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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 19 January 2016 |
| Ref: | **TSB Collective letter 4/SG12RG-AFR** | * To Administrations of Member States of the Union,
* To ITU-T Sector Members,
* To ITU-T Associates participating in the work of Study Group 12,
* To ITU Academia,
* To ITU Regional Office for Africa Region, Addis Ababa
* To ITU Area Office, Harare, Zimbabwe
 |
| Tel: | +41 22 730 6828 |
| Fax:E-mail: | +41 22 730 5853tsbsg12rgafr@itu.int |
| Subject: | **Meeting of ITU-T Study Group 12 Regional Group for AfricaLivingstone, Zambia, 18 March 2016 (afternoon only)** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Zambia Information and Communications Technology Authority (ZICTA), ITU-T Study Group 12 Regional Group for Africa (SG12RG-AFR) will hold its next meeting at the Protea Hotel, Livingstone, Zambia, on 18 March 2016 afternoon.

I should like to inform you that the meeting will open at 1400 hours. Participant registration will begin at 1300 hours at the Protea Hotel. 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 SG12RG-AFR, is set out in **Annex B**. Updated draft agenda will be posted as TDs at the SG12RG-AFR web page at <http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/sg12rgafr/Pages/default.aspx>.

I would like to take the opportunity to inform you that the following meetings will take place during the same week:

* SG5RG-AFR meeting: from 14 to 15 (morning) March 2016
* ITU Regional Standardization Forum for Africa: from 15 (afternoon) to 18 (morning) March 2016

For a comprehensive overview of the week of events, please see the draft time plan in **Annex C**.

Practical information relating to the venue will be posted on the SG12RG-AFR web page at:
<http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/sg12rgafr/Pages/default.aspx>.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes:** 3

**ANNEX A**(to TSB Collective letter 4/SG12RG-AFR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address tsbsg12rgafr@itu.int. The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 12 RG-AFR website and must therefore be received by TSB **not later than 7 March 2016.** 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 meeting documents.  The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<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 Chairman 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:** The meeting will 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 18 February 2016**, 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/sg12rgafr/Pages/default.aspx**](http://www.itu.int/en/ITU-T/others/sg12rgafr/Pages/default.aspx)**.**

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships 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 **1 February 2016**. Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries; and gender balance. Furthermore, preference will be given to applicants that will attend all the meetings that will take place in Livingstone from 14 to 18 March 2016.

**KEY DEADLINES (before meeting)**

1 February 2016 - fellowship requests

18 February 2016 - - online registration

7 March 2016 - final deadline for contributions

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 4/SG12RG-AFR)

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|  | **ITU-T Study Group 5RG-AFR and SG 12RG-AFR meetings** and **ITU Regional Standardization Forum for Africa**Livingstone, Zambia, 14-18 March 2016 |  |
| **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 1 February 2016** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No:…………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form at: <http://www.itu.int/en/ITU-T/others/sg12rgafr/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(which ITU will do its best to accommodate) |
|  **□ Economy class air ticket (duty station / Livingstone / 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:** |

**ANNEX B**(to TSB Collective letter 4/SG12RG-AFR)

**Draft Agenda**

1. Opening of the meeting

2. Adoption of the agenda

3. Organization of the work of SG12RG-AFR

4. Results of the last ITU-T Study Group 12 meeting

5. Report of the last SG12RG-AFR meeting

6. Priorities of SG12RG-AFR meeting

7. Technical discussions

8. Preparation of WTSA-16 and the next meeting

9. Review of work program

10. Any other business

11. Closure of the meeting

**ANNEX C**(to TSB Collective letter 4/SG12RG-AFR)

**DRAFT TIME PLAN (14-18 MARCH 2016)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Monday, 14 March | Tuesday, 15 March | Wednesday, 16 March | Thursday, 17 March | Friday, 18 March |
| 0930-1230 | **SG5RGAFR** | **SG5RGAFR** | **Regional Standardization Forum** | Bridging the Standardization Gap Training for Study Group Effectiveness  | **Regional Standardization Forum** | Bridging the Standardization Gap Training for Study Group Effectiveness | **Regional Standardization Forum** | SG12 presentations |
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| 1230-1400 |   |   |   |   |
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| 1400-1730 | **Regional Standardization Forum** | SG5 presentations | Bridging the Standardization Gap Training for Study Group Effectiveness | SG12 presentations | **SG12RGAFR** |
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