<u>Participants are required to format their display names on the ZOOM in accordance with Annex 1.</u> ATU Secretariat may eject from the meeting non-compliant participants. You may see this video on how to change your zoom display name >> https://www.youtube.com/watch?v=zRnNIEi9uNg
5	Each delegation is required to <u>designate the Head of Delegation</u> e.g. KEN (HoD), Firstname LASTNAME. <u>The HoD may be called upon to confirm the identity of a participant from his or her organisation or country.</u>
6	To intervene or ask a question, a participant is required to <u>‘raise their hand’</u> and wait until the Chair gives them the floor to speak. Provision for raising a hand is usually below the screen on Zoom.
7	Participants are <u>free to raise their intervention or query via the chat box</u> . The Chair, with the help of the Secretariat, will address the issues raised in the chat dialogue box, as appropriate.
8	ATU Secretariat and/or the Chair <u>reserves the right to mute participant(s)</u> at the meeting, for instance, in case of background noise or at the start of the meeting.
9	Participants are encouraged to <u>switch-on their video when on the floor</u> (speaking). Otherwise, participants should switch off their video when not speaking.
10	Participants <u>may join the meeting with video-on, but should mute/switch-off at the start of the meeting</u> . For the convenience of the meeting, ATU Secretariat or the Chair may mute a video and/or audio.
11	ATU Secretariat will announce when to <u>conduct a photo session for the meeting</u> . At this point, participants are requested to have their video-on for purposes of taking the photo. Otherwise, participants should switch off their video when not speaking.
12	Delegates are <u>encouraged to use headphones (with mics)</u> as opposed to computer/pc audio in order to capture the voice clearly and avoid sound feedback.
13	ATU Secretariat will <u>record the meeting</u> .
14	ATU Secretariat will endeavour to <u>arrange interpretation services in English and French</u> . Participants to press the button below the screen written ‘ Interpretation ’ and select the preferred language.

Annex 1 - Format for display names on the ZOOM

You may see this video on how to change your zoom display name >>

<https://www.youtube.com/watch?v=zRnNIEi9uNg>

Category 0: Members of the Bureau, General Secretariat and Support/Interpreters

0-Chair, Firstname LASTNAME [for the Chair]
0-ViceChair, Firstname LASTNAME [for the Vice Chair(s)]
0-Rapporteur, Firstname LASTNAME [for the Rapportuer(s)]
0-ATU SG, John OMO
0-ATU PC, Alice KOECH
0-ATU RC, Kezias MWALE
0-Support, Firstname LASTNAME [for the Support(s)]
0-Interpreter, Firstname LASTNAME [for the Interpreter(s)]

Category 1: African Countries – ATU Member States

1-ALG, Firstname LASTNAME [for **Algeria** delegates]
1-AGL, Firstname LASTNAME [for **Angola** delegates]
1-BEN, Firstname LASTNAME [for **Benin** delegates]
1-BFA, Firstname LASTNAME [for **Burkina Faso** delegates]
1-BDI, Firstname LASTNAME [for **Burundi** delegates]
1-CME, Firstname LASTNAME [for **Cameroon** delegates]
1-CAF, Firstname LASTNAME [for **Central African Rep.** delegates]
1-TCD, Firstname LASTNAME [for **Chad/Tchad** delegates]
1-COM, Firstname LASTNAME [for **Comoros** delegates]
1-COG, Firstname LASTNAME [for **Congo** delegates]
1-CTI, Firstname LASTNAME [for **Côte d'Ivoire** delegates]
1-COD, Firstname LASTNAME [for **DRC** delegates]
1-DJI, Firstname LASTNAME [for **Djibouti** delegates]
1-EGY, Firstname LASTNAME [for **Egypt** delegates]
1-GNE, Firstname LASTNAME [for **Equatorial Guinea** delegates]
1-SWZ, Firstname LASTNAME [for **Eswatini** delegates]
1-ETH, Firstname LASTNAME [for **Ethiopia** delegates]
1-GAB, Firstname LASTNAME [for **Gabon** delegates]
1-GMB, Firstname LASTNAME [for **Gambia** delegates]
1-GHA, Firstname LASTNAME [for **Ghana** delegates]
1-GUI, Firstname LASTNAME [for **Guinea** delegates]
1-GNB, Firstname LASTNAME [for **Guinea-Bissau** delegates]
1-KEN, Firstname LASTNAME [for **Kenya** delegates]
1-LSO, Firstname LASTNAME [for **Lesotho** delegates]
1-LBR, Firstname LASTNAME [for **Liberia** delegates]
1-LBY, Firstname LASTNAME [for **Libya** delegates]
1-MDG, Firstname LASTNAME [for **Madagascar** delegates]
1-MWI, Firstname LASTNAME [for **Malawi** delegates]
1-MLI, Firstname LASTNAME [for **Mali** delegates]
1-MTN, Firstname LASTNAME [for **Mauritania** delegates]
1-MAU, Firstname LASTNAME [for **Mauritius** delegates]
1-MRC, Firstname LASTNAME [for **Morocco** delegates]

1-MOZ, Firstname LASTNAME [for **Mozambique** delegates]
1-NMB, Firstname LASTNAME [for **Namibia** delegates]
1-NGR, Firstname LASTNAME [for **Niger** delegates]
1-NIG, Firstname LASTNAME [for **Nigeria** delegates]
1-RRW, Firstname LASTNAME [for **Rwanda** delegates]
1-STP, Firstname LASTNAME [for **Sao Tome and Principe** delegates]
1-SEN, Firstname LASTNAME [for **Senegal** delegates]
1-SRL, Firstname LASTNAME [for **Sierra Leone** delegates]
1-SOM, Firstname LASTNAME [for **Somalia** delegates]
1-AFS, Firstname LASTNAME [for **South Africa** delegates]
1-SDN, Firstname LASTNAME [for **Sudan** delegates]
1-TZA, Firstname LASTNAME [for **Tanzania** delegates]
1-TUN, Firstname LASTNAME [for **Tunisia** delegates]
1-UGA, Firstname LASTNAME [for **Uganda** delegates]
1-ZMB, Firstname LASTNAME [for **Zambia** delegates]
1-ZWE, Firstname LASTNAME [for **Zimbabwe** delegates]

Category 2: African Countries – Other

2-BOT, Firstname LASTNAME [for **Botswana** delegates]
2-CPV, Firstname LASTNAME [for **Cabo Verde** delegates]
2-ERI, Firstname LASTNAME [for **Eritrea** delegates]
2-SEY, Firstname LASTNAME [for **Seychelles** delegates]
2-SSD, Firstname LASTNAME [for **South Sudan** delegates]
2-TGO, Firstname LASTNAME [for **Togo** delegates]

Category 3: Sub-regions

3-EACO, Firstname LASTNAME [for **EACO** staff/delegates]
3-ECCAS, Firstname LASTNAME [for **ECCAS** staff/delegates]
3-ARTAC Firstname LASTNAME [for **ARTAC** staff/delegates]
3-ECOWAS, Firstname LASTNAME [for **ECOWAS** staff/delegates]
3-WATRA, Firstname LASTNAME [for **WATRA** staff/delegates]
3-SADC, Firstname LASTNAME [for **SADC** staff/delegates]
3-CRASA, Firstname LASTNAME [for **CRASA** staff/delegates]
3-North, Firstname LASTNAME [for **North Africa sub-regional** staff/delegates]

Category 4: Associate Members

4-ACCESS-PT, Firstname LASTNAME [for **ACCESS PARTNERSHIP** delegates]
4-AMAZON, Firstname LASTNAME [for **AMAZON** delegates]
4-APPLE, Firstname LASTNAME [for **APPLE** delegates]
4-ARABSAT, Firstname LASTNAME [for **ARABSAT** delegates]
4-ASECNA, Firstname LASTNAME [for **ASECNA** delegates]
4-AVANTI, Firstname LASTNAME [for **AVANTI** delegates]
4-BOEING, Firstname LASTNAME [for **BOEING** delegates]
4-CAM-TEL, Firstname LASTNAME [for **CAMEROUN TELECOM** delegates]
4-CISCO, Firstname LASTNAME [for **CISCO** delegates]
4-COT-TEL, Firstname LASTNAME [for **COTE D'IVOIRE TELECOMM** delegates]
4-ERICSSON, Firstname LASTNAME [for **ERICSSON** delegates]
4-ESCOM, Firstname LASTNAME [for **ESCOM MALAWI** delegates]

