

REPUBLIC OF RWANDA



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GUIDELINES ISSUED BY

THE RWANDA UTILITIES REGULATORY AGENCY

***GUIDELINES – IMPORTATION OF RADIO COMMUNICATIONS AND
BROADCASTING EQUIPMENT***

THE REPUBLIC OF RWANDA

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GUIDELINES FOR THE IMPORTATION OF RADIO COMMUNICATION AND BROADCASTING EQUIPMENT INTO RWANDA

INTRODUCTION

These guidelines shall be applicable to persons, natural or artificial and or organizations, wishing to import radio communication and broadcasting equipment into the Republic of Rwanda.

An applicant wishing to import radio communication equipment into Rwanda shall follow the procedure outlined in these guidelines and shall also take note of the terms and conditions stipulated hereunder.

For purposes of clarification *radio communication equipment* shall mean and include equipment intended for the transmission and reception of signals by use of radio waves but excluding Radio and television broadcasting

That *broadcasting equipment* shall mean and include equipment in which the transmissions are intended for direct reception by general public either with or without subscription fees.

STATUS OF THE GUIDELINES

These guidelines do not alter the licensing regimes for radio equipment, which continue as the mechanism by which a user obtains authority to possess and use radio equipment. The ability to import equipment does not necessarily confer the right to use it.

That RURA reserves the right to come up with regulations for the control of the equipment and the importation process.

PRELIMINARIES

As a prerequisite, all persons or organisations shall comply with the following;

The person or organisation shall first acquire a licence or authorisation for the importation of any type of radio communication services, and/ or broadcasting equipment from RURA.

Comprehensive list of equipment in the *Table on required notice* shall be made available to RURA together with the relevant technical specifications and evidence of frequency authorization where applicable.

The application shall be in writing addressed to the Director General of RURA.

THE REQUIRED NOTICE

A person, natural or artificial and or organisation wishing to import any of the radio-communications equipment shall send a notice to RURA with the following details;

NO.	CONTENTS OF A NOTICE
1	Contact details of the person including; (Name, Address, Telephone, Telefax, e-mail)
2	Contact details of the manufacturer including; (Name, Address, Telephone, Telefax, e-mail)
3	Equipment identification (Type, Model)
4	Intended use/purpose of the equipment
5	Frequency bands
6	Reference standard or other specification assumed to be complied within frequency planning and defining the equipment type
7	Type of modulation
8	Channel spacing and designation of emission if not defined in the standard or other specification mentioned above
9	Maximum transmit power limit if not defined in the standard or other specification mentioned above
10	Duty cycle or channel access protocol if not defined in the standard or other specification mentioned above
11	Duplex direction, if applicable
12	Type of antenna
13	Remarks

COST OF NOTIFICATION

A fee will be charged for examining and processing the notification. In so far as the notification involves recording the information received, examination and a reply to the notification, a fixed price to be determined by RURA will be charged for the processing of each notification.

TIMING OF NOTIFICATION

Notification must reach RURA at least 4 weeks before the placing on the market of the radiocommunications equipment concerned. The waiting period of 4 weeks only begins once all the information concerning the radio characteristics necessary for examining the notification has been supplied to RURA including all the specifics as indicated above.

VALIDITY OF THE NOTIFICATION

The notification is valid for all the radiocommunications equipment of the originator of the notification, on condition that it is identical to that notified and that the validity of the notification is limited to that equipment.

Any person, natural or artificial with the intention of marketing this equipment without obtaining it from the originator of the first notification must proceed with a new notification before offering it or placing it on the market.

PROCESS TIMING

All applications shall be processed by RURA under a week's duration.

Applications on certain category of equipment may require the attention of any other relevant authority in the interest of national security and for any such equipment the timing may be more than one week.

RURA shall thereafter issue a letter to the relevant authority responsible for imports and exports as at the time of clearance.

An invoice on charges for the processing will be prepared and rendered to applicant by RURA.

COMPLIANCE

The equipment manufacturer's local authorised representative or where the manufacturer is not established in Rwanda or has not appointed a local authorised representative, the person who places the equipment in the local market shall be responsible to ensure compliance with RURA's approved standards.

CLEARANCE CERTIFICATE

The RURA will issue a letter of clearance on settlement of invoiced charges in full. Any person, who imports or carries by hand, radio communication equipment through Rwanda Customs are required comply to this procedure.

A clearance certificate issued is valid under condition that the equipment being granted approval is identical to the type tested one.

The Certificate may be revoked if holders use it beyond approved scope or if determined to have been obtained illegally.

EMERGENCY & SPECIAL CASE AUTHORISATIONS

In the event that journalists coming from outside of the Republic of Rwanda wishes to import temporary radio and or communication equipment for the live broadcast coverage of any special event in Rwanda, an authorization letter will be given by RURA upon submission of application letter mentioning the list of equipment to be imported including the relevant technical specifications

CERTIFICATION

All radio and communications equipment require the certification of RURA and that this shall include radio communications equipment used in ships and aircraft, for air traffic control and equipment that is used by radio-amateurs also require certification and authorisation from RURA.

MARKING

It is not allowed to place on the market user equipment that does not comply with the essential requirements and bears the RURA's mark as confirmation.

Radio and telecommunications terminal equipment without the RURA's mark shall be a reason for the withdrawal of the authorisation and or licence or both.

RURA will maintain an existing labelling and numbering requirements and that the numbers will be allocated by RURA to the person for purposes of market surveillance.

No given number shall be transferable without the written consent of RURA.

