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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 3 December 2019 |
| Ref: | **TSB Collective letter 3/SG13RG-AFR****SG13/TK** | - To Administrations participating in SG13RG-AFR; - To ITU-T Sector Members participating in SG13RG-AFR;- To ITU-T Associates participating in SG13RG-AFR; - To ITU Academia participating in SG13RG-AFR;- To the African Telecommunications Union;- To the ITU Regional Office for Africa Region |
| Tel: | +41 22 730 5126 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg13@itu.int |
| Web: | <http://itu.int/go/tsg13>  |
| Subject: | **Seventh meeting of ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR) and Bridging the Standardization Gap Hands-on Training; Abuja, Nigeria, 5-6 February 2020** |

Dear Sir/Madam,

It is my pleasure to inform you that, at the kind invitation of Ministry of Communication Technology (MCT), Nigeria, **ITU-T Study Group 13 Regional Group for Africa** (SG13RG-AFR) will hold its seventh meeting at **Abuja, Nigeria from 5 to 6 February 2020**. The venue of the meeting is the Transcorp Hilton Abuja hotel, 1 Aguiyi Ironsi Street Maitama, Abuja, 900001, Nigeria.

The meeting will be preceded by a two-day Workshop entitled *Seventh SG13 Regional Workshop for Africa on “Standardization of future networks towards Building a better connected Africa”* which will take place from 3 to 4 February 2020 at the same location. Detailed information about the above Workshop is available at: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/standardization/20200203/Pages/default.aspx>.

In addition, *a Bridging the Standardization Gap (BSG) Hands-on Training Session* will take place in the morning of 5 February 2020 (from 8:30) at the same venue. Annex B has a detailed work plan for the above set of events.

The ITU workshop will start at 0930 hours on Monday 3 February 2020. The meeting of the SG13RG-AFR will start at 1430 hours on Wednesday 5 February 2020. Participation in the SG13RG-AFR meeting is defined per clause 2.3.3 of [WTSA Resolution 1 (Rev. Hammamet, 2016)](https://www.itu.int/pub/T-RES-T.1-2016). Please note that continuity of representation would be helpful to the group's work. Participation in the workshop is free of charge and open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations.

Participant registration will begin at 0800 hours on 5 February 2020 at the Transcorp Hilton Abuja. Detailed information concerning the meeting room will be displayed at the entrance of the venue.

Additional information about the meeting is set forth in Annex A.

The draft Agenda and work plan of the meeting, as prepared by the Chairman of SG13RG-AFR, Mr Simon Bugaba, is set out in Annex B. Practical information relating to this meeting is found at the [SG13RG-AFR homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13rgafr/Pages/default.aspx).

**Key deadlines**:

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| 11 December 2019 | - Submit fellowship requests (via the online registration form; see details in Annex A) |
| 31 December 2019 | - Submit requests for visa support letters (see details in Annex A) |
| 5 January 2020  | - Pre-registration (via the [online form](https://www.itu.int/net4/CRM/xreg/web/Login.aspx?src=Registration&Event=C-00007151) found at the [SG13RG-AFR homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13rgafr/Pages/default.aspx)) |
| 21 January 2020 | - Submit ITU-T Member contributions (by e-mail to tsbsg13@itu.int |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | ITU-T SG13RG-AFR |
| Latest meeting information |

ANNEX A
Additional information

**MAKING CONTRIBUTIONS**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Member Contributions and draft TDs should be submitted by e-mail to tsbsg13@itu.int using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Contributions will be published on the [SG13RG-AFR](https://www.itu.int/md/T17-SG13RG.AFR-170404/sum/en) website and must therefore be received by TSB **no later than 21 January 2020.** Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members with an [ITU account](https://www.itu.int/en/ties-services) that has TIES access.

**MEETING LOGISTICS AND FACILITIES**

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

**TRANSLATION:** Some documents for this meeting may be translated into French.

**REMOTE PARTICIPATION:** Efforts are put in place to provide the remote participation. To benefit from this service please ensure that you have [pre-registered online](https://www.itu.int/net4/CRM/xreg/web/Login.aspx?src=Registration&Event=C-00007151). Details on access will be made available on the regional group homepage.

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

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

**REGISTRATION:** Pre-registration is mandatory and is to be done online via the study group homepage **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the new registration system requires focal-point approval for all registration requests. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs whenever possible.

**FELLOWSHIPS:** Up to two partial fellowships per countries may be awarded, within the Africa region, subject to available funding, to facilitate participation from eligible countries. **Fellowship requests must be received by 11 December 2019 at the latest.** 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. Preference will be given to applicants attending all the ITU events in Abuja, 3 – 6 February 2020. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs when proposing candidates for fellowships.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Delegates who require a personal invitation letter are invited to contact Ms Ifeoma Uzochukwu at iuzochukwu@ncc.gov.ng and Ms Olutosin Oduneye at ooduneye@ncc.gov.ng. Your request should be sent no later than **31 December 2019**.

**ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR)
Abuja, Nigeria 5-6 February 2020**

1 Opening of the meeting

2 Opening remarks and welcome addresses

- Welcome remarks by the Ministry for telecommunications (Nigeria) and
Nigerian Communication Commission

- Opening remarks by TSB (on behalf of the TSB Director)

- Opening remarks by the Study Group 13 Vice-Chairman

- Opening remarks by ATU

- Opening remarks by the SG13 Regional Group Chairman

3 Approval of the Agenda and work plan

4 Review of the 7th ITU-T Regional Workshop for Africa Report

5 Overview of ITU-T SG13RG-AFR activities, 2016-2019

6 Briefing on Q5/13 Activities

7 Updates on Q5/13 ongoing work

a. Supplement on IMT-2020

b. Supplement on Big Data

c. Report on Use of ITU-T Recommendations

8 Presentation of contributions

9 Discussion on the future of Q5/13 and ITU-T SG13RG-AFR:

* Review of the SG13RG-AFR action plan;
* Review of the SG13RG-AFR priorities list.

10 Objectives, venue and timing of next meeting

11 Consideration and Approval of the meeting Report

12 Any other business

13 Closure of Meeting

**Draft Work Plan for 7th SG13RG-AFR meeting and 7th SG13 Regional workshop for Africa
3-6 February 2020, Abuja, Nigeria**



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