4-ESOA, Firstname LASTNAME [for **ESOA** delegates]
4-EUTELSAT, Firstname LASTNAME [for **EUTELSAT** delegates]
4-FACEBOOK, Firstname LASTNAME [for **FACEBOOK** delegates]
4-GHANA-TEL, Firstname LASTNAME [for **GHANA TELECOMM** delegates]
4-GLOBALSTAR, Firstname LASTNAME [for **GLOBALSTAR** delegates]
4-GOOGLE, Firstname LASTNAME [for **GOOGLE** delegates]
4-GOSPELL, Firstname LASTNAME [for **GOSPELL** delegates]
4-GSMA, Firstname LASTNAME [for **GSMA** delegates]
4-HUAWEI, Firstname LASTNAME [for **HUAWEI** delegates]
4-INMARSAT, Firstname LASTNAME [for **INMARSAT** delegates]
4-INTEL, Firstname LASTNAME [for **INTEL CORPORATION** delegates]
4-INTELSAT, Firstname LASTNAME [for **INTELSAT** delegates]
4-IRIDIUM, Firstname LASTNAME [for **IRIDIUM** delegates]
4-LOON, Firstname LASTNAME [for **LOON** delegates]
4-LSTELCOM, Firstname LASTNAME [for **LS TELECOM** delegates]
4-MAU-TEL, Firstname LASTNAME [for **MAURITIUS TELECOM** delegates]
4-MICROSOFT, Firstname LASTNAME [for **MICROSOFT** delegates]
4-MOTOROLA, Firstname LASTNAME [for **MOTOROLA** delegates]
4-MTN, Firstname LASTNAME [for **MTN** delegates]
4-NOKIA, Firstname LASTNAME [for **NOKIA** delegates]
4-OMNISPACE, Firstname LASTNAME [for **OMNISPACE** delegates]
4-ONATEL, Firstname LASTNAME [for **ONATEL BURUNDI** delegates]
4-ONEWEB, Firstname LASTNAME [for **ONEWEB** delegates]
4-OTIS, Firstname LASTNAME [for **OTIS** delegates]
4-QUALCOMM, Firstname LASTNAME [for **QUALCOMM** delegates]
4-REALTIME, Firstname LASTNAME [for **REALTIME** delegates]
4-RSSS, Firstname LASTNAME [for **RSSS** delegates]
4-R&S, Firstname LASTNAME [for **Rhodes and Schwarz** delegates]
4-SAFARICOM, Firstname LASTNAME [for **SAFARICOM** delegates]
4-SES, Firstname LASTNAME [for **SES** delegates]
4-SONATEL, Firstname LASTNAME [for **SONATEL** delegates]
4-SUDA-TEL, Firstname LASTNAME [for **SUDAN TELECOM** delegates]
4-TEL-EGYPT, Firstname LASTNAME [for **TELECOM EGYPT** delegates]
4-TMG, Firstname LASTNAME [for **TMG** delegates]
4-TURKSAT, Firstname LASTNAME [for **TURKSAT** delegates]
4-VIASAT, Firstname LASTNAME [for **VIASAT** delegates]
4-VODACOM, Firstname LASTNAME [for **VODACOM** delegates]
4-YAHSAT, Firstname LASTNAME [for **YAHSAT** delegates]
4-YAZMI, Firstname LASTNAME [for **YAZMI** delegates]
4-ZTE, Firstname LASTNAME [for **ZTE** delegates]

Category 5: International Telecommunications Union and other IGOs

5-ITU, Firstname LASTNAME [for **ITU** staff/delegates]
5-ICAO, Firstname LASTNAME [for **ICAO** staff/delegates]
5-WMO, Firstname LASTNAME [for **WMO** staff/delegates]
5-IMO, Firstname LASTNAME [for **IMO** staff/delegates]

Category 6: Partners

6-AFRALTI, Firstname LASTNAME [for **AFRALTI** staff/delegates]

6-ESMT, Firstname LASTNAME [for **ESMT** staff/delegates]

Category 7: Regional Telecommunications Organizations

7-APT, Firstname LASTNAME [for **APT** staff/delegates]

7-ASMG, Firstname LASTNAME [for **ASMG** staff/delegates]

7-CITEL, Firstname LASTNAME [for **CITEL** staff/delegates]

7-CEPT, Firstname LASTNAME [for **CEPT** staff/delegates]

7-RCC, Firstname LASTNAME [for **RCC** staff/delegates]

Category 8: Non-African Countries

8-CCC, Firstname LASTNAME [for CCC delegates], where CCC == ITU Country code.

Category 9: Observers and All others

9-XYZ, Firstname LASTNAME [for XYZ delegates], where XYZ == suitable self-given code