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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 3 February 2017 |
| Ref: | **TSB Collective letter 1/SG11RG-AFR TSB Collective letter 1/SG13RG-AFR** | - To Administrations of Member States of the Union; - To ITU-T Sector Members;- To ITU-T Associates participating in the work of Study Groups 11 & 13; - To the African Telecommunications Union;- To the ITU Regional Office for Africa Region;- To the ITU Regional Office for Arab Region;- To the League of Arab States  |
| Tel: | +41 22 730 5126 +41 22 730 5780 |
| Fax:E-mail: | +41 22 730 5853tsbsg11@itu.int tsbsg13@itu.int |
| Subject: | **Meetings of ITU-T Study Group 11 Regional Group for Africa (SG11RG-AFR), Study Group 13 Regional Group for Africa (SG13RG-AFR) and** **Bridging the Standardization Gap (BSG) Hands-on Training; Cairo, Egypt, 2-6 April 2017** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the National Telecom Regulatory Authority of Egypt, ITU-T Study Group 11 Regional Group for Africa (SG11RG-AFR) and Study Group 13 Regional Group for Africa (SG13RG-AFR)will hold their regional meetings in Cairo, Egypt from
2 to 6 April 2017.

The SG13RG-AFR meeting will open on 4 April at 0830 hours and will end on 5 April at 1400 hours. Details for the venue of the meeting along with the list of hotels and practical information will be provided in an addendum to this Collective letter as soon as practicable.

The meeting will be preceded by the fifth ITU-T SG13 Regional workshop for Africa on *"ITU-T standardization work on Future Networks: Towards a Better Future for Africa”*, which will take place on 2 and 3 April 2017. The workshop will open at 0930 hours on 2 April 2017.

In addition, a Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries participating in SG11RG-AFR and SG13RG-AFR, will take place on Monday, 3 April 2017 and will open at 1600 hours.

The SG11RG-AFR inaugural meeting will open at 0900 hours on 6 April 2017. The meeting will be preceded by the SG11 Regional workshop for Africa on *“Counterfeit ICT Devices, Conformance and Interoperability Testing Challenges in Africa”* on 5 April 2017. The workshop will open at 0930 hours on 5 April 2017.

Detailed information about the above Workshops will be made available at: [www.itu.int/en/ITU-T/Workshops-and-Seminars](http://www.itu.int/en/ITU-T/Workshops-and-Seminars).

The regional group meetings will be restricted to delegates and representatives from Member States, Sector Members and Associates of the ITU-T Study Group 11 and Study Group 13 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammament, 2016).

Additional information about SG11RG-AFR and SG13RG-AFR meetings is available in **Annex A**.

The draft agendas of the SG13RG-AFR and SG11RG-AFR meetings are set out in **Annexes B and C**,respectively. The schedule for these meetings is available in **Annex D**. Practical information relating to the venue will be posted on the [SG11RG-AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11rgafr/Pages/default.aspx) and [SG13RG-AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13rgafr/Pages/default.aspx) webpages.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 4

**ANNEX A**

(to TSB Collective letter 1/SG11RG-AFR & SG13RG-AFR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions for **SG13RG-AFR** and **SG11RG-AFR** is
**27 March 2017**. You are invited to submit your contributions by e-mail to the following addresses: tsbsg13@itu.int and tsbsg11@itu.int, respectively.

**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**

**WORKING LANGUAGE:** The working language of the meetings will be English.

**TRANSLATION:** Some documents for these meetings may be translated into French.

**REMOTE PARTICIPATION:** We regret to inform that no remote participation will be offered for these meetings.

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

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable TSB and host to make the necessary arrangements, please send by letter, fax (+41 22 730 5853), or e-mail (tsbreg@itu.int), **not later than 2 March 2017**, 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). Members are invited to include women on 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:**

**SG11RG-AFR:** <https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11rgafr/Pages/default.aspx>

**SG13RG-AFR:** <https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13rgafr/Pages/default.aspx>

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration, within the Africa and Arab region only, will be awarded, 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 **21 February 2017**. 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 regions, and gender balance.

**Kindly note that only those wishing to attend all the events from 2 – 6 April (Workshops, BSG training and the Regional Group meetings) may apply for a fellowship.**

**KEY DEADLINES (before meeting)**

|  |  |
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| **2017-02-21** | - fellowship requests |
| **2017-03-02** | - pre-registration |
| **2017-03-27** | - final deadline for contributions for **SG13RG-AFR** and **SG11RG-AFR** |

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 1/SG11RG-AFR & SG13RG-AFR)

|  |  |  |
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|  | **ITU-T Study Group 11RG-AFR, ITU-T Study Group 13RG-AFR meetings, BSG training and respective workshops****Cairo, Egypt, 2-6 April 2017** |  |
| **Please return to:** | **ITU** **Geneva (Switzerland)** | **E-mail:** **fellowships@itu.int****Tel: +41 22 730 5227****Fax: +41 22 730 5778** |
| **Request for one partial fellowship to be submitted before 21 February 2017** |
|  | Participation of women is encouraged |  |
| Registration Confirmation ID No: ……………………………………………………………………………(Note: It is imperative for fellowship holders to pre-register via the online registration form *(see Registration and Fellowships section)*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 / Cairo / 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 1/SG11RG-AFR & SG13RG-AFR)

**Draft Agenda
(SG13RG-AFR, Cairo, Egypt, 4-5 April 2017)**

1 Opening of the meeting

2 Opening remarks by the hosting organization (NTRA, Egypt)

 2.1 Opening remarks by the TSB Director and/or ITU regional office

 2.2 Opening remarks by African Telecommunications Union

 2.3 Opening remarks by the Regional Group Chairman

3 Approval of the agenda

4 Presentation and agreement on the draft work plan for the fifth meeting

5 Review of the SG13RG-AFR work in 2012-2016

6 Discussion of input documents

 6.1 Brief on the outcomes of the fifth regional workshop for Africa on “ITU-T
 Standardization Work on Future Networks: Towards a Better Future for Africa”

 6.2 Summary of WTSA-16 decisions

 6.3 Summary of SG13 objectives and priorities in this study period

 6.4 Contributions from Members

7 Review of SG13RG-AFR Action Plan and priorities list

 7.1 Cloud computing and big data

 7.2 IMT-2020 (non-radio)

 7.3 Trust

 7.4 Future networks

8 Future activities

9 Review and approval of the meeting report

10 Any other business

11 Closure of the meeting

**ANNEX C**

(to TSB Collective letter 1/SG11RG-AFR & SG13RG-AFR)

**Draft Agenda
(SG11RG-AFR, Cairo, Egypt, 6 April 2017)**

1 Opening of the meeting

2 Opening remarks

3 Adoption of the agenda

4 Allocation of documents (contributions and TDs)

5 Overview of ITU-T Study Group 11 (structure and working methods)

6 Overview of WTSA-16 outcomes related to ITU-T SG11 activities

7 Overview of Outcomes of previous SG11 meeting

8 Discussion of input documents:

8.1 Brief on the outcomes of the ITU regional workshop for Africa on “Counterfeit ICT Devices, Conformance and Interoperability Testing Challenges in Africa”

8.2 Discussion of contributions related to combating counterfeit

8.3 Discussion of contributions related to Conformance and Interoperability issues (C&I)

9 Work Programme of SG11RG-AFR

10 SG11RG-AFR and member contributions to ITU-T Study Group 11

11 Venue and date of next SG11RG-AFR meeting in 2018

12 Any other business

13 Closure of the meeting

**ANNEX D**(to TSB Collective letter 1/SG11RG-AFR & SG13RG-AFR)
**Schedule for SG11 and SG13 regional group meetings for Africa, BSG training and respective workshops**



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