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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 16 January 2019 | |
| Ref: | **TSB Collective letter 2/SG5RG-AFR TSB Collective letter 2/SG20RG-AFR** SG5; SG20/CB | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 5;  - To ITU-T Associates of Study Group 20;  - To ITU Academia;  - To the ITU Regional Office for Africa Region, Addis Ababa | |
| Tel: | +41 22 730 6301 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg5@itu.int](mailto:tsbsg5@itu.int) [tsbsg20@itu.int](mailto:tsbsg20@itu.int) | |
| Web: | <http://itu.int/go/sg5rgafr> <http://itu.int/go/sg20rgafr> | |
| Subject: | **Meetings of ITU-T Study Group 5 Regional Group for Africa (SG5RG-AFR); Study Group 20 Regional Group for Africa (SG20RG-AFR); Abuja, Nigeria, 25-29 March 2019** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the second meetings of ITU-T Study Group 20 Regional Group for Africa (25 March (all day) and 26 March (morning only)) and ITU-T Study Group 5 Regional Group for Africa (27 March (afternoon only), 28 March (morning only)) and 29 March (morning only), which will be held at the kind invitation of the Ministry of Communication Technology at the Transcorp Hilton Abuja, Nigeria, from 25 to 29 March 2019, inclusive.

A Forum on “Using new Frontier Technologies to make cities smarter and more sustainable” will take place in the afternoon of 26 March 2019 and in the morning of 27 March 2019.

A Forum on “5G, EMF and Health and Training on ITU-T Recommendations on EMF” will take place in the afternoon of 28 March 2019.

Participation in the Forums is free of charge and open to any participants who share an interest in topics related to frontier technologies to shape smarter and more sustainable cities and 5G, EMF and health.

The regional group meetings will be restricted to delegates and representatives from Member States, Sector Members, and Associates of the ITU-T Study Group 5 and Study Group 20 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

Exceptionally, registration for this meeting will not use focal point approval announced in TSB Circular 68. The previous procedures apply, as detailed in **Annex A**.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the venue, the Transcorp Hilton Abuja.

**Key deadlines**:

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| 25 January 2019 | Submit [ITU-T Member Contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 11 February 2019 | - Submit fellowship requests ( the application form and guidelines are set out in **Form 1**) |
| 25 February 2019 | - Pre-registration (via the online registration form on the [SG5RG‑AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgafr/Pages/default.aspx) and [SG20RG‑AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgafr/Pages/default.aspx) homepages)  - Submit requests for visa support letters (see details in Annex A) |
| 12 March 2019 | - Submit ITU-T Member contributions (by e-mail to [tsbsg5@itu.int](mailto:tsbsg5@itu.int) or [tsbsg20@itu.int](mailto:tsbsg20@itu.int)) |

Additional information is set out in **Annex A**. The draft meeting **agendas**, prepared by Ms Helen Cythia Nakiguli (Uganda), Chairman ITU-T SG5RG-AFR and Mr Bako Wakil (Nigeria), Chairman ITU-T SG20RG-AFR are set out in **Annexes B** and **C**, respectively.

Practical information relating to the venue will be available on the ITU-T [SG5RG-AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgafr/Pages/default.aspx) and [SG20RG-AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgafr/Pages/default.aspx) webpages.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  *(signed)*  Chaesub Lee Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg5rg-afr ITU-ITU-T SG5RG-AFR |
| **Annexes:** 4 | ITU-ITU-T SG20RG-AFR |
|  | Latest meeting information |

ANNEX A  
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:The meeting will be run paperless. Member contributions should be submitted by e-mail to the study group secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**INTERPRETATION**: In agreement with the Chairmen of the study groups, the working language of the meetings will be English and French. Simultaneous interpretation will be provided in those languages.

**WIRELESS LAN** facilities and Internet access will be available at the venue of the event.

**PRE-REGISTRATION, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the study group home page **at least one month before the start of the meeting**. The membership is invited to include women in their delegations whenever possible.

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* on the ITU‑T website as follows:**

SG5RG-AFR: <http://itu.int/go/sg5rgafr>   
SG20RG-AFR: <http://itu.int/go/sg20rgafr>

**FELLOWSHIPS**: Two partial fellowships per administration will be awarded, **within the Africa Region only**, subject to available funding, to facilitate participation from [eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). Fellowship requests (using enclosed Form 1) must be received by **11 February 2019** at the latest; it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of written contributions; equitable distribution among countries and regions; and gender balance.

**VISA SUPPORT**: If required, visas must be requested as soon as possible from the embassy or consulate representing Nigeria in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

Delegates who require a personal invitation letter are invited to contact **Ifeoma Uzochukwu** by e-mail at [iuzochukwu@ncc.gov.ng](mailto:iuzochukwu@ncc.gov.ng) (Tel: +23494628748) with copy to TSB: [tsbsg5@itu.int](mailto:tsbsg5@itu.int) and [tsbsg20@itu.int](mailto:tsbsg20@itu.int) bearing the words “**Letter of support for visa**” as the subject and should be sent before the deadline of **25 February 2019**.

**FORM 1 - FELLOWSHIP REQUEST**

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| The International Teleocmmunication Union - Connecting the World. | **Meetings of ITU-T SG5RG-AFR and SG20RG-AFR Abuja, Nigeria, 25-29 March 2019**  Request for one partial fellowship  (submission deadline **11 February 2019**) | | | |  |
| Please return completed form, preferably by e-mail, to: ITU Fellowships, Geneva (Switzerland) | | | E-mail: [fellowships@itu.int](mailto:fellowships@itu.int) Tel: +41 22 730 5227 Fax: +41 22 730 5778 | | |
| **Applications from women are encouraged** | | | | | |
| Registration number (required): (Pre-registration is [online only](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgafr/Pages/default.aspx)) | |  | | | |
| Title(s) of Contributions submitted/planned: | |  | | | |
| Country ([list of eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf)): | |  | | | |
| Name of the Administration/Organization: | |  | | | |
| Professional role/title: | |  | | | |
| Mr/Mrs/Ms: | |  | | | |
| Applicant’s family name: | |  | | | |
| Applicant’s given name: | |  | | | |
| Address: | |  | | | |
| Telephone: | |  | | | |
| Fax: | |  | | | |
| E-mail: | |  | | | |
| Passport number: | |  | | | |
| Date and place of issue: | |  | | | |
| Passport valid until (date): | |  | | | |
| Nationality: | |  | | | |
| Date of birth: | |  | | | |
| Please select your preferred fellowship type (one only),  which ITU will do its best to accommodate:  **Economy class air ticket (duty station -> event venue -> duty station)**  **Subsistence allowance intended to cover accommodation, meals & misc. expenses** | | | | | |
| **Signature of applicant:** | | | | **Date:** | |
| TO VALIDATE THIS FELLOWSHIP REQUEST, THE NAME, TITLE AND SIGNATURE OF THE CERTIFYING OFFICIAL DESIGNATING THE PARTICIPANT MUST BE COMPLETED BELOW, ALONG WITH AN OFFICIAL STAMP.  N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST TO THE LAST DAY OF THE MEETING. | | | | | |
| **Signature and stamp of certifying official:** | | | | **Date:** | |

ANNEX B   
Draft agenda  
Meeting of ITU-T SG5RG-AFR, Abuja, Nigeria, 27-29 March 2019

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Document** |
| **1** | Opening of the meeting |  |
| **2** | Adoption of the agenda |  |
| **3** | Approval of the report of the last meeting (Zanzibar, Tanzania, 9 April 2018) | [Report 1](https://www.itu.int/md/T17-SG05RG.AFR-R-0001/en) |
| **4** | Allocation of documents (Contributions and TDs) |  |
| **5** | Overview of ITU-T Study Group 5 (structure and working methods) |  |
| **6** | Overview of Outcomes of ITU-T WP1/5 meeting (21-25 May 2018) and previous ITU-T SG5 meeting (11-21 September 2018) |  |
| **7** | Outcomes of the Plenipotentiary Conference 2018 and TSAG relevant to ITU-T SG5 |  |
| **8** | Discussion on received Contributions |  |
| **9** | Work Programme of SG5RG-AFR |  |
| **10** | SG5RG-AFR members’ Contributions to ITU-T Study Group 5 |  |
| **11** | Discussion on ITU-T SG5RG-AFR priorities |  |
| **12** | Preparation of the draft Report of the SG5RG-AFR |  |
| **13** | Venue and date of next SG5RG-AFR meeting |  |
| **14** | Any other business |  |
| **15** | Closure of the meeting |  |

ANNEX C  
Draft agenda  
Meeting of ITU-T SG20RG-AFR, Abuja, Nigeria, 25-26 March 2019

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Document** |
| **1** | Opening of the meeting |  |
| **2** | Adoption of the agenda |  |
| **3** | Approval of the report of the last meeting (Zanzibar, Tanzania, 9 April 2018) | [Report 1](https://www.itu.int/md/T17-SG20RG.AFR-R-0001/en) |
| **4** | Allocation of documents (Contributions and TDs) |  |
| **5** | Overview of ITU-T Study Group 20 (structure and working methods) |  |
| **6** | Overview of Outcomes of previous ITU-T SG20 meetings (Cairo, Egypt, 6-16 May 2018 and Wuxi, China, 3-13 December 2018) |  |
| **7** | Outcomes of the Plenipotentiary Conference 2018 and TSAG relevant to  ITU-T SG20 |  |
| **8** | Discussion on received Contributions |  |
| **9** | Work Programme of SG20RG-AFR |  |
| **10** | SG20RG-AFR members’ Contributions to ITU-T Study Group 20 |  |
| **11** | Discussion on ITU-T SG20RG-AFR priorities |  |
| **12** | Preparation of the draft Report of the SG20RG-AFR |  |
| **13** | Venue and date of next SG20RG-AFR meeting |  |
| **14** | Any other business |  |
| **15** | Closure of the meeting |  |

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