COMPATIBILITY

Radio communication equipment should have Electromagnetic Compatibility (EMC) Standard in accordance with international standards and any other special recognised standards of RURA.

CONFORMITY AND TECHNICAL DOCUMENTATION

All persons importing shall be committed to executing a declaration of conformity with RURA. A sample of this declaration is in **Annex 1** to these guidelines.

All equipment to be imported must be accompanied by the required technical documentation.

TESTING AND INSPECTIONS

RURA will conduct testing on the equipment imported and issue test reports and this will be in line with getting a performance quality assurance certification pursuant to RURA's expected standards.

With regards to any inspections related to internal transfer and movement of the equipment within Rwanda, RURA shall be notified if the original destination of the equipment is changed as given in the notification.

TYPE APPROVAL & STANDARDS

The importation of the equipment is linked to the obtaining of type approval for any radio equipment intended for use in Rwanda.

The radio communication equipment used in land (fixed and mobile), maritime mobile, aeronautical mobile and amateur services all require type approval.

Radio communication equipment should have Electrical Safety standard in accordance with international standards.

Type approval test reports are prepared according to the national and international standards and that the international standards include the standards of the following;

N0	Recognised standards		
1	ITU: International Telecommunications Union	2	EAC: East African Community Standards
3	FCC: Federal Communications Commission (USA)	4	ANSI: American National Standards Institute
5	ETSI: European Telecommunications Standardization Institute		*****
Comment: <i>These standards keep changing and that any such change is reflected by RURA and accordingly enforced</i>			

EQUIPMENT LIST

This list below, though not conclusive and all inclusive, represents some of the common type of radio and communication equipment that are imported. These guidelines are applicable to them. They are;

N0	The Equipment		
	Cellular Mobile Phones		Private Mobile Radio Equipment
	Cordless Telephones		Radio Telemetry Equipment
	Remote Controlled Toys/Garage Door Openers		Amateur Radio Equipment
	Walkie-Talkies		Communications Equipment used in boats and ships
	Wireless Microphones		Aeronautical & Maritime communications equipment
	Telecommunications Systems Operators Equipment		Satellite communications equipment
	Broadcast Transmitting Equipment		Spectrum Management equipment
Comment: <i>This list is not exhaustive</i>			

TRANSMITTERS

Transmitters that employ coordinated frequency bands for which it is not necessary to apply for a permission to own and use the equipment, e.g. GSM and NMT mobile telephones, CB radios, remote controls etc. The equipment must carry RURA’s mark without any further requirement.

For importers of transmitters that use other coordinated frequency bands such as radio transceivers, broadcast transmitters for fixed links etc. shall in addition to RURA's mark apply for a frequency assignment and/or a special authorisation to make use of the equipment.

The possession of transmitting apparatus for wireless communications, its installation or usage is subject to the authorisation by RURA.

EFFECT OF CHANGES TO EQUIPMENT

Any changes to the name or model of the type approved equipment will require a new type approval. This involves reapplication with revised supporting documents. If the technical specifications have not been amended, reference can be made to original type approval. However, the applicant must submit a letter of declaration stating that the technical specifications for the old named/model equipment is the same as the new name/model equipment.

LICENCES

Applicants may be required to obtain other licences to make, import or install radio communication equipment depending on any special regulation or regulatory order governing such equipment.

The offer for sale, sale or hiring out of the equipment concerned shall be with a valid dealer licence or authorisation.

The possession or operations of radio-communication equipment without a valid licence are grounds for regulatory intervention PROVIDED THAT a prior written exemption has not been provided for by RURA.

An issued license and or authorisation to import shall be used for the intended radio communication and/or broadcasting equipment into Rwanda.

The license and or authorisation issued shall be used as documents to ensure and make clearance of the equipment at any point of entrance in the Republic of Rwanda. This is subject to any existing government regulation.

HEALTH AND SAFETY

As within the considerations of RURA, the electromagnetic compatibility and the effective operation of the equipment within the spectrum allocated to that particular service on the equipment, the protection of the health and safety of the user and any other persons with a view to avoiding harmful interference are some of the paramount considerations before clearance is given.

AUTHORITY

These guidelines are issued by the Regulatory Board of RURA in line with the given powers under both the Telecommunications Law and the Regulatory Law together with the relevant and related Presidential and Ministerial Orders.

SIGNATURE & SEAL

WITNESSED hereof as the chairperson and with the consent of members of the Regulatory Board of RURA, I have signed these binding guidelines as a regulatory instrument;

DONE AT KIGALI, THIS

DAY OF

2008

Mrs. Marie Claire **MUKASINE**
Chairperson

ANNEX 1 DECLARATION OF CONFORMITY

The Importer of the equipment covered by this Declaration is

Name

Address.....

Registration Number.....

Licence / authorisation number

The Guidelines covered by this Declaration

Guidelines for the importation of Radio Communication and Broadcasting Equipment into Rwanda

The Equipment Covered by this Declaration

Please attach as a list with signature including equipment names, types, variants, or other unique identifiers. Serial number ranges may be used here.

The Basis on which Conformity is being declared

I hereby declare hereunder as my sole responsibilities that the equipment identified above comply with the guideline requirements and standards of RURA and that the following standards have been applied:

List all appropriate standards hereunder or if big in an attachment by indicating their numbers and titles;

.....
.....

The technical documentation required to demonstrate that the products meet the requirements of the Guidelines and standards have been compiled with and the equipment are available for inspection by RURA.

Signed:

Print as well if signatures is not clear and add signatory's address if different from head office

Authority:

Must be the assigned technical officer, or other person "empowered to bind the company"

Date:

Official Seal:

